



BLUEDOGTRAINING

# CSQ Funded QBCC Approved Managerial Course

BSBSMB401 Establish legal and risk management requirements of small business

## ENROLMENT CHECKLIST **(ALL boxes must be completed and evidence attached)**

**IMPORTANT!** If information is missing or incomplete, your application will not be processed and you will be asked to re-submit.



### ENROLMENT FORM COMPLETED

All questions on this application have been completed



### PROOF OF QLD RESIDENCY ATTACHED (examples include)

A current  
QLD Driver's Licence (front/back)

or

A current  
QLD Bank Statement

or

A current  
QLD Rates Notice



### PROOF OF CITIZENSHIP ATTACHED (examples include)

A current  
Green Medicare Card (colour copy)

or

A current  
Australian/New Zealand Passport

or

An  
Australian Birth Certificate

**My employment proof contains all the required information highlighted in the examples provided on the following page**



### PROOF OF EMPLOYMENT ATTACHED (1 month minimum within the past 7 months in Building & Construction)

Recent  
Invoices/Quotes

or

A current  
Letter of Employment

or

Recent  
Payslips



### UNIQUE STUDENT IDENTIFIER (USI) PROVIDED Create one at [www.usi.gov.au](http://www.usi.gov.au)

USI created and provided in this enrolment or permission given to BDT to create/search for one on my behalf



### SUBMIT YOUR DOCUMENTATION

Email:

[trades@bluedogtraining.com.au](mailto:trades@bluedogtraining.com.au)

Text:

0429 040 229

Post:

PO Box 2173, MILTON BC QLD 4064

Please submit the completed application form along with your supporting evidence to Blue Dog Training via one of the methods above. You will then receive a confirmation email containing your invoice and login details.

## EMPLOYMENT SAMPLES

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

### Letter from Employer OR

**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**

### Letter from Accountant (self-employed) OR

**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**

### Invoices (3-4 copies) OR

INVOICE		647-444-1234 your@email.com yourwebsite.com	1 Your Address City, State, Country ZIP CODE
<b>John Smith - Carpentry Solutions</b>			
Billed To	Invoice Number	Invoice Total	
Client Name	000000	<b>\$4520.00</b>	
1 Client Address	Date Of Issue		
City, State, Country	10/07/14		
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			<b>\$4000.00</b>
Tax			<b>\$520.00</b>

### Payslips (3-4 copies)

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

## Personal Details

### What is your full name?

(Please write the name used for your USI, including any middle names)

Family name (surname):	
Given names:	

### What is your contact number?

Home phone:	
Mobile number:	

### What is the address of your usual residence?

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

### 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 email address/s?

Email address:	
Alternative email:	

### What is your postal address?

Same as residential

Business name/property:	
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 below	<input type="checkbox"/>

### 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"/>

### 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"/>

### Are you of Aboriginal or Torres Strait Islander origin?

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

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

## Disability

### Do you consider yourself to have any of the below disabilities, impairments or long-term conditions? (Tick all that apply)

No	<input type="checkbox"/>
Yes - Hearing/deaf	<input type="checkbox"/>
Yes - Physical	<input type="checkbox"/>
Yes - Intellectual	<input type="checkbox"/>
Yes - Learning	<input type="checkbox"/>
Yes – Other (please specify below)	<input type="checkbox"/>
Yes - Mental Illness	<input type="checkbox"/>
Yes - Acquired brain impairment	<input type="checkbox"/>
Yes - Vision	<input type="checkbox"/>
Yes - Medical condition	<input type="checkbox"/>

## Schooling

### Are you still enrolled in secondary or senior secondary education?

No	<input type="checkbox"/>
Yes – Government	<input type="checkbox"/>
Yes - Catholic	<input type="checkbox"/>
Yes - Independent	<input type="checkbox"/>
Yes – Technical and further education Institute	<input type="checkbox"/>
Yes – Community-based adult education provider	<input type="checkbox"/>
Yes – Privately operated RTO	<input type="checkbox"/>
Yes – Home school arrangement	<input type="checkbox"/>

### What is your highest COMPLETED school level? (Tick ONE)

Year 12 or equivalent	<input type="checkbox"/>
Year 11 or equivalent	<input type="checkbox"/>
Year 10 or equivalent	<input type="checkbox"/>
Year 9 or equivalent	<input type="checkbox"/>
Year 8 or equivalent	<input type="checkbox"/>
Never attended school	<input type="checkbox"/>

### In what year did you complete your schooling?

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## Previous Qualification Achieved

Have you successfully completed any of the qualifications below?

No	<input type="checkbox"/>
Yes - Bachelor degree or higher degree	<input type="checkbox"/>
Yes – Advanced diploma or associate degree	<input type="checkbox"/>
Yes – Diploma (or associate diploma)	<input type="checkbox"/>
Yes – Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>

Yes – Certificate III (or trade certificate)	<input type="checkbox"/>
Yes - Certificate II	<input type="checkbox"/>
Yes - Certificate I	<input type="checkbox"/>
Yes – Other education	<input type="checkbox"/>

## Employment Status

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

Full-time employee	<input type="checkbox"/>
Part-time employee	<input type="checkbox"/>
Self employed – not employing others	<input type="checkbox"/>
Self employed – employing others	<input type="checkbox"/>
Employed – unpaid worker in a family business	<input type="checkbox"/>
Unemployed – seeking full-time work	<input type="checkbox"/>
Unemployed – seeking part-time work	<input type="checkbox"/>

How many years have you been employed within Building & Construction?

1 to 3 years	<input type="checkbox"/>
4 to 10 years	<input type="checkbox"/>
10+ years	<input type="checkbox"/>

What is your current employer's business name?

## Study Reason

Of the following categories, which best describes the main reason you are undertaking this course? (Tick ONE)

To get a job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>

It was a requirements of my job	<input type="checkbox"/>
I wanted extra skills for my job	<input type="checkbox"/>
To get into another course of study	<input type="checkbox"/>
For personal interest or self-development	<input type="checkbox"/>
Other reasons	<input type="checkbox"/>

## 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	<input type="checkbox"/>
Employer	<input type="checkbox"/>
Construction Skills Queensland (CSQ)	<input type="checkbox"/>
QBCC	<input type="checkbox"/>

Social Media	<input type="checkbox"/>
Merchandise	<input type="checkbox"/>
White Card or Short Course	<input type="checkbox"/>
Other	<input type="checkbox"/>

## 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>.

Enter your Unique Student Identifier (USI)

Town of Birth

[If required, 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]

## Payment Details - Direct Deposit or Credit Card \*

Industry Subsidy: Construction Skills Queensland (CSQ) Short Courses Program

(\$100) GST free

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 details below, I authorise Blue Dog Training to charge me according to the selected course scheme & structure above for enrolment into this course]

Card number:

Card holder's name:

Card holder's signature:

Make invoice out to:

*Please do not type signature*

Card expiry:

CVN:

Visa:

Mastercard

## Privacy Notice

In accordance with section 11 of the Student Identifiers Act 2014, BLUE DOG TRAINING will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application or the information is no longer needed for that purpose.

For any other third party BLUE DOG TRAINING will only release student information with the written consent of the student. BLUE DOG TRAINING will endeavour to take all reasonable steps to protect personal information from misuse, loss or unauthorised access, modification or disclosure and to ensure that the information is accurate, complete and up to date.

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

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVET (Under the *Data Provision Requirements 2012*);
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVET may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.

NCVER will use, secure, disclose, and retain your data in accordance with the VET Data Protocol and all NCVET policies and protocols (including those published on NCVET'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 unit of competency *BSBSMB401 establish legal and risk management requirements of small business***

- I have been provided with sufficient information (e.g. student handbook, pre-enrolment information and course and fee information) in which to make an informed decision prior to enrolment.
- To the best of my knowledge, all information I have provided to Blue Dog Training is true and correct. 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've completed the language literacy and numeracy indicator tool, or been given the opportunity to.
- I agree to complete the course by the due date outlined in my training plan, and I understand that failure to do so will result in loss of funding and additional fees may apply.
- I understand that Blue Dog Training reserves the right to withdraw me from this course at the Company's reasonable discretion.
- I understand that I am not permitted to receive assistance for this training from anyone other than Blue Dog Personnel.
- 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 plan, I may be contacted by Construction Skills Queensland 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 2017-2018 student course information for this course.
- I have read, understood and consent to the privacy statement provided on this enrolment form.
- I have not previously been funded under this Program for eight other Short Courses in the Contract Term (01/10/2018 to 30/09/2019).
- I am not currently enrolled in or have completed this course previously.
- 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 am aware that I may receive a National Centre for Vocational Education and Research (NCVER) student survey and that I may be required to participate in an evaluation or survey.

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

Student name:

Student signature:

Date: