



Mount Isa Institute of TAFE

Fact Sheet

Short Course – Qualified Business Person for Electrical & Construction Contractors Licences

What career options do I have?

This course is specifically structured for those who need to complete the business component for their application to become a licensed contractor.

Please refer to the relevant agency for further detail about licences.

Electrical Safety Office (ESO)

1300 650 662 www.deir.qld.gov.au

Building Services Authority (BSA)

1300 272 272 www.bsa.qld.gov.au

What will I learn?

You will learn the content required to be eligible as a qualified business person for the purpose of licensing for both the BSA & ESO.

What qualification will I receive?

A Result of Assessment will be issued for the successful completion of each unit of competency.

Once you have completed the other requirements for licensing outlined by The ESO or BSA, you will be required to make application to the relevant agency to gain a Contractors Licence.

Where will I train?

The course will be conducted via videoconference and on-line with phone and email support.

Mount Isa will conduct 1 face-to-face session per week (via videoconference) supported by 1 on-line session per week.

How long will the training take?

The course will take 8 weeks - 2 nights per week, 3 hours per night.

How will the training take place?

Videoconference / on-line / face-to-face.

What assessment methods will be used?

Assessment methods generally vary according to skills content of competency. May include: Short answer responses, observations, demonstrations, projects, discussions, group participation etc.

Is there anything I need to bring?

A notebook and pen would be beneficial.

Am I eligible?

It is recommended that students have some business experience working either in their own business or someone else's. Completion of Year 10 or equivalent is also recommended. Literacy, numeracy and computing support is available and students are encouraged to ease into the course by upgrading these skills first.

Is what I already know taken into account?

Yes. Your history of study, skills and experience does matter. Consideration is given to your life and work experiences as well as formal and informal training. This may be applied using the national standard for Mutual Recognition or through Recognition of Prior learning (RPL). Documentary evidence will be requested.

When can I start?/How do I apply?

Classes will commence on 15/04/2008 and will continue for 8 weeks. Please contact Client Information Centre for enrolment details.

Can I go onto further training?

You may go on to complete the Certificate IV in Business (Small Business Management) which feeds into the Diploma of Business with one unit counting as a direct part of the Diploma.

What else might I find useful?

Financial assistance with fees may be available through concessions, or via 'Time to Pay' payment plan. This and other information such as Student Support, Study and Library Assistance, Student Responsibilities, is found in the Mount Isa Institute of TAFE Student Guide/ Handbook.

Where can I find more information?

Contact our friendly Client Information Centre staff on 4744 9999.

What is the program structure?

For qualify for licensing purposes, you will be required to complete the units of competency listed below.

Core units

BSBSBM401A	Establish business and legal requirements
BSBSBM402A	Undertake financial planning
BSBSBM404A	Undertake business planning

Selected units of competency from BSB40401 – Certificate IV in Business (Small Business Management)

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