

QBCC Approved Managerial Course ENROLMENT FORM

BSBSMB401 Establish Legal and Risk Management Requirements of Small Business*

**Funding available for eligible students*

Personal Details

What is your full name? (Please write the name used for your USI)

Family name (surname):	
First name:	
Middle name (if applicable):	

What is your gender? (Tick ONE)

Male	<input type="checkbox"/>
Female	<input type="checkbox"/>
Other	<input type="checkbox"/>

What is your date of birth?

dd/mm/yyyy:			
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What is your contact number?

Home phone:	
Mobile number:	

What is your email address?

Email address:	
Alternative email:	

What is the address of your usual residence?

Building/property name:	
Flat/unit details:	
Street or lot number:	
Street name:	
Suburb, locality or town:	
State/territory:	
Postcode:	
Postal address same as residential <input type="checkbox"/>	

What is your postal address? (If different from residential address)

Building/property name:	
Flat/unit details:	
Street or lot number:	
Street name/PO Box:	
Suburb, locality or town:	
State/territory:	
Postcode:	

Language and Cultural Diversity

In which country were you born?

Australia	<input type="checkbox"/>
Other – please specify:	<input type="checkbox"/>

What is your current citizenship status?

Australian or New Zealand Citizen	<input type="checkbox"/>
Permanent resident of Australia	<input type="checkbox"/>
Holder of a refugee or humanitarian visa	<input type="checkbox"/>
Other – please specify below	<input type="checkbox"/>

In which town/city were you born?

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Do you speak a language other than English at home?

(If more than one language, indicate the one that is spoken most often)

No, English only	<input type="checkbox"/>
Yes, other – please specify below	<input type="checkbox"/>

Are you of Aboriginal or Torres Strait Islander origin?

(For both Aboriginal and Torres Strait Islander origin, mark both boxes)

No	<input type="checkbox"/>
Yes, Aboriginal	<input type="checkbox"/>
Yes, Torres Strait Islander	<input type="checkbox"/>

**Schooling****Are you still enrolled in secondary or senior-secondary education?**No ☐Yes – please specify: ☐**What is your highest COMPLETED school level?** (Tick ONE)Year 12 or equivalent ☐Year 11 or equivalent ☐Year 10 or equivalent ☐Year 9 or equivalent ☐Year 8 or equivalent ☐Never attended school ☐**Employment Status****Of the following, which best describes your current employment?** (Tick ONE)Full-time employee ☐Part-time employee ☐Self-employed – not employing others ☐Self-employed – employing others ☐Employed – unpaid worker in a family business ☐Unemployed – seeking full-time work ☐Unemployed – seeking part-time work ☐Unemployed – not seeking employment ☐**Previous Qualification Achieved****Have you successfully completed any of the qualifications below?**No ☐Yes- Bachelor degree or higher degree ☐Yes – Advanced diploma or associate degree ☐Yes – Diploma (or associate diploma) ☐Yes – Certificate IV (or advanced certificate/technician) ☐Yes – Certificate III (or trade certificate) ☐Yes- Certificate II ☐Yes- Certificate I ☐Yes – Other education (please provide details below) ☐**Unique Student Identifier (USI)**Create one at www.usi.gov.au/create-your-USI/. For more info, visit <https://www.usi.gov.au/about>.I authorise Blue Dog Training to search or apply for a USI on my behalf as per sub-section 9(2) of the Student Identifiers Act 2014 ☐**OR enter your Unique Student Identifier (USI):****Study Reason****Of the following categories, which best describes the main reason you are undertaking this course?** (Tick ONE)To get a job ☐To develop my existing business ☐To start my own business ☐To try for a different career ☐To get a better job or promotion ☐It was a requirement of my job ☐I wanted extra skills for my job ☐To get into another course of study ☐For personal interest or self-development ☐Other – Please specify: ☐**How did you hear about Blue Dog Training?****Of the following categories, select the one which best describes how you heard about this course.**Former Blue Dog Apprentice ☐Employer ☐Construction Skills Queensland (CSQ) ☐QBCC ☐Social Media ☐Merchandise ☐White Card or Short Course ☐Other – Please specify: ☐

**Learner Support**

To assist you to successfully complete your training it is important that Blue Dog Training can:

- Determine if you have any educational needs; and
- Evaluate your knowledge and skill in reading, writing, numeracy and communication.

Disability

If you answer YES to the question below, Blue Dog Training will be in contact with you to clarify your support needs and make additional support available to you, if required. If this extra support attracts an additional cost to you (e.g. engagement of an interpreter) Blue Dog Training will provide this information to you prior to accepting your enrolment.

Do you consider yourself to have any disabilities, impairments, or long-term conditions?

No	<input type="checkbox"/>	Yes – please specify:	<input type="checkbox"/>
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Language Literacy and Numeracy (LL&N) Core Skill Self-Assessment

Yes: Indicates you should possess the LL&N level assessed by the question asked.

No: Indicates you may not possess the LL&N Core Skill assessed by the question asked.

Note: The highest relevant Skill level demonstrated by the self-assessment should indicate the LL&N Core Skill level you possess.

Where any of the required LL&N Core Skills levels are greater than the LL&N Core Skills levels you possess, additional support may be required for you to complete the BSBSMB401- Establish Legal and Risk Management Requirements of Small Business course. Contact Blue Dog Training if you require further explanation.

Skill Type	Questions: Can You or Do You?	Yes	No	Skill Level Required
Skill Level Assessed – Level 1				
Reading	Follow simple written instructions (e.g. how to change a battery)?	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	Send a text to a friend about something you saw or heard?	<input type="checkbox"/>	<input type="checkbox"/>	
Oral	Express basic opinions to your friends or colleagues (e.g. whether you like something or not)?	<input type="checkbox"/>	<input type="checkbox"/>	
Numeracy	Use a calculator to add and subtract (e.g. check your savings)?	<input type="checkbox"/>	<input type="checkbox"/>	
Learning	Give simple information to someone (e.g. what time the supermarket closes)?	<input type="checkbox"/>	<input type="checkbox"/>	
Skill Level Assessed – Level 2				
Reading	Follow directions on a map?	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	Fill in information in a formatted checklist or form?	<input type="checkbox"/>	<input type="checkbox"/>	
Oral	Follow verbal instructions to complete a task?	<input type="checkbox"/>	<input type="checkbox"/>	
Numeracy	Order items from an internet shopping site?	<input type="checkbox"/>	<input type="checkbox"/>	
Learning	Ask questions to confirm that you understand something?	<input type="checkbox"/>	<input type="checkbox"/>	
Skill Level Assessed- Level 3				
Reading	Order items from an internet shopping site?	<input type="checkbox"/>	<input type="checkbox"/>	
Writing	Complete formatted documents (e.g. forms, records or reports)?	<input type="checkbox"/>	<input type="checkbox"/>	
Oral	Actively take part in meeting (e.g. introduce something that you want to discuss)?	<input type="checkbox"/>	<input type="checkbox"/>	
Numeracy	Estimate the length or weight of something?	<input type="checkbox"/>	<input type="checkbox"/>	
Learning	Give a basic presentation to a group on something you know well?	<input type="checkbox"/>	<input type="checkbox"/>	
Skill Level Assessed- Level 4				
Reading	Interpret and apply information in technical manuals?	<input type="checkbox"/>	<input type="checkbox"/>	4
Writing	Write clear and detailed instructions for someone to follow?	<input type="checkbox"/>	<input type="checkbox"/>	4
Oral	Get involved in workplace negotiations (e.g. negotiating changes to your role)?	<input type="checkbox"/>	<input type="checkbox"/>	4
Numeracy	Use devices to measure, record and interpret data?	<input type="checkbox"/>	<input type="checkbox"/>	4
Learning	Understand plans, including symbols and abbreviations?	<input type="checkbox"/>	<input type="checkbox"/>	4

LL&N Declaration and Acknowledgment**I Declare That:**

- I understand I have completed the (LL&N) core skills self-assessment to indicate if my LL&N skills are of a level to successfully complete the BSBSMB401- Establish Legal and Risk Management Requirements of Small Business course.
- I understand the course LL&N Core Skills requirements above.
- I understand my LL&N Core Skills self-assessment results above.
- I understand that where any of my LL&N Core Skills self-assessment results do not meet the course LL&N Core Skills requirements, I may require additional support.
- I understand Blue Dog Training's method/strategy to make support available. That is, that one-on-one support is available from a qualified Trainer and Assessor by contacting the Blue Dog Training office between 7:30am and 5:00pm, Monday to Friday.

I agree, please enrol me	<input type="checkbox"/>	I disagree or don't understand and will be in contact for clarification	<input type="checkbox"/>
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Office Use Only	Learner support and LL&N declaration reviewed and satisfactory prior to enrolment	Yes <input type="checkbox"/> /No <input type="checkbox"/>	Initial:	Date:	Signed:
If 'No' action required/taken:					

**Eligibility for Funding through Construction Skills Queensland**

Your answers to the following questions will be used to determine if you are eligible for funding for your training through Construction Skills Training (CSQ)

1. Are you an Eligible Worker as prescribed in the Building and Construction Industry (Portable Long Service Leave) Act 1991?

CSQ Glossary- <https://www.csq.org.au/building-and-construction-industry-definitions-glossary/>

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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2. Are you An Existing Worker, including relevant clerical, administration and professional staff?

Note: Existing worker means 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 fulltime, part time or casual employment or engagement as a contract worker.

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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3. Are you an active apprentice in Queensland?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes- what is your apprenticeship? (eg. Carpenter)

If Yes – Select year of apprenticeship 1st Year ☐ 2nd Year ☐ 3rd Year ☐ 4th Year ☐

4. Are you an Existing Worker in the first year out of your apprenticeship?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes- what was the completion date of your apprenticeship?

5. Are you currently unemployed?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes – for how long (include details of previous employment and duration)

6. Are you a cancelled apprentice currently accessing State Government funding to complete your institution - based training?

Yes	<input type="checkbox"/>	No	<input type="checkbox"/>
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If Yes- what is your apprenticeship? (eg. Carpenter)

If Yes – Select year of apprenticeship 1st Year ☐ 2nd Year ☐ 3rd Year ☐ 4th Year ☐



Course & Payment Details - Direct Deposit or Credit Card *

Code	Name	Maximum time to complete	CSQ Apprentice Advance Plus (No GST)	CSQ Short Course (no GST)	Full Fee (no GST)
BSBSMB401	Establish Legal and Risk Management Requirements of Small Business	6 Weeks	<input type="checkbox"/> No Fee	<input type="checkbox"/> \$100	<input type="checkbox"/> \$460
Account Name: Blue Dog Training		BSB: 633-000	Account: 133226126		Reference: your name
If you choose the Direct Deposit method, please attach a receipt of the transfer showing our full account number and transfer amount					
By providing my credit card details below, I authorise Blue Dog Training to charge the total amount for enrolment into the course I have selected above.					
Card number:			Card expiry:		
Card holder's name:			CVN:		
Card holder's signature:	Make invoice out to:		Visa		<input type="checkbox"/>
	Invoice Address:		Mastercard		<input type="checkbox"/>

Please do not type signature

Privacy Notice

Under the *Data Provision Requirements 2012*, BLUE DOG TRAINING is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form), may be used or disclosed by BLUE DOG TRAINING for statistical, administrative, regulatory and research purposes. BLUE DOG TRAINING may disclose your personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- Populating authenticated VET transcripts;
- Facilitating statistics and research relating to education, including surveys and data linkage;
- Pre-populating RTO student enrolment forms
- Understanding how the VET market operates, for policy, workforce planning and consumer information; and
- Administering VET, including programme administration, regulation, monitoring and evaluation.

You may receive a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or other authorised agencies. Please note you may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at www.ncver.edu.au).



Student Declaration

By submitting this form, I am applying to enrol in the BSBSMB401 – Establish Legal and Risk Management Requirements of Small Business course, and declare that:

- I have been provided with sufficient information (e.g. the Student Handbook, pre-enrolment information, and course and fee information) with which to make an informed decision prior to enrolment.
- To the best of my knowledge, all the information I have provided to Blue Dog Training is true and correct.
- I understand and agree to the LL&N requirements and Core Skills Self-Assessment and I have provided accurate information.
- I am aware of the consequences that may arise from providing false, misleading or incomplete information, including the cancellation of my enrolment.
- I agree to abide by the policies and procedures of Blue Dog Training outlined in the Student Handbook on the Blue Dog Training website.
- I understand that I can access one-on-one support from a qualified trainer and assessor by contacting Blue Dog Training during business hours.
- I understand that once I am enrolled, I will need to complete the course within the timeframes specified in the Student Information Handbook (or by the end of the applicable CSQ contract term, whichever occurs first*).
- I understand that I am not permitted to receive assistance for this training from anyone other than Blue Dog Training AND that all work/assessments I submit must be my own work.
- I agree to the fees being charged, payment terms and refund policy and procedure. I agree to be liable for the debt arising from any outstanding fee amount for the course I have enrolled in.
- I understand that as a consequence of accessing a Construction Skills Queensland subsidised training place I may be contacted by Construction Skills Queensland for purposes including, but not limited to: to contribute to a review of training; completion of student destination surveys; and/or for the purposes of advising the products and services offered by Construction Skills Queensland, whether current or future. I agree to contribute and complete any survey as directed, if applicable.*
- I am aware of the implications of accessing a subsidised training place on future subsidised training opportunities available to me, as outlined in the 2019-2020 student course information for this qualification.*
- I understand that if I am found to be ineligible for CSQ funding after payment has been made, I will be required to pay additional Fee-for-Service costs.
- I have not previously been, am not now and do not intend to be funded under this Program for eight or more Short Courses in the CSQ Contract Term*
- I have read, understood and consent to the privacy statement provided on this enrolment form.
- I am not currently enrolled in, nor have I previously completed, the course I have selected.
- I am aware that I may receive a National Centre for Vocational Education Research (NCVER) student survey and that I may be required to participate in an evaluation or survey.
- I have checked and understand the relevant licensing requirements I will need to meet in order to apply for a licence through the QBCC.
- I have read the USI privacy information available below and consent to the collection, use, and disclosure of my personal information.

<https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

This information is available on the Blue Dog Training Website under resources: <https://bluedogtraining.com.au/courses/resource>

Student name:

Date:

Student signature:

Please do not type signature

* Not applicable to Fee-for-Service enrolments.

Please Note: Incomplete applications will not be processed

Required Supporting Materials

If you do not have access to a scanner, you may use a smart phone to send pictures of your supporting material to building@bluedogtraining.com.au or 0429 040 229.

All Applicants



CATEGORY A: Attach one (1) item from Category A as below

Driver's Licence	or	Passport	or	Proof of Age Card
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CSQ Short Course Funded Applicants Only



CATEGORY A: Attach one (1) item from Category A as below

QLD Driver's Licence (front & back)	or	QLD Bank Statement	or	QLD Rates Notice or Lease Agreement
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CATEGORY B: Attach one (1) item from Category B as below

<u>GREEN</u> Medicare Card (colour copy)	or	Australian or New Zealand Passport	or	Australian Birth Certificate
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CATEGORY C: Attach one (1) item from Category C* as below

Evidence needs to include your name, duties/job title, employment period & employer name

Invoices or Payslips	or	Letter of Employment	or	Separation Certificate or Statutory Declaration of Unemployment
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*Evidence must cover your role as an eligible, existing worker or an unemployed eligible worker in the building and construction industry. Evidence must span a time period of at least 4 weeks within the last two months. For unemployed eligible workers, you must provide proof of your current unemployment as well as your employment as an eligible worker within the Building and Construction industry within the past 4 years.



CSQ Apprentice Advance Plus Funded Applicants Only

**CATEGORY A:** Attach one (1) item from Category A as below

QLD Driver's Licence (front & back)

or

QLD Bank Statement

or

QLD Rates Notice or Lease Agreement

**CATEGORY B:** Attach one (1) item from Category B as belowGREEN Medicare Card (colour copy)

or

Australian or New Zealand Passport

or

Australian Birth Certificate

**CATEGORY C:** Indicate or attach one (1) item from Category C** as belowConfirmation of Current
Enrolment in a Recognised
Apprenticeship/Traineeship in
QLD by marking below:

or

1 item from Category D **and**
Confirmation of Current
Enrolment in a Recognised
Apprenticeship/Traineeship in
QLD by marking below:

or

1 item from Category D **and**
confirmation of completion of
Recognised Apprenticeship/
Traineeship in QLD (within the
past year) by marking below:

or

1 item from Category D **and**
Completion Certificate of
Recognised Apprenticeship/
Traineeship (dated within the
past year)☐☐☐**CATEGORY D:** Attach one (1) item from Category D* (if indicated in Category C) as belowA Letter or Formal Documentation from
the Principal Contractor on a Major Project

or

Payslips, Invoices, Letter of Employment,
or Current QLeave Membership
Statement

or

A Separation Certificate or Statutory
Declaration of Unemployment

**If a participant is a cancelled Apprentice or Trainee who was undertaking a Recognised Apprenticeship or Traineeship and is currently accessing State Government funding to complete their institution-based training, they may access this funding by providing a copy of the training assistance for cancelled apprentices and trainees advice from the Department of Education, Small Business, and Training in lieu of items from Categories C and D.

**EMPLOYMENT EVIDENCE SAMPLES (for CSQ-funded only)**

Evidence needs to include your name, duties, job title, employment period & employer name.

Self-Employed: Letter from Accountant**Your Company Letterhead**

Thursday, 26 July 2018

To whom it may Concern

We advise that we act as accountants for **Applicant**.

We can confirm that **Applicant** derives income from the company **Business Name** which carries on business within the Building and Construction Industry where **Applicant** is a **Job title** undertaking the following duties since **Date** -

Details of what duties are being undertaken in the Building and Construction Industry

If you require any further information, please do not hesitate to contact us.

Sincerely,

Accountant Signature

Accountant Name

Accountant Position

Employee: Letter from Employer**Your Company Letterhead**

Thursday, 26 July 2018

To whom it may Concern

This letter is to confirm that **Applicant** has been employed by us since **date** on a permanent **part/full** time basis in the position of **JobTitle**, **JobDescription**

Insert details of what duties are being undertaken in the Building and Construction Industry and the number of employees employed by the business.

Should you have any questions, please do not hesitate to contact us.

Sincerely,

Signature

Name

Position

Self-Employed: Invoices

INVOICE		647-444-1234 your@email.com yourwebsite.com	1 Your Address City, State, Country ZIP CODE
John Smith - Carpentry Solutions			
Billed To Client Name 1 Client Address City, State, Country ZIP CODE	Invoice Number 000000 Date Of Issue 10/07/14	Invoice Total \$4520.00	
Description	Unit Cost	Qty / Hr Rate	Amount
Your item Name Item description goes here	\$1000	1	1000
Your item Name Item description goes here	\$1000	1	1000
Your item Name Item description goes here	\$1000	1	1000
Your item Name Item description goes here	\$1000	1	1000
Subtotal			\$4000.00
Tax			\$520.00

Employee: Payslips

COMPANY LETTERHEAD				A.B.N. 77 777 777 777	
Pay Slip For: John Smith		Cheque No: xxxx			
Classification: Apprentice 4th year Carpenter		Date: xx/xx/xxxx			
Annual Salary: Hourly	\$xx,xxx				
Rate:	\$xx.xx				
Pay Period From:	xx/xx/xx	To: xx/xx/xx	GROSS PAY: \$x,xxx.xx		
Superannuation Fund:	Suncuper	NET PAY: \$xxx.xx			
DESCRIPTION	HOURS	CALC. RATE	AMOUNT	YTD	TYPE
Base Hourly	40	\$xx.xx	\$xxx.xx	\$xx,xxx	Wages
Holiday Leave Loading				\$xxx.xx	Wages
Holiday Pay Overtime (1.5x) Overtime (2x)	6.5	\$xx.xx	\$xxx.xx	\$xxx	Wages
Sick Pay	4	\$xx.xx	\$xxx.xx	\$x,xxx.xx	Wages
Travel Allowance				\$x,xxx	Wages
Employee Purchase PAYG	5	\$xx.xx	\$xx.xx	-\$xxx	Deductions
Withholding			-\$xxx.00	-\$x,xxx	Tax