

## 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:**

UEENEEE101A - 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:**

UEENEEE101A: Training for this unit of competency is completed either via distance or attendance at Day 1 of an optional workshop. If not attending the workshop students are to e-mail their assessment answers to the trainer.

BSBSMB401 & UEENEEG175A: The training for these units of competency is delivered either via distance or 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 – Short answer questions on Health and Safety - Completed either via distance or on day 1 of the optional workshop.

Assessment Task 2 - 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. Completed either via distance or on day 1 of the optional workshop.

Assessment Task 3 - 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 One) and collect them as a portfolio of evidence. Completed either via distance or on day 2 of the optional workshop.

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

Anyone with basic literacy and numeracy skills

**COURSE DURATION**

Students are required to complete all assessment tasks within **3 months** of enrolment. The course is to be completed either via distance or at a 2-day workshop. The workshop is optional, and students can complete the course completely via distance if they wish.

**COST:** **\$1,500**