

**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 9 or equivalent

Year 11 or equivalent

Year 8 or equivalent

Year 10 or equivalent

Never attended school

### Employment Status

Of the following, which best describes your current employment? (Tick ONE)

Full-time employee

Employed – unpaid worker in a family business

Part-time employee

Unemployed – seeking full-time work

Self-employed – not employing others

Unemployed – seeking part-time work

Self-employed – employing others

Unemployed – not seeking employment

### Previous Qualification Achieved

Have you successfully completed any of the qualifications below?

No

Yes – Certificate III (or trade certificate)

Yes- Bachelor degree or higher degree

Yes- Certificate II

Yes – Advanced diploma or associate degree

Yes- Certificate I

Yes – Diploma (or associate diploma)

Yes – Other education (please provide details below)

Yes – Certificate IV (or advanced certificate/technician)

### Unique Student Identifier (USI)

Create one at [www.usi.gov.au/create-your-USI/](http://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

It was a requirement of my job

To develop my existing business

I wanted extra skills for my job

To start my own business

To get into another course of study

To try for a different career

For personal interest or self-development

To get a better job or promotion

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

Social Media

Employer

Merchandise

Construction Skills Queensland (CSQ)

White Card or Short Course

QBCC

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
<b>Skill Level Assessed – Level 1</b>				
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"/>	
<b>Skill Level Assessed – Level 2</b>				
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"/>	
<b>Skill Level Assessed- Level 3</b>				
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"/>	
<b>Skill Level Assessed- Level 4</b>				
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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<b>Office Use Only</b>	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 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      1<sup>st</sup> Year       2<sup>nd</sup> Year       3<sup>rd</sup> Year       4<sup>th</sup> Year

**3. 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)

**5. 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      1<sup>st</sup> Year       2<sup>nd</sup> Year       3<sup>rd</sup> Year       4<sup>th</sup> 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
<p>***If you choose the Direct Deposit method, please attach a receipt of the transfer showing our full account number and transfer amount***</p> <p>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.</p>					
Card number:				Card expiry:	
Card holder's name:				CVN:	
Card holder's signature:	Make invoice out to:				<input type="checkbox"/> Visa
	Invoice Address:				<input type="checkbox"/> Mastercard
<small>Please do not type signature</small>					

### 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](http://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 current 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**

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](mailto:building@bluedogtraining.com.au) or 0429 040 229.

## CSQ Apprentice Advance Plus (No Fee)



1	<b>Proof of QLD Residency</b>		
	Permanently reside in Queensland	or	Be permanently employed in Queensland

<b>Evidence Required</b>								
QLD Driver's Licence (front & back)	or	Telephone account statement	or	QLD Bank Statement	or	QLD Rates Notice or Lease Agreement	or	Any other formal documentation stating the applicant's full name and current QLD residential address



2	<b>Proof of AUS/NZ Citizenship</b>			
	A permanent resident of Australia	or	An Australian or New Zealand citizen	or

<b>Evidence Required</b>						
<u>Green</u> Medicare Card	or	Australian or New Zealand Passport	or	Australian Birth Certificate	or	Refugee or Humanitarian Visa



3	<b>Proof of a Current or Completed Apprenticeship</b>		
	A current active Apprentice or Trainee in Queensland undertaking a Recognised Apprenticeship or Traineeship*.		
	or		
	An Eligible Worker**, or an Unemployed Eligible Worker in the first year out of their Recognised Apprenticeship or Traineeship who must commence training within 365 days of the completion date of the Apprenticeship or Traineeship		
or			
A cancelled Apprentice or Trainee in Queensland who has been cancelled and they are currently accessing State Government funding to complete their institution-based training			

<b>Evidence Required</b>								
<b>For Active Apprentices or Trainees:</b>								
None required if the apprenticeship or traineeship is registered with the Department of Employment, Small Business and Training								
<b>For Completed Apprentices or Trainees:</b>								
Current Qleave membership Statement	or	Recent payslip (must list job title or work carried out)	or	Invoice (must list job title or work carried out)	or	Letter from employer confirming current employment (the name of the employer, job title, length of service and details of job duties)	or	If unemployed; A Stat dec showing former job details (the name of the employer, job title, length of service and details of job duties)
<b>For Cancelled Apprentices or Trainees:</b>								
A copy of the training assistance for cancelled apprentices and trainees advice from the Department of Employment, Small Business and Training.								

See Schedule 1

\*\* An Eligible Worker has the same meaning as the Building and Construction Industry (Portable Long Services Leave) Act 1991 (Qld) as amended from time to time.



And must NOT be:

An Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor)

Currently enrolled and participating in a Queensland secondary school program

4

a contracted trainer or assessor or existing worker of an RTO

previously funded under this Program in the same Contract Term

funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program

those Participants seeking a Verification of Competency (or Determination of Competency) services



Employment Evidence Samples For Completed Apprentice



**COMPANY LETTERHEAD**

Pay Slip For: John Smith  
Classification: Apprentice All-rounder Carpenter  
Annual Salary: \$60,000  
Rate: \$60.00  
For Period From: 10/10/19 To: 10/10/19  
Representative Field: Dunnington  
GROSS PAY: \$600.00  
NET PAY: \$500.00

DESCRIPTION	HOURS	CALC. RATE	AMOUNT	YTD	TYPE
Base Hourly	40	\$60.00	\$2400.00	\$2400.00	Wages
Holiday Leave Loading			\$600.00	\$600.00	Wages
Holiday Pay Overtime			\$600.00	\$600.00	Wages
11.5% Overtime (Std)	4.5	\$60.00	\$270.00	\$270.00	Wages
Bank Pymt	4	\$60.00	\$240.00	\$240.00	Wages
Travel Allowance			\$600.00	\$600.00	Wages
Employee Purchase PROG	0	\$60.00	\$0.00	\$0.00	Wages
Withholding			-\$600.00	-\$600.00	Deductions Tax

Self-Employed: Invoices

**INVOICE**  
John Smith - Carpentry Solutions

647-444-1234  
your@email.com  
yourwebsite.com

1 Your Address  
City, State, Country  
ZIP CODE

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: Letter from Employer

Company Letterhead

Monday, 17 August 2020

To whom it may Concern

This letter is to confirm that Applicant has been employed by Business Name since date on a permanent part/full time basis in the position of JobTitle.

insert details of what duties are being undertaken in the Building and Construction Industry.

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

Sincerely,

Employer Signature  
Name  
Position



**Schedule 1**

<b>CSQ Recognised Apprenticeships and Traineeships</b>	
UEE32211	Certificate III in Air-conditioning and Refrigeration
CPC30111	Certificate III in Bricklaying/Blocklaying
MSF31113	Certificate III in Cabinet Making
CPC30211	Certificate III in Carpentry
RII30915	Certificate III in Civil Construction
RII30815	Certificate III in Civil Construction Plant Operations
RII31215	Certificate III in Civil Foundations
CPC31211	Certificate III in Wall and Ceiling Lining
CPC30318	Certificate III in Concreting
CPC31411	Certificate III in Construction Waterproofing
CPC30511	Certificate III in Dogging
UEE30811	Certificate III in Electrotechnology Electrician
CPC32813	Certificate III in Fire Protection
UEE31011	Certificate III in Fire Protection Control
MSF30818	Certificate III in Flooring Technology
CPC32713	Certificate III in Gas Fitting
MSF30418	Certificate III in Glass and Glazing
CPC31912	Certificate III in Joinery
AHC30916	Certificate III in Landscape Construction
CPC30611	Certificate III in Painting and Decorating
CPC32413	Certificate III in Plumbing
CPC30711	Certificate III in Rigging
CPC32612	Certificate III in Roof Plumbing
CPC30812	Certificate III in Roof Tiling
CPC30911	Certificate III in Scaffolding
CPC30116	Certificate III in Shopfitting
CPC31011	Certificate III in Solid Plastering
CPC31111	Certificate III in Steelfixing
CPC32313	Certificate III in Stonemasonry (Monumental/Installation)
RII31615	Certificate III in Trenchless Technology
CPC31311	Certificate III in Wall and Floor Tiling
CPC32513	Certificate III in Plumbing (Mechanical Services)



## CSQ Short Course (\$100)



1	<b>Proof of QLD Residency</b>		
	Permanently reside in Queensland	or	Be permanently employed in Queensland

<b>Evidence Required</b>								
QLD Driver's Licence (front & back)	or	Telephone account statement	or	QLD Bank Statement	or	QLD Rates Notice or Lease Agreement	or	Any other formal documentation stating the applicant's full name and current QLD residential address



2	<b>Proof of AUS/NZ Citizenship</b>			
	A permanent resident of Australia	or	An Australian or New Zealand citizen	or

<b>Evidence Required</b>						
Green Medicare Card	or	Australian or New Zealand Passport	or	Australian Birth Certificate	or	Refugee or Humanitarian Visa



3	<b>Proof of Work in the Construction Industry</b>		
	An Eligible Worker* in the building and construction industry	or	An Unemployed Eligible Worker**

<b>Evidence Required</b>								
Current Qleave membership Statement	or	Recent payslip (must list job title or work carried out)	or	Invoice (must list job title or work carried out)	or	Letter from employer confirming current employment (the name of the employer, job title, length of service and details of job duties)	or	If unemployed; A Stat dec showing former job details (the name of the employer, job title, length of service and details of job duties)



4	<b>And must NOT be:</b>		
	An Employee of any Authority (excluding employees of an Indigenous Council that is a Principal Contractor)		
	Currently enrolled and participating in a Queensland secondary school program		
	A contracted trainer or assessor or existing worker of an RTO		
	Previously funded under this Program in the same Contract Term;		
	Funded by an Authority or such other source for delivery of the same Training being undertaken as part of this Program;		
	Those Participants seeking a Verification of Competency (or Determination of Competency) services		

\* An Eligible Worker has the same meaning as the Building and Construction Industry (Portable Long Services Leave) Act 1991 (Qld) as amended from time to time.

\*\* An Unemployed Eligible Worker is a person who has been unemployed for a period of not greater than 4 years that would otherwise meet the requirements of an Eligible Worker



### Employment Evidence Samples For Completed Apprentice

**COMPANY LETTERHEAD** AR.N. 22 222 222 222

For Slip No: [redacted] Job No: [redacted] Charge No: [redacted]  
 Classification: [redacted] Apprentice 4th year Carpenter Date: 10/10/2020

Annual Salary: Hourly \$50.00  
 Rate: \$50.00  
 For Period From: 10/10/20 To: 10/10/20 GROSS PAY: \$500.00  
 Superannuation Fund: [redacted] Deductions: NET PAY: \$500.00

DESCRIPTION	HOURS	CALC. RATE	AMOUNT	YTD	TYPIC
Hourly	40	\$50.00	\$2,000.00	\$2,000.00	Wages
Holiday Leave Loading			\$500.00	\$500.00	Wages
Holiday Pay Overload			\$500.00	\$500.00	Wages
ES Top Overload (Std)	0.5	\$50.00	\$25.00	\$25.00	Wages
Sick Pay	4	\$50.00	\$200.00	\$200.00	Wages
Travel Allowance			\$500.00	\$500.00	Wages
Employee Purchase PROG	5	\$50.00	\$250.00	\$250.00	Wages
Withholding			-\$500.00	-\$500.00	Checkmate Tax

### Self-Employed: Invoices

**INVOICE** 647-444-1234 1 Your Address  
 your@email.com City, State, Country  
 yourwebsite.com ZIP CODE

John Smith - Carpentry Solutions

Billed To: [redacted] Invoice Number: 000000 Invoice Total: \$4520.00  
 Client Name: [redacted] Date Of Issue: 10/07/14  
 1 Client Address  
 City, State, Country  
 ZIP CODE

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: Letter from Employer

**Company Letterhead**

Monday, 17 August 2020

To whom it may Concern

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

**insert details of what duties are being undertaken in the Building and Construction Industry.**

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

Sincerely,

**Employer Signature**  
 Name  
 Position

## Full Fee Applicant (\$460)



**Proof of Identify: Attache one item as below**

- An Australian Driver's Licence
- or
- Passport
- or
- Proof of Age Card