

Calling Female Tradies

Take your business to the Next Level

through Women NSW subsidised training.

Ladies, enhance your business and leadership skills with a Certificate IV in Small Business Management (BSB40415).

This course normally costs \$3750!

With Government funding, this course will now only cost you a **registration fee of \$100.**

Seats are limited! Enrol for this course now by completing the enrolment form.

Registrations close:

Friday 8 May 2015

Course Begins:

Wednesday 13 May 2015

Location:

Master Builders NSW Education Centre
5 Burbank Place, Baulkham Hills.

For more information call
Omesh Jethwani on
0411 335 048

RTO Provider No. 6163



**Master
Builders
Association**
New South Wales

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www.mbansw.asn.au





Training Enrolment Form

RTO Provider: 6163

BSB40415 – Certificate IV in Small Business Management (Funded)

Personal Details

Title	Gender	Unique Student Identifier (USI)
<input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Miss <input type="checkbox"/> Ms <input type="checkbox"/> Male <input type="checkbox"/> Female		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Surname: _____	Given Name/s: _____	
Preferred Name: _____	Date of Birth (day/month/year) ____/____/____	
What is the address of your usual residence? _____ _____	Postal address (<input type="checkbox"/> same as residential) _____ _____	
Suburb or Town: _____	Suburb or Town: _____	
State: _____ Postcode: _____	State: _____ Postcode: _____	
Mobile: _____	Home Phone: _____	
Work Phone: _____	Fax: _____	
Email: _____		
Current Occupation: _____	Employment Status:	
Previous Occupation: _____	<input type="checkbox"/> Full-time <input type="checkbox"/> Self Employed (not employing others)	
Years in current industry: _____	<input type="checkbox"/> Part-time <input type="checkbox"/> Employer <input type="checkbox"/> Not seeking work	
	<input type="checkbox"/> Unemployed jobseeker <input type="checkbox"/> Unpaid Worker	

Emergency Details:

Emergency Contact: _____ Phone: _____

Employer Details:

Business Name: _____	Address: _____
Contact Name: _____	_____
Phone: _____	State: _____ Postcode: _____
Email address: _____	
Number of Employees: _____	Are you a Member of MBA? <input type="checkbox"/> Yes <input type="checkbox"/> No
Are you interested in Membership? <input type="checkbox"/> Yes <input type="checkbox"/> No	Membership Number: _____



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Education & Training History

What is your highest completed school level? ☐ Year 12 ☐ Year 11 ☐ Year 10
☐ Year 9 ☐ Year 8 or below ☐ Never attended school

Which year did you complete this school level? _____ Are you still attending high school? ☐ Yes ☐ No

Where did you attend this school level? _____

Have you successfully completed any of the following qualifications?

☐ Certificate I ☐ Certificate II ☐ Certificate III (Trade qualification) ☐ Certificate IV or Advanced Certificate

☐ Diploma or Associate Diploma ☐ Advanced Diploma or Associate Degree ☐ Bachelor Degree or Higher

☐ Other than above Names of qualifications held: _____

☐ Currently enrolled in an accredited course (please specify) _____

Background

In which country were you born? ☐ Australia ☐ Other, please specify: _____

Are you of Aboriginal or Torres Strait Islander origin? ☐ No ☐ Aboriginal ☐ Torres Strait Islander

Are you a permanent resident or Citizen of Australia? ☐ Yes ☐ No

Do you speak a language other than English at home? ☐ No, English only ☐ Yes, please specify: _____

How well do you speak English? ☐ Very well ☐ Well ☐ Not well ☐ Not at all

Do you consider yourself to have any language, literacy or numeracy issues? ☐ No ☐ Yes

Do you consider yourself to have a disability, impairment or long-term condition? ☐ No ☐ Yes, please specify

☐ Hearing/deaf ☐ Physical ☐ Intellectual ☐ Learning ☐ Mental illness

☐ Acquired brain impairment ☐ Vision ☐ Medical condition ☐ Other

What is your main reason for undertaking this course? ☐ Requirement of my job ☐ To get a job

☐ Develop my business ☐ Start my own business ☐ For a different career ☐ For further study

☐ Extra skills for my job ☐ Better job or promotion ☐ Self-development ☐ Other reasons

How did you hear about this course?

☐ Trainer/Assessor ☐ MBA Divisional meeting ☐ MBA Information sessions ☐ Internet search ☐ Trade show

☐ Word of mouth ☐ MBA magazine ☐ MBA emails ☐ Bus advertising ☐ Publications ☐ Radio

MBA Training Correspondence

Master Builders Association of NSW
Master Builders Education Centre
Locked Bag 5002
Baulkham Hills BC, NSW 2153

Phone: 02 8586 3555
Fax: 02 9571 8830
Website: www.mbansw.asn.au
Email: training@mbansw.asn.au



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Terms and Conditions

- A non-refundable deposit is required at enrolment (if the course price is greater than \$1000)
- If you are unable to continue with the enrolment after the deposit has been made, a substitute delegate can take over the enrolment of the course. The delegate will need to meet all course entry requirements.
- Participants who arrive to scheduled classes after the prescribed starting time risks not be allowed entry and no refund will be provided.
- Participants who arrive for the scheduled course without the required materials, clothing, PPE or evidence of pre-requisites will not be permitted to participate in the course and no refund will be provided.
- Course cancellations with at least 10 business days written notice will be eligible for 100% refund.
- Course cancellations with less than 10 business days written notice will only be eligible to a 50% refund.
- Course cancellations with less than 5 business days written notice will be entitled to no refund.
- Transferring between courses will attract a 10% transfer fee if within 10 business days.
- MBA NSW reserves the right to cancel courses, but will provide at least 5 business days notice where possible. In such circumstances, MBA NSW will transfer students to the next available course or provide a full refund.
- Any re-enrolment required will incur a re-registration fee equivalent to the original payment paid for the course.
- When applying for RPL, the applicant must submit all required evidence within 6 months of enrolment. After this time, the participant will need to re-enrol.
- Any reassessment or resubmission of any part of any assessment may incur a fee of \$100.
- All course payment instalments must be made within the course enrolment period
- MBA NSW do not issue trades licenses. Any licensing enquiries should be made to the relevant licensing authority.
- To be recognised for Credit Transfer, the participant must submit certified copies of transcripts and certificates at enrolment.
- All participants have the right to appeal an assessment decision.

Student Declaration

- I hereby agree to abide by the RTO policies and procedures relating to fees, charges and regulations of the organisation.
- I declare that the information supplied on this form is correct and complete.
- I accept that personal information collected by the Registered Training Organisation (RTO) will be:
 - Used by the RTO for research, statistical analysis, program evaluation and internal management purposes
 - Used by government departments for audit, research, statistical analysis, program evaluation
- I understand that my personal information will only be disclosed to other third parties with the appropriate legal documents or agreement/permission in writing by myself.
- I understand that the outcomes of this enrolment/course of study may be reported to State or Federal Governments, Industry Skills Councils, Student Identifiers Registrar and regulators for funding or regulatory purposes.
- I understand the requirements of undertaking the course and the outcomes.
- I understand that if I would like to view a policy or procedure that relates to my training, I will be provided this on request.
- I permit MBA NSW to access my Visa/residency records for verification purposes on the Department of Immigrations Visa Entitlement Verification Online (VEVO) system.
- I give permission for the RTO to verify my USI or using my personal information to create a USI on my behalf.
- I have read and agree to the terms and conditions as outlined above.

Signature: _____

Date: ____/____/____

BSB40415 Certificate IV in Small Business Management (Funded)

Course Details

To achieve this qualification, you must demonstrate competency in 10 units of competency, including:

- 4 Core units
- 6 Elective units

Core or Elective	Unit Code	Unit Name
Core	BSBSMB401	Establish legal and risk management requirements of small business
Core	BSBSMB402	Plan small business finances
Core	BSBSMB403	Market the small business
Core	BSBSMB404	Undertake small business planning
Elective	BSBSMB405	Monitor and manage small business operations
Elective	BSBSMB406	Manage small business finances
Elective	BSBSMB407	Manage a small team
Elective	BSBREL401	Establish networks
Elective	BSBMKG414	Undertake marketing activities
Elective	PSPGOV407B	Provide a quotation

For an RPL pathway, any of the following elective units may replace any of the electives stated above (packaging rules and prerequisites must be adhered to):

Core or Elective	Unit Code	Unit Name	Tick if selected
Elective	BSBCRT501	Originate and develop concepts	
Elective	BSBCUS401	Coordinate implementation of customer service strategies	
Elective	BSBCUS402	Address customer needs	
Elective	BSBEBU401	Review and maintain a website	
Elective	BSBFIA402	Report on financial activity	
Elective	BSBFRA401	Manage compliance with franchisee obligations and legislative requirements	
Elective	BSBINN301	Promote innovation in a team environment	
Elective	BSBIPR405	Protect and use intangible assets in small business	
Elective	BSBINT303	Organise the importing and exporting of goods	
Elective	BSBMGT404	Lead and facilitate off-site staff	
Elective	BSBMKG413	Promote products and services	
Elective	BSBPMG522	Undertake project work	
Elective	BSBREL402	Build client relationships and business networks	
Elective	BSBRES401	Analyse and present research information	
Elective	BSBSMB408	Manage personal, family, cultural and business obligations	
Elective	BSBSMB409	Build and maintain relationships with small business stakeholders	
Elective	BSBSMB410	Review and implement energy efficiency in business operations	
Elective	BSBSMB411	Manage specialist external advisory services	
Elective	BSBSMB412	Introduce cloud computing into business operations	
Elective	BSBSUS301	Implement and monitor environmentally sustainable work practices	

TRAINING PROPOSAL

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Elective	FNSACC406	Set up and operate a computerised accounting system	
Elective	SIRXQUA002A	Lead a team to foster innovation	

Entry Requirements

To be eligible to enrol in this qualification, the participant must provide the following:

- Photo ID (drivers licence, passport, etc.)*
- Proof of residency (Medicare card, Australian passport, Visa, etc.)*
- Some experience within the construction industry

* Colour copies are required

If the participant holds a current qualification with any of the competencies listed, a certified copy will need to be submitted to be eligible to receive credit transfer for these units.

Course Enrolment Type

After consultation with an MBA staff member, which pathway was identified for you?

☐ Full training ☐ Recognition of prior learning (RPL) ☐ RPL with Gap training

Delivery of training ☐ Classroom ☐ Correspondence/distance

- Full training - All resources for learning are provided and assessment is undertaken for each unit in a classroom environment.
- RPL - Evidence is collected and provided from past and current learning and workplace experiences. RPL is suitable for individuals who can demonstrate extensive management and supervisory experience working within the residential building and construction sector. The RPL process involves an initial interview where evidence will be submitted. This then may be followed up with a workplace visit. The student may then be required to submit further evidence for consideration of competency. If the student cannot provide sufficient evidence to be deemed competent, he/she will need to participate in gap training for the units deemed 'Not Yet Competent' (NYC).
- Correspondence/distance – this pathway utilises a range of communication methods such as email, phone and skype. Participants must be easily be contactable and adhere to strict timeframes and deadlines.

Fees and Charges

For all Fee for Service or Self Funded options, the following pricing applies:

☐ Enrolment Fee \$100

The above price is a non-refundable deposit.

Other charges that you should be aware of:

- Posting certificates via registered post \$10
- Replacement or reprint a certificate \$50
- Reassessment/resubmission fee \$100

Failure to make the required payments may result in your enrolment being cancelled and/or certificates not being issued.

Course Timeframes and Completion

The expected course completion timeframe for this qualification with little or no experience is up to 2 years.

For experienced practitioners: RPL 6 months

The Student Handbook should be sourced for more information. Go to www.mbansw.asn.au or contact the Qualifications Coordinator.