

**BSBSMB401 – Establish  
legal and risk management  
requirements of small  
business**



## **COURSE INFORMATION BOOKLET**

*(Small Business Management Course for Trade Contractors)*



### **Disclaimer**

This Student Course Information contains information that is correct at the time of printing. Changes to legislation, government programs and/or [Blue Dog Training](#) policies may impact on the currency of information included. [Blue Dog Training](#) reserves the right to vary and update information without notice. You are advised to seek any changed information and/or updates from your trainer or by contacting [Blue Dog Training](#).

This document has been prepared as a resource to assist students to understand their obligations and also those of [Blue Dog Training](#). Please carefully read through the information contained in this document. In addition to this document all students need to read, understand, be familiar with, and follow the policies and procedures outlined in the [Blue Dog Training](#) Student Handbook



## Introduction

Thank you for expressing an interest in the *Small Business Management Course for Trade Contractors*, which comprises the unit of competency - *BSBSMB401 - Establish legal and risk management requirements of small business*. The training you will undertake for this course is nationally accredited. On successful completion of the course, a Statement of Attainment will be issued to you through Blue Dog Training.

Completion of the course will allow you to apply for a Queensland Building and Construction Commission (QBCC) Trade Contractor Licence or Nominee Supervisor Licence. For more information on this contact the Queensland Building and Construction Commission on 13 93 33 or by navigating to <http://www.qbcc.qld.gov.au/>

This unit of competency may also be used as an elective unit in the qualification *CPC40110 - Certificate IV in Building and Construction (Building)*.

Please take time to read the information in this document as it is very important you select the right course for you.

## Course Details

The Blue Dog Training flexible on-line course allows you to fit your study into your work, family and social commitments. You work through the course at your own pace, downloading the workbook and other resources from our website. A trainer is available to support you every step of the way. The program is designed to progress the learner through competency performances. The learning and assessment materials are separated into segments, addressing the following;

- ✓ Program introduction
- ✓ Business Plan
- ✓ Business Structure, Registration, Records, Staff
- ✓ Risk Management
- ✓ Work Contracts, Pricing, Warranties and Variations
- ✓ Financials
- ✓ Tax liabilities
- ✓ Workplace Health and Safety, PCBU and Standards
- ✓ Project
- ✓ Assessment Conversation with a Blue Dog Training Assessor

These are designed to be completed sequentially and you are required to access Learner Resource videos designed to support your learning and knowledge development and complete specific tasks.

You are also required to dedicate time to undertake self-paced study of industry, government, specialist and departmental websites to obtain a broad awareness of the skills and knowledge required to identify and comply with all regulations affecting the running and management of a business.

Suggested websites include but are not limited to:

- ✓ Australian Tax Office
- ✓ Australian Government (Information and Services)
- ✓ Chamber of Commerce and Industry (State and National)
- ✓ Queensland Government (for business and industry) and other State and Territory government website
- ✓ Work Cover and Workers Compensation (National and individual State and Territory websites)
- ✓ Workplace Health and Safety (National and individual State and Territory websites)



At completion of the learning segments, there is a final project that you will download, complete and return to Blue Dog Training for assessment. This project includes:

- ✓ creating a Safe Work Method Statement (SWMS)
- ✓ a business budget and
- ✓ completing Business Activity Statements (BAS).

This will help you understand how to create credibility with clients and keep your ideas fresh and relevant within the construction industry, no matter your trade.

You are able to commence this course at any time throughout the year. The length of the course is 60 nominal hours. You have two months in which to complete the course.

## Resources

Resources you will require for the course are:

- ✓ office equipment and resources
- ✓ business technology including internet access
- ✓ Adobe Acrobat Reader
- ✓ relevant legislation, regulations, standards and codes
- ✓ relevant workplace documentation and resources
- ✓ interaction with others

## Training Costs

The cost of your course will depend on whether or not your training is being subsidised through Construction Skills Queensland (CSQ) or if you are undertaking the course on a fee-for-service basis. To be eligible for subsidised training, you will need to meet eligibility criteria determined by CSQ.

Places for subsidised training are limited and available on a 'first come first served' basis.

### 1. CSQ Short Courses General Construction Program



As a CSQ Registered Training Supplier (RTS), Blue Dog Training is proud to be able to offer this course under the CSQ Short Courses General Construction program.

This program is targeted to existing workers in the building and construction industry. If you are currently working in the Queensland building and construction industry, you may be eligible for CSQ funding to undertake this course. Eligible participants under this program:

- a) must
  - ✓ be an existing worker\* in the building and construction industry; or
  - ✓ be an unemployed eligible worker\*\*; and
  - ✓ be an eligible worker\*\*\*
- b) and must
  - ✓ be an Australian or New Zealand citizen; or
  - ✓ be a permanent resident of Australia; or
  - ✓ be a holder of a refugee or humanitarian visa



- c) and must
- ✓ permanently reside in Queensland; or
  - ✓ be permanently employed in Queensland
- d) and must not
- ✓ be an employee of any authority (excluding employees of an Indigenous Council that is a Principal Contractor); or
  - ✓ be currently enrolled and participating in a school program; or
  - ✓ be a contracted trainer and assessor or existing worker of any RTO; or
  - ✓ be funded by an Authority or other such source for the delivery of the same training being undertaken as part of this program; or
  - ✓ have received funding under this program for eight (8) other short courses in the same program period.
  - ✓ have completed this course previously

Further information regarding the CSQ Short Courses General Construction program can be found at <http://www.csq.org.au/about-csq>

\*An **existing worker** is a current employee in the Building and Construction Industry who has a one month or more employment relationship with their employer. The working relationship can be built up through full- time, part-time or casual employment or engagement as a contract worker.

\*\*An **eligible worker** has the same meaning as the *Building and Construction Industry (Portable Long Service Leave) Act 1991*.

\*\*\*An **Unemployed Eligible Worker** is a person who has been unemployed for a period of no greater than 6 months that would otherwise meet the requirements of an Eligible Worker.

If you are eligible for funding, CSQ will contribute up to \$360 towards the cost of your course, reducing your student fee to \$100. This student fee amount must be paid on enrolment.

## 2. Fee-for-Service

Under fee-for-service arrangements, the full cost of the course is \$460. This amount must be paid in full at the time of enrolment.

### Authenticity of Assessment

The assessment work you submit as evidence of your knowledge, skills and experience must be completed by you and not anyone else. Blue Dog Training's assessment judgement processes will enable this authenticity to be confirmed through the final discussion that a Blue Dog Training assessor will have with you once your assessment evidence has been submitted and reviewed.

This discussion takes the form of a 'competency conversation' and is designed to confirm, through open-ended questions, how you have applied your knowledge and skills related to the evidence you have provided. Once it has been conducted it enables the Blue Dog Training assessor to make their professional judgement knowing that all of the 'Rules of Evidence' have been applied.



## How do I make payment for my training?

Payment can be made via Direct Deposit or Credit Card. Further details are available on the enrolment form.

## How do I enroll?

Once you have made your decision, you will need to complete an enrolment form available on our website.

Before you enroll, you must read the Blue Dog Training Student Handbook which is available on our website. This Student Handbook provides information about the training services, procedures and policies of Blue Dog Training. As part of the enrolment process, you will be asked to agree to abide by these policies and procedures.

## How do I confirm eligibility for CSQ funding?

To confirm your eligibility for CSQ funding, you will need to provide **at least one item** from each of the columns below.

Proof of Citizenship/Permanency	Proof of QLD Residency	Proof of Citizenship/Permanency
Green Medicare Card	QLD Driver's Licence	Letter from Employer (Template available)
Australian or New Zealand Passport	Rates/Utilities Bill	Payslips
Australian Birth Certificate	QLD bank Statement	Invoices showing your name, business name, dates, ABN & work duties.
Permanent Residency Visa	QLD Vehicle Registration Certificate	

## When can I start?

Once your application has been processed and your payment receipted, you will receive an email containing your login details.

## Staff Contact Details

If you have any questions, please contact our staff below.

### Course Administrator

#### Meg Ferrier

Phone: (07) 3166 3970

Mobile: 0429 040 229

Email: [Building@bluedogtraining.com.au](mailto:Building@bluedogtraining.com.au)

Availability: 7:00 am to 4:00 pm weekdays

### Trainer & Assessor

#### Josh Waddington

Phone: (07)31663943

Mobile: 0408 677 096

Email: [Josh.waddington@bluedogtraining.com.au](mailto:Josh.waddington@bluedogtraining.com.au)

Availability: 8:30 am to 5:00 pm weekdays

