

South Australia Contractors Business Criteria Course

(BSBSMB401 Establish legal and risk management requirements of small business, PLUS
BSBSMB404 Undertake small business planning)



Overview

If you are applying for a contractor's licence as a builder, electrician, plumber or gas fitter in South Australia, you will need to have completed an approved business qualification as required by **Consumer and Business Services**.

For more information on the business qualification requirements, visit:
http://www.cbs.sa.gov.au/assets/LAR/occupational/business_criteria.pdf

Course details

You will complete the nationally accredited and recognised units of competency and be issued a Statement of Attainment for **BSBSMB401 Establish legal and risk management requirements of small business, AND BSBSMB404 Undertake small business planning.**

These units can be used towards a number of qualifications if you decide to do further study. Such qualifications include CPC40110 Certificate IV in Building and Construction (Building), CPC50210 Diploma of Building and Construction (Building), BSB42615 Certificate IV in New Small Business or CPC40912 Certificate IV in Plumbing and Services, etc.



Costs

The full fee price of **\$550** is for **BOTH** units, NOT per unit.

If you have already completed one unit at another provider, not a problem, you can complete the remaining one with us and will only have to pay \$275 for the one unit. Just let us know at time of enrolment if you just need to do the one unit.

You can start and complete the course before paying for it.

You will have immediate access to all content and assessments without having to pay upfront.

You can pay whenever you like, at the start, in the middle or right at the end after you have completed all assessments.

Fees can be paid by direct deposit into our bank account, or by credit card in our online system. Please note, we **do not** charge any extra fees for payment by credit card.

Full Fee | \$550

This is the full, non-subsidised, price of the course. The fees are also the same for our online option and workshop option, you do not pay any more to attend a workshop.

There are no eligibility or entry restrictions.

Anyone wishing to complete the course, regardless of where you live and citizenship status, etc, can enrol.

Online

You are able to complete the course entirely online, in your own time.

You can enrol, and complete the course, 24/7, 365 days of the year.

As soon as you complete all tasks, and we have received your course fees, you will receive instant access to your Statement of Attainment via an email you will receive and/or through our online system. No waiting 21 or more days for it.

Even though you will be working on the course from home, in your own time, you still have access to trainer support.

To access help and support you can do one, or all, of the following:

1. You can submit an **online contact form** from the question you are working on, and we will get back to you ASAP.
2. Ring us on **1300 797 123**
3. Email us as: **info@pcdtraining.edu.au**
4. Start a 'Chat' from our website.

Requirements

You will need the following to complete the course online from home:

- Access to a computer, laptop or tablet that has a **webcam**.
- Access to the internet.
- An internet browser (we highly recommend to use Google Chrome, FireFox or Safari. We don't recommend Internet Explorer.)

You WILL NOT need to purchase any software, text books or other resources apart from what is listed above.

Duration

It is extremely hard to give an indication as to how long it will take you to complete the course, as it is competency based, ie if you have some knowledge already in the areas and topics, you may be able to complete the course in half or less time than someone who does not.

We have had students complete within a couple of days, while others have taken a year or more.

However there is no minimum or maximum time.

Workshops

If you are not confident with computers, don't have a computer at home with a webcam or just want to get it all done and dusted and not have the course drag on, you can book in for one of our workshops.

You will just need to bring your photo ID.

You will work on the course on one of our computers yourself, in your own time. However, there will be one to two trainers on hand to guide you and help you with any questions.

Locations

You can choose to attend one of workshops at **Suite 219 / Level 2, 147 Pirie St, Adelaide.**

Workshops are run at least monthly.

For workshop dates, visit our website:

Duration

If you come to one of our **workshops**, the duration is just the **one (1) day**. You will complete everything you need to on the day, and will have your Statement of Attainment issued on the spot.

How can we complete the units in one days? A couple reasons:

1. We have a maximum ratio of trainers to participants of 1:5, ie for every five participants we have one trainer.
2. We do not waste time by lecturing you on topics you may already be familiar with. You can complete any assessments where you know the answer already straight away.

Course structure

The following topics are covered by the course:

- Business structures
- Regulatory requirements
- Compliance
- Legal responsibilities
- Taxation principles and requirements
- Legal and business documents
- Protecting your legal rights
- Correcting non-compliance
- Seeking legal advice
- Protection of business interests
- Contracts
- Leasing and owning property
- Elements of a business plan
- Develop a business plan
- Strategies for minimising risk, etc

Assessments

Assessments will be in the following form:

- **Computer marked:** a mix of computer marked questions will be used such as true/false, fill-in-the-blanks, multi-answer, click in order, click the image, etc. The computer will mark your answer immediately. If your answer is correct, you will proceed to the next question. If you get the answer wrong, you can attempt again, however you may get a different variation to the question. Full resources are provided for every question.
- **Trainer marked:** you will be required to complete assessments and upload for us to assess. These assessments include short answer responses to a question, obtain certain documents online and upload, screen shot certain web pages for creating business administration tools, completing online forms such as a BAS, quote, contract and invoice.
- **Video response:** you will be required to use your webcam to create a video where you answer questions. The video is created in our system.

You will not be required to purchase any items to complete the assessments. Everything can be obtained online free of charge.

Structure of unit and assessments

Recognition of Prior Learning (RPL)

If you wish to apply for Recognition of Prior Learning (RPL), please contact us at **admin@pcdtraining.edu.au**

For an RPL application you will be required to complete the following:

1. Provide evidence, such as photos, videos and/or other documented evidence, and
2. Provide at least three (3) third party testimonials, and
3. Complete an on-site or online interview by PCD, and
4. Complete a quiz based on the units, and
5. Provide a video response outlining your experience and why you have covered all aspects associated with the units BSBSMB401 and BSBSMB404.

All of the above will be used to cover all requirements of the units BSBSMB401 and BSBSMB404, eg performance criteria, critical aspects, required knowledge, etc. You can view the full requirements of the units at:

https://training.gov.au/TrainingComponentFiles/BSB/BSBSMB401_R2.pdf

AND

https://training.gov.au/TrainingComponentFiles/BSB/BSBSMB404_R2.pdf

If you cannot meet ALL of the requirements outlined in the unit's descriptor, you will NOT be able to gain an RPL for that unit. All requirements MUST be met in order for an RPL to be granted.

You should weigh up the time it would take to compile all of the required evidence above, and being able to satisfy **ALL** of the unit's requirements vs completing the assessments under a normal enrolment.

SA Trade Licensing

Not too sure about the other requirements for your licence? Or you may just need a hand from someone to help you put your application together. Whatever help you may need, Sam from **SA Trade Licensing** can help!

Sam used to work in the licensing division, so he knows the ins and outs when it comes to licensing plus technical interview preparation and can help you put your application together for a very realistic fee.

We highly recommend that you contact Sam and engage him to help you. You can contact him by:

Email: sam@tradesa.com.au

Phone: 0430 206 032

Web: <http://tradesa.com.au/>

Why choose PCD Training?

What makes PCD Training different to other providers? Some of the points below may help answer that question:

- You can enrol 24/7, 365 days a year online.
- You can start and complete your course before paying for it, you can pay right at the end if you want.
- You receive a copy of your Statement of Attainment as soon as you complete, and pay for, your course. You do not have to wait 21 or more days like at other providers.
- You don't have to sit an exam.
- You can study when and where you like, you don't have to be locked in to attending classes on set dates and times.

How to enrol

Enrolling is easy and painless and can be done one of three ways:

1. Go to our website: <http://pcdtraining.edu.au/sa-contractor> and click the 'Start Now' button, or
2. Ring us on **1300 797 123**
3. Email us your full name, email address, mobile number and you would like to do this course to admin@pcdtrainng.edu.au and we will look after you from there.

Easy as that!