

BSBSMB421 MANAGE SMALL BUSINESS FINANCES



COURSE INFORMATION BOOKLET



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 short course, which comprises the unit of competency *BSBSMB421 Manage small business finances*.

This course will assist you to develop the knowledge to accurately manage the day to day financial requirements of a small business.

The training you will undertake for this course is nationally accredited training. On successful completion of the course, a Statement of Attainment will be issued to you through Blue Dog Training.

This unit of competency may also be used as a core 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 course structure allows you to fit your study into your work, family and social commitments.

Completion of the course requires a learner to:

- ✓ Undertake directed self-paced study
- ✓ Complete a structured workbook
- ✓ Complete and submit project work
- ✓ Undertake assessment conversation with a Blue Dog Training Assessor

The course consists of three components, which are designed to be completed sequentially:

Operating Environment	Small Business Finances	Monitoring
Language barriers Legal requirements <i>Fair Trading Laws</i> <i>Australian Consumer Law</i> <i>Australian Standards</i> <i>Codes of Practice</i>	Start -up Capital Financial Plan Licensing Assets Accounting Book Keeping Record Keeping Invoicing Break-even Point Stock Control	Cash Flow Cashflow projections Benchmarking Financial Reports Balance Sheet Profit and Loss Statement Key Performance Indicators (KPIs) Plant and Equipment Financing GST – Tax Insolvency Government Resources and Help

A learner is able to commence this course at any time throughout the year.

The length of the course is 60 nominal hours. It is expected you will complete the course within 4 weeks from 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. BDT's assessment judgement processes will enable this authenticity to be confirmed through the final discussion that a BDT Trainer and 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 BDT assessor to make their professional judgement knowing that all of the 'Rules of Evidence' have been applied.

Resources

Resources you will require for the course are:

- ✓ computer and printer
- ✓ internet access for research and information
- ✓ access and application of Adobe Acrobat pdf reader is essential. Excel or similar software is not essential; however, it may be beneficial to the learner during self-directed research activities to process and manage information
- ✓ commitment and environment conducive to self-paced study.

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 **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.

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

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.

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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 enrol?

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

Before you enrol, 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.



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	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 & tasks completed.
Permanent Residency Visa	QLD Vehicle Registration Certificate	

If you wish to enrol in the course as a fee-for-service student, please navigate to <https://bluedogtraining.com.au/courses/trade-contractors-small-business-management> to get started.

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

For further information, please contact our staff below.

Course Administrator

Natasha Canas

Phone: 07 3166 3970
Text: 0412 079 001
Email: trades@bluedogtraining.com.au
Availability: 9:00 am to 5:00 pm weekdays

Trainer and Assessor

Luke Garrard

SKYPE: luke24801
Phone: 07 3166 3924
Email: trades@bluedogtraining.com.au
Availability: 7:30 am to 5:00 pm weekdays

