



# Type B Gas Course

**CPCPGS4023B Install, commission and service Type B gas appliances**

**This unit makes up part of CPC40912 Certificate IV in Plumbing and Services**



## Quick info:

**Next upcoming course: Bi-Monthly**

**Type B Gas Course 2017 V.1**

**Organisation:** Bizmatrix Pty Ltd

**Location:** Unit 53/193 Southpine Road,  
Brendale, QLD 4500

**Phone:** 1300 588 749

**Email:** [info@bizmatrix.edu.au](mailto:info@bizmatrix.edu.au)

**Website:** [www.bizmatrix.edu.au](http://www.bizmatrix.edu.au)

**RTO No.** 32074

## Type B Gas Course in detail:

**Course outline:** This unit is selected from CPC40912 Certificate IV in Plumbing and Service. The unit to be complete is *CPCPGS4023B Install, commission and service Type B gas appliance*.

**Who can do Type B?** Those looking to learn about installing, commissioning and servicing industrial gas appliances in the plumbing, gas and electrical sector.

**Requirements:** See FAQs on Page 6

- The applicant must have a *restricted electrical license/ permit* to receive their Statement of Attainment for CPCPGS4023B; otherwise they will be issued with a *record of results*.
- **OR:** If you do not already have the above qualifications, we now offer Type B blended restricted electrical training course, which can be embedded in the Type B gas training. Otherwise if you have an electrical work permit for training to be enrolled in the suitable course.

**What does the Type B gas course cover?** Type B gas course covers installing, commissioning and servicing Type B- industrial gas appliances. Upon successful completion of the Type B Gas course you will be eligible to apply through the Queensland department for your Type B authorisation to work on ALL type b gas appliances.

**How long will I hold a GWA Gas Work Authorisation?** The GWA authorisation is valid for as long as you are working in the trade industry, however the first GWA is now valid for three years and subsequent full authorisations for six years

**Unit details:** This unit is a complex unit, so it is recommended that participants have some experience in combustion theories and practice for gas, complex control systems and some gas fitting knowledge. Attendees will gain valuable knowledge about correct and safe working procedures for Type B commercial/ industrial gas appliances, gas and electrical servicing, general safety and risk control processes, commissioning, repairs, program service and maintenance from the basics, to correct servicing techniques of more complex equipment and how to safety check and leak check equipment, plus many other benefits.

**Assessment:** Written and practical exams on a wide range of equipment. All assessments follow Nationally Accredited training style.

### Relevant Australian Standards covered:

- AS1375 Industrial fuel fired appliances
- AS2593 Boilers- unattended and limited attendance
- AS/NZS3000 Electrical installations
- AS/NZS4836-2011 Safe working near live low voltage
- AS5601.part 1 Gas Installations
- AS3814 Industrial and commercial gas appliances
- Gas-Electrical servicing, commissioning and maintenance theory
- Correct testing procedures and methodology
- Electronic ignition / Flame rods and sensing systems training
- The correct methods of leak tests and using the correct pressures
- Electrical with gas training, control circuits and complex gas systems





## **Option 1: Type B Gas Course for those who already have an electrical permit or licence**

### **Type B Gas Course: Pre course pack + 10 days of on-site training**

Students complete the pre-course pack prior to attending the Type B Gas Course. From here they complete 10 days of onsite training. Upon successful completion of the Type B Gas Course, Bizmatrix help students apply for their Type B Authorisation and will receive their Statement of Attainment.

### **Nationally recognised unit:**

CPCPGS4023B Install, commission and service Type B gas appliances

### **Time frame:**

Two day pre-course through E-Learning with 10 days practical training at Bizmatrix training centre.

Two weeks of practical training: 7:30am – 5:00pm Monday to Friday with one week break in between. See dates on website.

*Please note: Students will be required to bring their own laptop to training.*

## **What is included in the Bizmatrix Type B Gas Course?**

### **Bizmatrix will provide**

- Student manuals and assessments (included in fees)
- A text book will be provided for Gas (Basic Plumbing Service Skills)
- Training aids and simulators – Type B Gas appliances
- Small classes between 6 -10
- Refreshments – tea, coffee, biscuits and kitchen facilities

### **Students to provide**

- The relevant Australian standards as listed, these can be purchased through [saiglobal.com.au](http://saiglobal.com.au) or Bizmatrix at an education price.
  - AS1375-2013 Industrial fuel fired appliances
  - AS2593-2004 Boilers- unattended and limited attendance
  - AS/NZS4836:2011 Safe working near live low voltage
  - AS5601.1:2013 part 1 Gas Installations
  - AS3814-2009 Industrial and commercial gas appliances
- The correct PPE for the practical work
- Pens, pencils, rulers, calculators
- **Laptop computer or tablet for training onsite**



## Option 2: Type B – REL blended course for those without an electrical permit

### Type B Gas Course: Pre course pack + 10 days of on-site training

### Electrical: E-Learning + 4 days of on site training

Students must attend at least four on site sessions, and book in to secure their spot. The Restricted Electrical practical dates are offered throughout the year, if you cannot make a session you can attend the next round of classes.

On average the electrical units online take about 3 days worth of online work, then you must come in for 4-6 days of practical training. We recommend you allow a two to three months time period to complete this course.

**Electrical dates:** See our website for dates

Skill Sets	Trade of calling Type B authorization / Gas fitter( ESO units 1,2,3) in conjunction with training in Type B or other gas courses
Program Name	Skill Set Service and Repair Low Voltage Fixed Wire Electrical Equipment up to 1,000 V (Gas Fitting Equipment) Plumbing/Gas – Gas Fitters Licence
Mandatory units common to all units	UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace
Units for skill set	UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring UEENEEP016A-Locate and rectify faults in low voltage appliances using set procedures
Included in our training	UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies. Test and Tag competency
Course detail	E-learning online theory and 3 days face to face practical Embedded in the Type B gas training course or in conjunction with a Type B qualification <ul style="list-style-type: none"><li>• No Electrical Permit Required</li><li>• No Log Book</li><li>• Must be completed with a Type B Gas course in conjunction</li><li>• Please notify us if you have a base trade or calling.</li></ul> <p style="text-align: right;"><b>Selection Type B REL \$1,900</b></p>

Students need to purchase the following standards for Electrical: These can be purchased through Bizmatrix (prices below) or SAI Global

- AS/NZS3760:2010
- AS/NZS4836:2011



## **After you are deemed competent, what's next?**

This course is a pathway to developing comprehensive skills and knowledge of the Type B industrial/commercial gas appliances in the Gas Industry and will help you to further your career. Successful participants will receive a Statement of Attainment, which, together with other relevant criteria, will enable them to make an application to the State gas regulating authorities for the relevant Type B authorization.

**Upon completion of the Type B Gas Course, provided you are competent you will be able to work on the following:**

### **Commercial / Industrial Type B gas appliance training:**

- Obtaining authority to undertake work on Type B appliances- submissions
- Prepare for work- Safety, Gas components, Component specifications, tools and equipment
- How to install Type B gas appliances
- Commissioning and test Type B gas appliances
- Install and Service Type B gas appliances

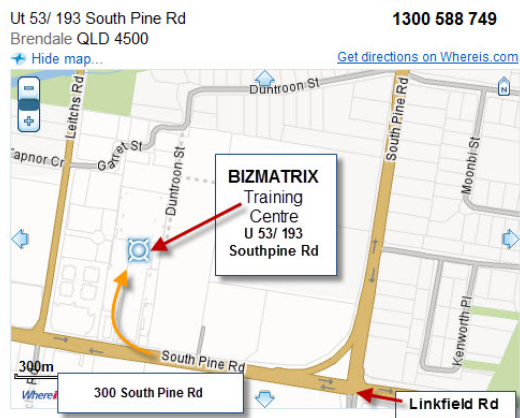
### **Successful participants will receive:**

- A Statement of Attainment in recognition with and conforming to the AQTF requirements
- Access to technical support & information
- Confidence in their ability to install, commission, service, repair and maintain commercial/ Industrial Type B gas appliances
- Greater knowledge of Type B gas appliances and equipment
- Personalised tuition - class sizes restricted to maximum 10 people
- Access to further training & information about the gas industry by becoming a member of the BIZMATRIX database



## Where are we?

### Bizmatrix



Bizmatrix training centre can be located at the back right hand corner of Brendale Business Park. Upon entering from South Pine Road, you will have the Boiler Room Café on your left hand side, drive to the BACK of the building – to unit 32 – turn RIGHT and drive to the end following it around to the LEFT – ahead you will see Absolute Plumbing – pass them and we are in the units next them.



## Frequently Asked Questions:

### Why is it an authorisation not a licence?

Applications to be a Type B gas authorisation can be made at <https://www.business.qld.gov.au/industry/building-construction/gas/type-b> a Gas Work Authorisation in Queensland Type B will be authorised to approve up to three classes of gas devices based on gas usage capacity and complexity. These classes and the process for assessing and approving authorities are outlined in the <https://www.business.qld.gov.au/industry/building-construction/gas/type-b>

To undertake work on any Type B gas device a Gas Work Authorisation is needed. A Type B gas device is any gas device that is not a Type A (badged appliance) gas device. This includes industrial gas plants and many commercial gas devices, or a fuel gas system for a vehicle or vessel. There are four classes of Gas Work Authorisations in Queensland. Reference: Department of Natural Resources and Mines.

### Why do you I need to have a restricted electrical licence to apply for Type B authorisation?

Yes, however Bizmatrix now offer a Type B-REL blended option which means you do not need the licence, as the application is made after training.

Additionally all existing restricted electrical licence holders, on the completion of the Type B gas qualification, must make application for an Individual GWA in their own name, then make application with the ESO with the evidence of the GWA to have their existing REL endorsed for all electrical work covered under an individual Type B gas authorisation.

### Is the Type B Gas Course difficult?

Unlike other gas courses in the industry, the Type B Gas course is a very complex and content rich course, but don't let that get you down. Bizmatrix guide you through appropriately, and upon completion you will feel a great sense of satisfaction for your expanded knowledge and abilities in gas and electrical work. This course opens up many opportunities for you as a student and as a prospective gas worker to network and get ahead of those in the gas industry.

### Can one person on site hold their Type B Authorisation, and let the rest of the employees work 'under' that?

No, any person working on a Type B Appliance must hold their authorisation; they cannot simply work with someone who has it. See Queensland Natural Resources and Mines for more information <https://www.business.qld.gov.au/industry/building-construction/gas/type-b>

### What happens if I don't have my electrical licence and still want to do Type B?

You will receive a Record of Results; however you will be unable to apply for your Type B authorisation. This situation usually occurs in organisational managers or training coordinators who want to understand Type B and what their staff are learning about whilst working on site, but are not going to be practicing it or working in it.



## Frequently Asked Questions:

### **Does my company need to have a company gas licence for "Type B Authorised Employees" to work on site? Or will just the employees who hold a "Type B Authorisation" cover that?**

The qualification is an individual authorisation but is set under the prime company Gas Work Authorisation so they can go any site, so it is not site specific.

However, your company must hold company GWA authorisation with individuals, only employees listed as authorised and under company name. Applying for the company authorisation is complete when your employee is applying for his Type B Authorisation, so he will be able to do the work, but will be under your companies' name.

Once your organisation has put the first person through Type B Gas Course then they can then apply for their authorisation (GWA) then add more on from there with each applicant.

### **Is your company considered as an operating plant?**

If yes, then the fitters without electrical licences, may complete the training without the restricted electrical and be issued with a record of results and then be listed under your companies Gas Authorization as competent to work on Type B gas systems.

Alternatively, if they need the gas authorisation, they will be required to complete a Restricted Electrical Course, then on completion of both the REL and Type B gas training, we can then issue the Certificate Statement of attainment for CPCPGS4023B Install, service and commission Type B gas appliances.

### **I want to work on stationary gas fuelled reciprocating engines?**

The CPCPGS4023B course generically covers Type B gas appliances, including some theories for stationary engines. Under a gas work authorisation (motor fuel), stationary engines are restricted to a maximum capacity of 5 GJ/hour.

These are specific units covered for applicants seeking to work only on stationary gas fuelled reciprocating engines

Evidence of the following specific stationary engine competencies must be provided with the application.

- UEPMNT367A Install and commission stationary gas fuelled reciprocating engines
- UEPMNT368A Repair and maintain stationary gas fuelled reciprocating engines

It is highly recommended for Gas work on stationary engines with a capacity greater than 5 GJ/hour the must be undertaken under a Gas Work Authorisation (Industrial Appliances).

***Therefore the applicant / GWA holder must complete CPCPGS4023B Install, service and commission Type B gas appliances***





## Frequently Asked Questions: No Call of Trade for REL

The following is the correct process for any applicant seeking a Gas Work Authorisation for Type B gas appliances where the applicant does not have a “call of trade” and where the applicant is required to complete incidental electrical work on Type B gas appliances and who currently holds an REL endorsed with other items. To be issued with a statement of attainment for CPCPGS4023B Install, service and commission Type B gas appliances, the person is required to provide evidence of an electrical licence or equivalent for Disconnect and reconnect.

This process enables a person without a call of trade the ability to achieve the full outcome of a GWA and REL for a Type B gas appliance qualification.

### Definitions

- (LAU) Licence and Authorisation Unit NRM Natural Resources & Mines
- (ESO) Electrical Safety Office Licensing unit

The follow process has been agreed as an acceptable process by which an applicant can achieve the required ‘licenses’ to undertake Type B gas work in Queensland.

1. Applicant must complete CPCPGS4023B at a Registered Training Organisation (RTO). All gas units must be satisfactorily completed and the electrical units are at the agreement of the applicant and – Bizmatrix .
2. Bizmatrix issues a ‘Record of Results’ for the gas units, disclaimer for no Restricted Electrical Work Licence (REL).
3. Applicant presents ‘Record of Results’ to LAU as part of the application for a GWA in his name.
4. LAU issues Gas Work Authorisation –Industrial Appliances (GWA) in the applicant’s name.
5. This will be conditioned to evidence of ‘Certificate of Attainment’ being provided within one month of GWA being issued.
6. Applicant presents GWA and supporting documentation (Form 21) to the Electrical Safety Office (ESO) when applying for a REL.
7. Applicant provides copy of the 7 day permit to Bizmatrix
8. Bizmatrix completes documentation and issues ‘Certificate of Attainment’ for CPCPGS4023B.
9. Applicant provides ‘Certificate of Attainment’ to the LAU for records.
10. Applicant then provides a certified copy of the GWA to the Electrical Safety Office – When the applicant has completed the REL subjects with Bizmatrix- Bizmatrix will issue the Statement of attainment for the REL units and the SRTTO form 39 to the Electrical Safety Unit.

At this stage the applicant will receive an REL with the endorsement restricted electrical work for 250V Type B gas work under the individual gas authorisation.

The ESO licensing office have confirmed a GWA (issued to an individual not a company) is considered to be evidence of a ‘trade or calling’, you will need to provide a letter or ‘statutory -declaration’ detailing the requirement for the applicant to perform incidental electrical work in relation to their primary trade (the GWA) and fulfil any other eligibility requirements.

Eligibility requirements for an REL can be found at: <https://www.worksafe.qld.gov.au/licensing-and-registrations/electrical-licences/electrical-worker-licences/restricted-electrical-licence-system-information-guide/eligibility-for-a-restricted-electrical-licence>



## OPTION 1: TYPE B GAS COURSE

Do you hold a qualification/licence in electrical?

YES (Please provide a copy) \_\_\_\_\_ NO? Please proceed to next page

**ATTENDEE DETAILS** (Please ensure your details are correct, as the information provided will be used for records and or issuing of qualifications)

Title		Birth date		Qualifications	
First Name		Middle			
Surname			USI Number		
Home Address					
State		Suburb		Postcode	
Phone Number		Mobile		Fax	
Email					
Prime Language if not English			Special Requirements		
Any Special Learning Needs Yes/ No					
Company Legal Name:					
Address					
State		Suburb		Postcode	
Phone Number		Mobile		Fax	
Email					
Contact Name	Contact Ph				
ABN		PO No			

Course Selection	Standard Course Fees	Early bird discounted fees (Save \$500)	Select
	<i>Less than 30 days from Start date</i>	<i>30 days before course date</i>	
<b>CPCPGS4023B Install, commission and service Type B gas appliances 10 day course</b>	Selection 1: \$4,600 GST free  Course commencement date (please write) _____	Selection 2: \$4,100 GST free	
<b>Australian codes and standards (Optional)</b>	AS1375 Industrial fuel fired appliances AS2593 Boilers- unattended and limited attendance  AS/NZS4836-2011 Safe working near live low voltage AS5601.part 1 Gas Installations AS3814 Industrial and commercial gas appliances	\$933.00 + GST	


**PAYMENT DETAILS (Please tick)**
**Direct payment**
**Credit card payment add 2%**
**BPay**
**COMPANY RESPONSIBLE FOR PAYMENT OF FEES (tick here)**
**Early Bird Payments: Full payment on application or for full payments**

- Early Bird Payment Due on Enrolment
- Balance of fees due prior to course commencement date

Please refer to our fees policies, fees are not refundable once the student has commenced the course, note conditions apply. All conditions are located in our Student Handbook

*Student Name:*
*Signature:*
*Date:*

EFT details: Westpac Banking BSB 034-272  
Account 250-586 or

Post cheques to: BIZMATRIX Pty Ltd  
PO BOX 489 ALBANY CREEK Q 4035

**Office use only**

USI #	
Date Enrolled into E-Learning	
Date Spreadsheet Updated	
Date Axcelerate Updated	
Date enrolled into Online-Moodle Induction/Stage 1 & Stage 2	
Date Training Plan and Student Profile Printed	
Date Invoice Paid	
Date Manuals and Assessment Sheets Printed and Ready for Course	
Date Books Sent to Students	
<input type="checkbox"/> Welcome Letter <input type="checkbox"/> Owen Smith Text Book <input type="checkbox"/> Type B Pre-Course pack	
<input type="checkbox"/> Access to E-Learning <input type="checkbox"/> Welcome log on send <input type="checkbox"/> Copy of REL Licence	



## OPTION 2: TYPE B + RESTRICTED ELECTRICAL BLENDED

Yes, I need a restricted electrical licence

### ATTENDEE DETAILS (Please ensure your details are correct, as the information provided will be used for records and or issuing of qualifications)

Title	<input type="text"/>	Birth date	<input type="text"/>	Qualifications	<input type="text"/>
First Name		Middle			
Surname			USI Number		
Home Address					
State	<input type="text"/>	Suburb	<input type="text"/>	Postcode	<input type="text"/>
Phone Number	<input type="text"/>	Mobile	<input type="text"/>	Fax	<input type="text"/>
Email					
Prime Language if not English		<input type="text"/>	Special Requirements		
Any Special Learning Needs Yes/ No <input type="text"/>					
Company Legal Name:					
Address					
State		Suburb		Postcode	
Phone Number	<input type="text"/>	Mobile	<input type="text"/>	Fax	<input type="text"/>
Email					
Contact Name	Contact Ph				
ABN	<input type="text"/>	PO No	<input type="text"/>		

Course Selection	Standard Course Fees	Early bird discounted fees (Save \$500)	Select
	<i>Less than 30 days from Start date</i>	<i>30 days before course date</i>	
<b>CPCPGS4023B Install, commission and service Type B gas appliances 10 day course</b>	\$4,600 GST free Course commencement date (please write) _____	\$4,100 GST free	
<b>UEENEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace</b> <b>UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring (230Vac)</b> <b>UEENEEP016A Locate and rectify faults in low voltage appliances using set procedures (230Vac)</b> <b>UEENEEP026A Conduct in-service safety testing of electrical cord connected</b>	\$1,900 GST free	\$1,900 GST free	



<b>equipment and cord assemblies</b>			
<b>Australian codes and standards (Type B)</b>	AS1375 Industrial fuel fired appliances AS2593 Boilers- unattended and limited attendance AS/NZS3000 Electrical installations AS/NZS4836-2011 Safe working near live low voltage AS5601.part 1 Gas Installations AS3814 Industrial and commercial gas appliances	\$933 + GST	
<b>Australian codes and standards (Restricted Electrical)</b>	AS/NZS3760:2010	\$122.00 + GST	

PAYMENT DETAILS

Direct payment                      Credit card payment add 2%                      BPay

COMPANY RESPONSIBLE FOR PAYMENT OF FEES (tick here)

**Early Bird Payments: Full payment on application or for full payments**

- Early Bird Payment Due on Enrolment
- Balance of fees due prior to course commencement date

Please refer to our fees policies, fees are not refundable once the student has commenced the course. note conditions apply. All conditions are located in our Student Handbook.

- ✓ I confirm I have read the training terms and conditions as published on [www.bizmatrix.edu.au](http://www.bizmatrix.edu.au) and will be attending the sessions as listed. Enclosed are the payment details and my registration details.
- ✓ I would like you to add my name to the database to be notified of further courses and to be provided with ongoing technical information:

<i>Student Name:</i>	EFT details: Westpac Banking BSB 034-272 Account 250-586 or
<i>Signature:</i>	Post cheques to: BIZMATRIX Pty Ltd PO BOX 489 ALBANY CREEK Q 4035
<i>Date:</i>	

## Office use only

USI #	
Date Enrolled into E-Learning	
Date Spreadsheet Updated	
Date Axcelerate Updated	
Date enrolled into Online-Moodle Induction/Stage 1 & Stage 2	
Date Training Plan and Student Profile Printed	
Date Invoice Paid	
Date Manuals and Assessment Sheets Printed and Ready for Course	
Date Books Sent to Students _____	
△ Welcome Letter	△ Owen Smith Text Book
△ Type B Pre-Course pack	
△ Welcome logon email sent	△ Access to E-Learning (gas)
<i>Restricted Electrical</i>	
△ Restricted Electrical Book sent	
△ Access to E-Learning (electrical)	

## How to get a USI Number

### *Steps to create a USI Number*

**Step 1.** Have at least one and preferably two forms of ID ready from the list below:

- Driver's Licence
- Medicare Card
- Australian Passport
- Visa (with Non-Australian Passport) for international students
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi Card

**Step 2.** Have contact details ready (e.g. email address, or mobile number, or address).

**Step 3.** Visit the USI website at: [usi.gov.au](http://usi.gov.au)

**Step 4.** Select the 'Create a USI' link and follow the steps.

**Step 5.** Agree to the Terms and Conditions.

**Step 6.** Follow the instructions to create a USI – it should only take a few minutes. Upon completion, the USI will be displayed on the screen. It will also be sent to the student's preferred method contact.

**Step 7.** The student should then write down the USI and keep it somewhere handy and safe.

### **Important**

Make sure your personal details entered when creating your USI must match exactly with those on their form of ID.

For more information please visit: [usi.gov.au](http://usi.gov.au) Or contact us  
at Email: [usi@industry.gov.au](mailto:usi@industry.gov.au) Phone:

**COURSE DETAILS:**

<b>Course being applied for:</b>		<b>Course Code:</b>	
<b>Preferred location of training:</b>	<input type="checkbox"/> Workplace <input type="checkbox"/> Bizmatrix <input type="checkbox"/> Other		
<b>Date ready to start:</b>		<b>Date must complete by:</b>	

**EMERGENCY CONTACT DETAILS:**

<b>Full name – next of kin:</b>			
<b>Daytime Number:</b>		<b>Mobile Number:</b>	
<b>Night time Number:</b>		<b>Relationship:</b>	

**PERSONAL DETAILS:**

<b>In which country were you born?</b>	<input type="checkbox"/> Australia <input type="checkbox"/> Other (Please specify):		
<b>Do you speak a language other than English at home?</b> (If more than one language is spoken at home, indicate the one that is spoken most often)	<input type="checkbox"/> No, English only <input type="checkbox"/> Yes (please specify):		
<b>How well do you speak English?</b> (tick)	<input type="checkbox"/> Very well <input type="checkbox"/> Not well <input type="checkbox"/> Well <input type="checkbox"/> None		
<b>Are you of Aboriginal or Torres Strait Islander origin?</b> (tick one)			
<input type="checkbox"/> No <input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Torres Strait Islander <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander			
<b>Do you identify yourself as having a disability?</b> (Please tick)			
<input type="checkbox"/> No <input type="checkbox"/> Yes, Hearing/Deaf <input type="checkbox"/> Yes, Intellectual <input type="checkbox"/> Yes, Vision <input type="checkbox"/> Yes, Learning <input type="checkbox"/> Yes, Physical <input type="checkbox"/> Yes, Medical <input type="checkbox"/> Other			
<b>Please specify:</b>			
<b>Do you have any special dietary requirements</b> <input type="checkbox"/> No <input type="checkbox"/> Yes, please specify _____			



What is your highest COMPLETED school level? (Tick ONE box only.)	
<input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent	<input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Never attended school
In which YEAR did you complete school?	
Are you still attending secondary school?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Have you successfully completed any of the following qualifications?	<input type="checkbox"/> No <input type="checkbox"/> Yes - Bachelor Degree or Higher Degree <input type="checkbox"/> Yes - Advanced Diploma or Associate Degree <input type="checkbox"/> Yes - Diploma (or Associate Diploma) <input type="checkbox"/> Yes - Certificate IV (or Advanced Certificate/Technician) <input type="checkbox"/> Yes - Certificate III (or Trade Certificate) <input type="checkbox"/> Yes - Certificate II <input type="checkbox"/> Yes - Certificate I <input type="checkbox"/> Yes - Certificates other than the above
Of the following categories, which best describes your current employment status?	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Employer <input type="checkbox"/> Employed - unpaid worker in a family business <input type="checkbox"/> Unemployed - seeking full-time work <input type="checkbox"/> Unemployed - seeking part-time work <input type="checkbox"/> Not employed - not seeking employment
Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only.)	<input type="checkbox"/> To get a job <input type="checkbox"/> To develop my existing business <input type="checkbox"/> To start my own business <input type="checkbox"/> To try for a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> I wanted extra skills for my job <input type="checkbox"/> To get into another course of study <input type="checkbox"/> For personal interest or self-development <input type="checkbox"/> Other reasons

## YOUR PERSONAL STATEMENT:

Why are you choosing this course?	
Do you have a specific career aim or job in mind for the future?	
Do you consider that you meet the pre-requisite requirements for the course:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Do you consider that you have adequate literacy and numeracy skills to undertake the course:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Are you seeking credit for previous training or recognition of prior learning:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
Are there any individual needs you have that we should be aware of so we take these into account when planning your training:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
If yes, please provide us a little more information:	

I confirm I have read the training terms and conditions as published on [www.bizmatrix.edu.au](http://www.bizmatrix.edu.au) and will be attending the sessions as listed.

Enclosed are the payment details and my registration details.

I would like you to add my name to the database to be notified of further courses and to be provided with ongoing technical information: optout

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only							
Attached Copies Certified	✓	Student Requirements	✓	Completion Info	✓	Office Use Only	
Copies of drivers licence		Online support Details		Learner Survey			
Copies of trade licences		Student Marking		Employer Survey			
		Observation Sheets		Course Surveys			
On completion	✓	Student Info Sheet		Copies/results			
Certificate III		Student Info Manual		BSA application if app			
Statement of Attainment		Licence Application		Results/Certificate			
		Work Notes 2011		Newsletter Info			
		Registration Document					