

ENROLMENT FORM

CPC40110 - Certificate IV in Building & Construction (Building)

CHECKLIST

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 – [pages 1 to 6](#)

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

(For NSW students, photo ID will be sufficient)



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

or

A current
QLD Bank Statement

or

A current
QLD Rates Notice or Lease Agreement

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PROOF OF CITIZENSHIP **ATTACHED** (examples include)



A current
GREEN Medicare Card (colour copy)

or

A current
Australian or New Zealand Passport

or

A current
Permanent Residency Visa

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PROOF OF ONE MONTH EMPLOYMENT WITHIN BUILDING & CONSTRUCTION **ATTACHED** (examples provided on the following page) Evidence needs to include your name, duties, job title, employment period & employer name.



Most recent
Invoices or Quotes

or

A current
Letter of Employment

or

Most recent
Payslips

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PROOF OF TRADE QUALIFICATION **ATTACHED** (applies to Department of Employment, Small Business and Training funding)



A Certificate III Trade Qualification within Building & Construction

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UNIQUE STUDENT IDENTIFIER (USI) **PROVIDED** (Create one at www.usi.gov.au)



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

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SUBMIT YOUR DOCUMENTATION

Email:
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

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)

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)

INVOICE		647-444-1234 your@email.com yourwebsite.com	1 Your Address City, State, Country ZIP CODE
John Smith - Carpentry Solutions			
Billed To	Invoice Number	Invoice Total	
Client Name	000000	\$4520.00	
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			\$4000.00
Tax			\$520.00

Payslips (3-4 copies)

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:	Sunsuper	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)	6.5	\$xx.xx	\$xxx.xx	\$xxx	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	-\$x,xxx	Deductions
					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 a disability, impairment or long-term condition?

No	<input type="checkbox"/>
Yes – please specify below	<input type="checkbox"/>

Are you a Centrelink Healthcare Card holder?

No	<input type="checkbox"/>
Yes – copy attached	<input type="checkbox"/>

Schooling

Are you still enrolled in secondary or senior secondary education?

No	<input type="checkbox"/>
Yes – please specify below	<input type="checkbox"/>

What is your highest COMPLETED school level? (Year 12, 11, 10 etc.)

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In what year did you complete your schooling?

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Previous Qualification Achieved

Have you successfully completed any of the qualifications below? (Please attach copies of any certificates/qualifications)

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

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"/>

Study Reason

king this course? (Tick ONE)

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?

out this course.

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/. For more info, visit <https://www.usi.gov.au/about>.

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Town of Birth

Section 9(2) of the Student Identifiers Act 2014] □

Course Scheme

ed in the student course information booklet.

	(\$350 per unit) GST free	<input type="checkbox"/>
General Construction) program (Low Rise only)	(\$1,500) GST free	<input type="checkbox"/>

Payment Details - Direct Deposit or Credit Card *

Account Number: 122839624								Reference: your name			
e transfer showing our full account number and transfer amount***											
to the selected course scheme & structure above for enrolment into this course]											
								Card expiry:			
								CVN:			
								Visa:		<input type="checkbox"/>	
								Mastercard		<input type="checkbox"/>	

Course Structure

KBL* = Kitchen, Bathroom & Laundry Installation | Swimming Pool* = Swimming Pool Construction/Installation

Please select the licence class and units of competency for which you would like to enrol in through Blue Dog Training.

If you have previously undertaken training, you will need to provide evidence in the form of a certified copy of a statement of attainment or record of results, so as to determine if any completed units of competency can be counted towards the qualification or priority skill sets. For more information about this qualification, visit <https://training.gov.au>

Light-grey fields are units REQUIRED to obtain a QBCC licence for that specific licence class.

(Funding only applies for a maximum of up to 16 units – additional units will incur a fee of \$350 each)

Code	Name	(2 compulsory electives for NSW)	NSW (16) Builder	QLD (16) Low Rise	Site (10) Supervisor	Shop (9) Fitting	Kitchen, (7) Bathroom & Laundry*	Special (7) Structures	Structural (7) Landscaping	Swimming (8) Pool*
Core Units										
CPCCBC4001A	Apply building codes and standards to the construction process for low rise building projects		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
CPCCBC4002A	Manage occupational health and safety in the building and construction workplace		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPCCBC4003A	Select and prepare a construction contract		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPCCBC4004A	Identify and produce estimated costs for building and construction projects		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPCCBC4005A	Produce labour and material schedules for ordering		<input type="checkbox"/>	<input type="checkbox"/>						
CPCCBC4006B	Select, procure and store construction materials for low rise projects		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPCCBC4007A	Plan building or construction work		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
CPCCBC4008B	Conduct on-site supervision of building and construction projects		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPCCBC4009B	Apply legal requirements to building and construction projects		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CPCCBC4010B	Apply structural principles to residential low rise constructions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
CPCCBC4011B	Apply structural principles to commercial low rise constructions		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
CPCCBC4012B	Read and interpret plans and specifications		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
BSBSMB406A	Manage small business finances		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Elective Units										
BSBLDR403	Lead Team Effectiveness	BDT Recommended	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
CPCCBC4016A	Administer a construction contract	BDT Recommended	<input type="checkbox"/>	<input type="checkbox"/>						
CPCCBC4024A	Resolve business disputes (NSW requirement)	BDT Recommended	<input type="checkbox"/>	<input type="checkbox"/>						
CPCCBC4018A	Apply site surveys and set out procedures to building and construction projects (NSW req.)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
BSBSMB401	Establish legal and risk management requirements of small business		<input type="checkbox"/>	<input type="checkbox"/>						<input type="checkbox"/>

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;
- NCVER (Under the *Data Provision Requirements 2012*);
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER 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 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 course CPC40110 Certificate IV in Building & Construction (Building)

- 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 the 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 understand that I will need to complete the course within 12 months from enrolment or additional fees may apply.
- I understand that I am not permitted to receive assistance for this training from anyone other than Blue Dog Personnel.
- I understand that I cannot undertake RPL for the full qualification.
- I understand that I am required to submit assessments within at least 6 months from date of enrolment or Blue Dog Training may withdraw my enrolment and re-allocate any applicable funding and all fees will be forfeited.
- 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 I am required, when accessing a Queensland Government subsidised training place, to complete a Student Training and Employment Survey within three months of completing or discontinuing my training. I agree to complete this survey as directed, if applicable.
- I understand that as a consequence of accessing a Construction Skills Queensland subsidised training place, I may be contacted by Construction Skills Queensland to contribute to a review of training or completion of student destination surveys. 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 2017-2018 student course information for this qualification.
- I have read, understood and consent to the privacy statement provided on this enrolment form.
- 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 Research (NCVER) student survey and that I may be required to participate in an evaluation or survey.
- 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:

Student signature:

Please do not type signature

Date: