

## COURSE OUTLINE

### **Electrical Contractors Licence – Qualified Business Person (QBP) course**

This course has been contextualised to Electrical workers who are completing the course to gain an Electrical Contractors Licence. Examples used throughout the course are specific to the Electrical Industry and the trainer has had many years experience as an Accountant for small to medium sized businesses. The course is very practical, as part of the course assessment you will complete tasks that you would ordinarily complete when setting up a business. You will also create forms to comply with legislation that you can use when you start working in the business.

### **TRAINING:**

The course is very practical and relevant for anyone wishing to set up a new business. Topics covered include:

- Deciding on a legal business structure (sole trader, company etc.), sources of free advice and registering a business.
- Compliance with laws and regulations such as Electrical Safety Act and Regulations, OHS legislation, Tax obligations, Superannuation, Stamp duty and payroll tax.
- Negotiation and arrangements of contracts and business risk

### **Upon successful completion learners will be issued a Statement of Attainment for the following nationally recognised units of competency:**

UEENEE101A - Apply Occupational Health and Safety regulations, codes and practices in the workplace  
BSBSMB401 – Establish Legal and Risk Management Requirements of Small Business  
UEENEEG175A - Develop compliance policies and plans to conduct an electrical contracting business

### **Training:**

UEENEE101A: Training for this unit of competency is completed via distance using a course workbook and handouts. Students are given a review questions and an assessment to complete prior to attending the 2 day workshop.

BSBSMB401 & UEENEEG175A: The training for these units of competency is delivered over a 2 day face-to-face workshop. The training includes business structure options, how an electrical contracting business complies with laws and regulations and how to identify and manage risks to your business.

### **Assessment:**

Assessment Task 1 - OHS Assessment – Completed in your own time and assessed by the Trainer on the first day of the workshop.

Assessment Task 2 (Completed in workshop – day 1) – Using your own business situation (Electrical Contracting Business) as the basis for this project you will decide on the most effective business structure and identify, obtain the relevant documents and record the actions undertaken to comply with the relevant legislation and regulations for your business.

Assessment Task 3 (Completed in workshop – day 2) – You will identify, access and complete a set of contracts and a business continuity plan associated with the needs of your business (identified in Assessment Task 2) and collect them as a portfolio of evidence.

You will need to research, make inquiries, request quotes, complete the documents associated with each contract, and answer questions regarding them.

**WHO IS ELIGIBLE TO DO THIS COURSE:**

Anyone with basic literacy and numeracy skills

**COURSE DURATION**

The course is to be completed via distance and optional attendance at a 2 day workshop. Students are required to complete all assessment tasks within 12 months of enrolment. The 2 day workshop is optional and students can complete the course completely via distance if they wish.

**COST: \$1,350**

**CSQ SUBSIDISED COURSE FEE: \$0\***

\*As a Construction Skills Queensland (CSQ) registered training supplier, we provide training that is supported by CSQ funding. Queensland residents working in the Building and Construction Industry (Queensland Electricians) may be eligible for CSQ funding. CSQ funding is only available once participants have completed the course and the course must be completed by 30 September 2019.

The total course fee is \$1,350.00, the CSQ funding amounts are:

UEENEEE101A: \$240

UEENEEG175A: \$750

BSBSMB401: \$360

Eligible participants must complete an application and pay the full course fee of \$1,350 upon enrolment. Eligible participants will receive a payment of \$1,350 upon completion of the course (students must complete by 30 September 2019) to receive this payment.