

QBCC Approved Managerial Course ENROLMENT FORM

BSBSMB401 Establish Legal and Risk Management Requirements of Small Business*

**Funding available for eligible students*

ENROLMENT CHECKLIST



Complete: Enrolment form

All questions on this application must be completed.

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All applications must include: Current photo identification (Driver's Licence or Passport)

Driver's Licence

Passport

Proof of Age Card

☐


For CSQ-Funded applications, attach: Proof of QLD residency (1 or more, documents must be current)

QLD Driver's Licence (front & back)*

QLD Bank Statement

QLD Rates Notice or Lease Agreement

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For CSQ-Funded applications, attach: Proof of Australian citizenship (1 or more, documents must be current)

GREEN Medicare Card (colour copy)

Australian or New Zealand Passport*

Australian Birth Certificate

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For CSQ-Funded applications, attach: Proof of employment covering 1 month within the past 4 (must be QLD, must be Building and Construction)
Evidence needs to include your name, duties/job title, employment period & employer name

Invoices or Quotes

Letter of Employment

Payslips

☐


All applicants must provide: Unique Student Identifier or consent to search for/create one

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

☐


Submit: Enrolment form

building@bluedogtraining.com.au

0429 040 229

PO Box 2173, MILTON BC QLD 4064

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

* Can also serve as your photo identification requirement

Please Note: Incomplete applications will not be processed

**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				\$x,xxx	Wages
(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	\$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?

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 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? (If different from the residential address)

Email address:	
Alternative email:	

What is your postal 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 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"/>

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"/>

Disability

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

No	<input type="checkbox"/>	Yes – Specify:	<input type="checkbox"/>
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Schooling

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

No	<input type="checkbox"/>	Yes – Name:	<input type="checkbox"/>
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What is your highest COMPLETED school level? (Tick ONE)

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



Have you successfully completed any of the qualifications below?

No	<input type="checkbox"/>	Yes – Certificate III (or trade certificate)	<input type="checkbox"/>
Yes- Bachelor degree or higher degree	<input type="checkbox"/>	Yes- Certificate II	<input type="checkbox"/>
Yes – Advanced diploma or associate degree	<input type="checkbox"/>	Yes- Certificate I	<input type="checkbox"/>
Yes – Diploma (or associate diploma)	<input type="checkbox"/>	Yes – Other education (please provide details below)	<input type="checkbox"/>
Yes – Certificate IV (or advanced certificate/technician)	<input type="checkbox"/>		

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

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

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

To get a job	<input type="checkbox"/>	It was a requirement of my job	<input type="checkbox"/>
To develop my existing business	<input type="checkbox"/>	I wanted extra skills for my job	<input type="checkbox"/>
To start my own business	<input type="checkbox"/>	To get into another course of study	<input type="checkbox"/>
To try for a different career	<input type="checkbox"/>	For personal interest or self-development	<input type="checkbox"/>
To get a better job or promotion	<input type="checkbox"/>	Other reasons:	<input type="checkbox"/>

Of the following categories, select the one which best describes how you heard about this course.

Former Blue Dog Apprentice	<input type="checkbox"/>	Social Media	<input type="checkbox"/>
Employer	<input type="checkbox"/>	Merchandise	<input type="checkbox"/>
Construction Skills Queensland (CSQ)	<input type="checkbox"/>	White Card or Short Course	<input type="checkbox"/>
QBCC	<input type="checkbox"/>	Other	<input type="checkbox"/>

Create one at www.usi.gov.au/create-your-USI/. For more info, visit <https://www.usi.gov.au/about>.

Town of Birth

[illegible]



Learner Support

To determine if you need support to successfully undertake this course, it is important that Blue Dog Training can evaluate your preferred way of learning, including your knowledge and skill in reading, writing, numeracy and communication.

Please complete the questions in the table below. If you answer NO to any of the questions below, Blue Dog Training will be in contact with you to clarify your support needs and make additional support available to you. 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.

Can You:	Yes	No
Write in paragraphs?	<input type="checkbox"/>	<input type="checkbox"/>
Use a mobile phone to search on the internet?	<input type="checkbox"/>	<input type="checkbox"/>
Write a text message without using abbreviations and emoticons (e.g. 😊 emojis)?	<input type="checkbox"/>	<input type="checkbox"/>
Understand every-day ratios? (e.g. calculating how a cost of \$20.00 p/h = \$80.00 for four hours)	<input type="checkbox"/>	<input type="checkbox"/>
Read an instruction manual or recipe and follow the steps?	<input type="checkbox"/>	<input type="checkbox"/>
Explain what 10% of \$100 is to another person?	<input type="checkbox"/>	<input type="checkbox"/>
Solve multiplication and division problems?	<input type="checkbox"/>	<input type="checkbox"/>
Do You:	Yes	No
Look up the meaning of words in a dictionary (either in a book or online)?	<input type="checkbox"/>	<input type="checkbox"/>
Ask questions to learn more?	<input type="checkbox"/>	<input type="checkbox"/>
Listen for emotion in someone's voice? (e.g. sadness or anger)	<input type="checkbox"/>	<input type="checkbox"/>
Use gestures and facial expressions to communicate?	<input type="checkbox"/>	<input type="checkbox"/>

Course & Payment Details - Direct Deposit or Credit Card *

Code	Name	CSQ Funded (no GST)	Full Fee (no GST)
BSBSMB401 (elective)	Establish legal and risk management requirements of small business	<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 short course(s) 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"/>	

**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 short course(s) I have selected in the "Course & Payment Details" section of this form, and declare that:

- I have been provided with sufficient information (e.g. 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 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 in the course(s) I will need to complete the course(s) within the timeframes specified on page 5 or by the end of the applicable CSQ contract term (01/10/2018 to 30/09/2019), 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 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 2018-2019 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 short course(s) I have selected on page 5.
- 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.

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.