

Restricted Electrical Licence Course

Selected units from UEE30811 Certificate III in Electrotechnology Electrician



Quick info:

Next upcoming classes: Monthly

Organisation: Bizmatrix Pty Ltd

Address: Unit 53/193 Southpine Road,
Brendale, QLD 4500

Phone: 1300 588 749

Email: info@bizmatrix.edu.au

Website: www.bizmatrix.edu.au

RTO No. 32074

DET: 0001318900 / **ABN:** 53 122 030 451

Restricted Electrical Licence in detail:

Course outline: The Restricted Electrical Licence training course is open to a gas fitter or tradesperson who is servicing gas equipment with electrical controls or portable appliances with electrical controls. A Log Book to be completed within a twelve month period.

Who can do the Restricted Electrical Licence Course?

- All attendees must have a training permit, from the Electrical Safety Office- prior to commencement
- Type B gas students do not require a training permit, they must be enrolled or have completed a Type B Gas course to complete the restricted electrical training.
- OR you must apply for an electrical work training permit from the Electrical Safety Office - you need the restricted electrical licence as part of your valid work duties (not for a hobby or to get a proposed job). You need to have a trade or calling to apply, or at least 5 years proven industry experience in gas or electrical work. Information can be found at: <http://www.justice.qld.gov.au/fair-and-safe-work/electrical-safety/licensing/apply-for-an-electrical-work-licence/restricted-work-licencepermit-other-than-apprentice>



Delivery mode: Theory commences online which takes approximately 3 full days, then practical dates are determined when you are complete with online theory which are around 3-5 full days of in class training.

Course details: The course will have a mixture of practical and theoretical training, on a wide range of composite equipment including portable, plugged in and fixed wired electrical equipment. The course has been designed as a full on **interactive training system** to comply with the National Training System, from the Electrotechnology Training Package. You will gain an insight into many facets of commercial equipment not widely known. This is a unique opportunity to progress your knowledge and network, which you will be able to convert into business opportunities. The course has been designed and conforms to the National Training Requirements and has been audited.

Assessment:

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

Permit holders are required to complete a work specific log book, which is supplied during the practical sessions.

Selection 1 - Test and Tag- Conduct in-service safety testing of electrical cord connected equipment and cord assemblies

Program name:	Test and Tag of Low Voltage Electrical Equipment.
Units for skill set:	<ul style="list-style-type: none"> • UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace. • UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies.
Course detail:	<p>E-Learning Blended with Practical/Face to Face</p> <p>Plus 4 hours Online Plus 4 hours Practical/Assessments</p> <p style="text-align: right;">Course Fee \$495 GST FREE</p>

Selection 2 – Blended Skillset (Type B Gas Course REL) Blended Training Skillset –

Program Name	DR-LR 230vac and 415vac
Units for skill set DR & LR 230Vac	<p>UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace.</p> <p>UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring (230Vac)</p> <p>UEENEEP016A-Locate and rectify faults in low voltage appliances using set procedures (230Vac)</p>
Included in our training Test and Tag	<p>UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies.</p> <p>Test and Tag competency</p>
Course detail	<p>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 gas course</p> <p>No Log Book/No Electrical Safety Officer Permit required</p> <p style="text-align: right;">Course Fee \$1,900 GST FREE</p>
Additional Option DR and LR 415Vac	<p>UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring (415Vac)</p> <p>UEENEEP016A-Locate and rectify faults in low voltage appliances using set procedures (415Vac)</p> <p>3 days on line and 5 days face to face training and Type B Blended</p> <p style="text-align: right;">Additional \$400 GST FREE</p>

Type B Gas

Selection 3 – Locate and Rectify Faults Skillset

Permit Required for LR-230Vac Only Permit

Program Name	LR-250Vac and DR-415Vac
Mandatory units (one) common to all units	UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace.
Units for skill set LR250Vac	UEENEEP016A Locate and rectify faults in low voltage appliances using set procedures (up to 250Vac only). *Note: Disconnect/reconnect unit is a pre requisite UEENEEP010A Disconnect/reconnect appliances connected to low voltage installation wiring 230Vac *Note (1)
Included in our training Test and Tag	UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies. Test and Tag competency
Course detail	E-learning online theory 3 days and 2 days face to face practical Log Book - Required Course Fee \$1,990 GST FREE
Additional Option PC230Vac	UEENEEP024A Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply Add \$200 GST FREE
*Note (1) Above is a sample of units. These units may be substituted as per the training permit →	UEENEEP012A Disconnect-reconnect composite appliances connected to low voltage installation wiring UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures. OR UEENEEP013A Disconnect – reconnect control devices connected to low voltage installation wiring UEENEEP018A Locate and rectify faults in low voltage control devices using set procedures OR UEENEEP014A Disconnect – reconnect water heaters connected to low voltage installation wiring UEENEEP019A Locate and rectify faults in low voltage water heaters using set procedures OR UEENEEP015A Disconnect – reconnect motors connected to low voltage installation wiring UEENEEP020A Locate and rectify faults in low voltage motors using set procedures

Selection 3a – Disconnect reconnect only Skillset (230Vac or up to 415Vac)

Program Name	DR-250Vac and DR-415Vac
Mandatory units (one) common to all units	UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace.
Units for skill set DR 230Vac	UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring *Base course 230Vac *Note (1)
Included in our training Test and Tag	UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies. Test and Tag competency
Course detail	E-learning online theory 3 days and 2-3 days face to face practical Log Book - Required Course Fee \$1,990 GST FREE
Additional Requirement DR 415Vac	UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring *Note see below for 415Vac This unit is a Pre-Requisite Requirement.
*Note (1) Above is a sample of units. These units may be substituted as per the training permit →	UEENEEP012A Disconnect-reconnect composite appliances connected to low voltage installation wiring UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures. OR UEENEEP013A Disconnect – reconnect control devices connected to low voltage installation wiring UEENEEP018A Locate and rectify faults in low voltage control devices using set procedures OR UEENEEP014A Disconnect – reconnect water heaters connected to low voltage installation wiring UEENEEP019A Locate and rectify faults in low voltage water heaters using set procedures OR UEENEEP015A Disconnect – reconnect motors connected to low voltage installation wiring UEENEEP020A Locate and rectify faults in low voltage motors using set procedures

Selection 4 – Disconnect/Reconnect/Locate and Rectify 230Vac

Program Name	DR-LR 230Vac, Log Book and Permit
Mandatory units common to all units	UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace
Units for skill set DR 230Vac LR 230Vac	UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring. (230Vac) UEENEEP016A Locate and rectify faults in low voltage appliances using set procedures (up to 250Vac only). *Note (1)
Included in our training Test and Tag	UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies. Test and Tag competency
Course detail DR-LR-230Vac	E-learning online theory 3 days and 3 days Face to Face Practical Log Book required Course Fee \$2,600 GST FREE
Additional Option PC-230Vac	UEENEEP024A Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply Add to Course Fee \$200 GST FREE
*Note (1) Above is a sample of units. These units may be substituted as per the training permit →	UEENEEP012A Disconnect-reconnect composite appliances connected to low voltage installation wiring UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures. OR UEENEEP013A Disconnect – reconnect control devices connected to low voltage installation wiring UEENEEP018A Locate and rectify faults in low voltage control devices using set procedures OR UEENEEP014A Disconnect – reconnect water heaters connected to low voltage installation wiring UEENEEP019A Locate and rectify faults in low voltage water heaters using set procedures OR UEENEEP015A Disconnect – reconnect motors connected to low voltage installation wiring UEENEEP020A Locate and rectify faults in low voltage motors using set procedures

Selection 5 – Disconnect/Reconnect/Locate Rectify 230Vac

Program Name	DR-LR 230Vac and 415Vac
Mandatory units common to all units	UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace
Units for skill set DR and LR 230Vac	UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring 230Vac UEENEEP016A Locate and rectify faults in low voltage appliances using set procedures (up to 230Vac only). *Note (1)
Included in our training Test and Tag	UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies. Test and Tag competency
Course detail	E-learning online theory 3 days and 3 days Face to Face Practical Log Book and Permit required Course Fee \$2,600 GST FREE
Additional Option DR-LR-415Vac	As Above but 415Vac E-learning online theory 4 days and 4 days face to face practical Log Book and Permit required Course Fee \$2,900 GST FREE
*Note (1) Above is a sample of units. These units may be substituted as per the training permit →	UEENEEP012A Disconnect-reconnect composite appliances connected to low voltage installation wiring UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures. OR UEENEEP013A Disconnect – reconnect control devices connected to low voltage installation wiring UEENEEP018A Locate and rectify faults in low voltage control devices using set procedures OR UEENEEP014A Disconnect – reconnect water heaters connected to low voltage installation wiring UEENEEP019A Locate and rectify faults in low voltage water heaters using set procedures OR UEENEEP015A Disconnect – reconnect motors connected to low voltage installation wiring UEENEEP020A Locate and rectify faults in low voltage motors using set procedures

Selection 6 – Disconnect & Reconnect/Locate & Rectify/Plugs & Cords 230Vac

Program Name	DR-LR-PC 230Vac Plus Log Book and Permit
Mandatory units common to all units	UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace
Units for skill set DR, LR and PC 230Vac	UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring 230Vac. UEENEEP016A Locate and rectify faults in low voltage appliances using set procedures (up to 230Vac only). UEENEEP024A Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply. *Note (1)
Included in our training Test and Tag	UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies. Test and Tag competency
Course detail	E-learning online theory 3 days and 4 days Face to Face Practical Log Book and Permit required Course Fee \$2,800 GST FREE
*Note (1) Above is a sample of units. These units may be substituted as per the training permit →	UEENEEP012A Disconnect-reconnect composite appliances connected to low voltage installation wiring UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures. OR UEENEEP013A Disconnect – reconnect control devices connected to low voltage installation wiring UEENEEP018A Locate and rectify faults in low voltage control devices using set procedures OR UEENEEP014A Disconnect – reconnect water heaters connected to low voltage installation wiring UEENEEP019A Locate and rectify faults in low voltage water heaters using set procedures OR UEENEEP015A Disconnect – reconnect motors connected to low voltage installation wiring UEENEEP020A Locate and rectify faults in low voltage motors using set procedures

**Selection 7 – Disconnect and Reconnect/Locate and Rectify/Plugs and Cords
230Vac/415Vac**

Program Name	DR-LR-PC 415Vac and LR-PC 230Vac Plus Log Book and Permit
Mandatory units common to all units	UEENEEE101A Apply Occupational Health and Safety regulations, codes and practices in the workplace
Units for skill set DR - LR 415Vac PC 415Vac	UEENEEP010A Disconnect / reconnect appliances connected to low voltage installation wiring 415Vac UEENEEP016A Locate and rectify faults in low voltage appliances using set procedures (up to 230Vac only). UEENEEP024A Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply. UEENEEP025A Attach cords and plugs to electrical equipment for connection to a single phase 415Volt supply. *Note (1)
Included in our training Test and Tag	UEENEEP026A Conduct in-service safety testing of electrical cord connected equipment and cord assemblies. Test and Tag competency
Course detail	E-learning online theory 5 days and 6 days face to face practical Log Book and Permit required Course Fee \$3,200 GST FREE
*Note (1) Above is a sample of units. These units may be substituted as per the training permit →	UEENEEP012A Disconnect-reconnect composite appliances connected to low voltage installation wiring UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures. OR UEENEEP013A Disconnect – reconnect control devices connected to low voltage installation wiring UEENEEP018A Locate and rectify faults in low voltage control devices using set procedures OR UEENEEP014A Disconnect – reconnect water heaters connected to low voltage installation wiring UEENEEP019A Locate and rectify faults in low voltage water heaters using set procedures OR UEENEEP015A Disconnect – reconnect motors connected to low voltage installation wiring UEENEEP020A Locate and rectify faults in low voltage motors using set procedures

List of units we offer

Units to be selected according to electrical permit Restricted Electrical Licence	
<u>UEENEEE101A</u>	Apply Occupational Health and Safety regulations, codes and practices in the workplace
<u>UEENEPE010A</u>	Disconnect – reconnect appliances connected to low voltage installation wiring
<u>UEENEPE012A</u>	Disconnect – reconnect composite appliances connected to low voltage installation wiring
<u>UEENEPE013A</u>	Disconnect – reconnect control devices connected to low voltage installation wiring
<u>UEENEPE014A</u>	Disconnect – reconnect water heaters connected to low voltage installation wiring
<u>UEENEPE015A</u>	Disconnect – reconnect motors connected to low voltage installation wiring
<u>UEENEPE016A</u>	Locate and rectify faults in low voltage appliances using set procedures
<u>UEENEPE017A</u>	Locate and rectify faults in low voltage composite appliances using set procedures
<u>UEENEPE018A</u>	Locate and rectify faults in low voltage control devices using set procedures
<u>UEENEPE019A</u>	Locate and rectify faults in low voltage water heaters using set procedures
<u>UEENEPE020A</u>	Locate and rectify faults in low voltage motors using set procedures
<u>UEENEPE026A</u>	Conduct in-service safety testing of electrical cord connected equipment and cord assemblies
<u>UEENEPE024A</u>	Attach cords and plugs to electrical equipment for connection to a single phase 230 Volt supply
<u>UEENEPE025A</u>	Attach cords, cables and plugs to electrical equipment for connection to 1000 Vac or 1500 Vac supply

After you are deemed competent, what's next?

From here you must apply through the Electrical Safety Office for your Restricted Electrical Licence. We will help you through this process to make it a smooth and straightforward process. We also issue you with a Bizmatrix Test and Tag card, exclusive to our students who have successfully completed our electrical courses.

Successful participants will receive:

- A “ Statement of Attainment” in recognition with and conforming to the AQTF requirements
- An application to submit for the license with “Statement of Attainment”.
- Listed on the future knowledge and refresher database.
- Access to technical support & information
- Confidence in servicing, repairing and maintaining commercial/ domestic appliances.
- More knowledge of electrical equipment.

Where are we?

Brendale Business Park

Unit 53/193 Southpine Road, Brendale. QLD 4500



What do we supply?

- Online E-learning training and assessments for the theory components.
- Small classes between 6 to 10 people
- All books including student manuals, assessment, text books (included in fees)
- Constant communication and one to one time with trainers
- Coffee, tea, water and biscuits to keep you sprightly
- Invite to Yammer, Facebook and Dropbox material for networking purposes
- Internet access- Wifi
- **Electrical Trade Principles A practical approach – 3rd Edition 2013 - \$114.00 (REL only)**
- **Electrical Wiring Practice Volume One 7th Edition - \$95.00 (REL Only)**
- **Log book**

You are required to bring the following to your course:

- Codes: The below can be purchased from Bizmatix (price shown) or SAI Global
 - AS3760:2010 \$102.00 + GST
 - AS4836:2011 \$110.00 + GST
- PPE suitable for electrical

Proposed Dates, Times & Locations: Choose three dates to attend

Day	Time	REL-5-2016 and REL-6-2016	Location Brisbane
REL-5-2016 May 2016	8.00 AM- 1700PM	Day 1: Monday 9 th May Day 2: Tuesday 10 th May 2016 Day 3: Wednesday 11 th May 2016 Day 4: Thursday 12 th May 2016 Day 5: Friday 13 th May 2016	Brendale
REL-6-2016 June 2016	8.00 AM- 1700PM	Day 1: Monday 6 th June 2016 Day 2: Tuesday 7 th June 2016 Day 3: Wednesday 8 th June 2016 Day 4: Thursday 9 th June 2016 Day 5: Friday 10 th June 2016	Brendale

Restricted Electrical Licence Course May 2016

Students must attend at least three 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.

RSVP to info@bizmatrix.edu.au to book in to your selected classes, all online theory must be complete prior to attending. All dates can be accessed through www.bizmatrix.edu.au under 'Training > Calendar' tab.

Frequently Asked Questions- Additional Information

What if I want to do all of the REL units?

You can only do the units outlined on your Electrical Permit, as this is per QLD EOS requirements.

How long will it take me to complete this course?

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

What is specifically covered in the Restricted Electrical Course?

Electrical Service Training and Testing

- Beverage equipment
- Domestic, commercial electrical appliances
- Complex electrical control
- Domestic, commercial and industrial electrical service
- Test and tagging portable tools and appliances
- Refrigeration and air conditioning – electrical
- Correct testing procedures and methodology.
- Getting the complication out of going back to the basics.
- Refresher training/ service techniques.
- Electrical associated with gas appliances
- AS/NZS3000-2008-Wiring rules - **OPTIONAL**
- AS/NZS3008 2009-Cable sizes
- AS/NZS3820-prescribe electrical items
- AS/NZS4836-2011-Safe working on or near low-voltage electrical installations and equipment

What will this course allow me to do upon completion?

Depending on your skill set, you will be able to disconnect and reconnect, attach cord and plugs, locate and rectify appliances such as domestic and commercial electrical appliances, or electrical appliances used in your trade.

For more information: Take a look at www.bizmatrix.edu.au or training.gov.au RTO 32074 for our full list of scope

REL REGISTRATION FORM 2016 - (REL-5-2016 & REL-6-2016)

Restricted Electrical Service Licence Course

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	<input type="text"/>		
Any Special Learning Needs Yes/ No	<input type="text"/>				

Electrical Permit details: # _____ Details _____ please supply a copy _____

Part Two- Payment by company with an ABN

INVOICE DETAILS for a company or organisation

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"/>		

PAYMENT DETAILS (Please tick) Cheque Cash Direct payment Credit card payment / BPay

PAYMENT DETAILS-COMPANY			
PAYMENT DETAILS (Please tick) Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Direct payment <input type="checkbox"/> Credit card payment / BPay <input type="checkbox"/>			
Add 2%			
COMPANY RESPONSIBLE FOR PAYMENT OF FEES (Tick Here) <input type="checkbox"/>			
STUDENT RESPONSIBLE FOR PAYMENT OF FEES (Tick Here) <input type="checkbox"/>			
<ul style="list-style-type: none">• Course Fee Full Payment on Enrolment 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.			



SELECTION DETAILS (Please tick)

Selection	Course Fees	Your selection
Selection 1 - Test & Tag - Conduct in Service Testing (alone)	\$495 GST FREE	
Selection 2 - REL Type B Gas course Students Blended (All training courses include TEST AND TAG) <i>Restricted Electrical Blended Type B gas course</i> WHS – DR – LR – 230Vac and Test and Tag. No Log Book – No Permit	\$1,900 GST FREE	
Selection 2 + add Option - DR - LR 415Vac	\$400 GST FREE	
Selection 3 – Locate & rectify faults Skill set- 230Vac (All training courses include TEST AND TAG) <i>WHS – DR – LR – 230Vac, Test and Tag- Electrical Permit & Log book</i> Selection 3 + add Option PC 230Vac	\$1,900 GST FREE \$200 GST FREE	
Selection 3a – Disconnect Reconnect Only Skillset WHS – DR 250Vac & 415Vac - Test and Tag - <i>Electrical Permit & Log book</i>	\$1,990 GST FREE	
Selection 4 – Disconnect Reconnect/ Locate rectify faults 230Vac <i>WHS - DR 230Vac and Test and Tag- Electrical Permit & Log book</i> Selection 4 + add Option - <i>Plugs & cords 230Vac- Electrical Permit & Log book</i>	\$2,600 GST FREE \$200 GST FREE	
Selection 5 – Disconnect / Reconnect Locate rectify faults 230Vac (All training courses include TEST AND TAG) <i>WHS – DR – LR 230Vac and Test and Tag- Electrical Permit & Log book</i> Selection 5 + 415vac – Option <i>WHS – DR - LR 415Vac, and Test and Tag- Electrical Permit & Log book</i>	\$2,600 GST FREE \$2,900 GST FREE	
Selection 6 – Disconnect & Reconnect/ Locate Rectify faults & Attach plugs cords 230Vac <i>WHS – DR – LR - PC 230Vac and Test and Tag- Electrical Permit & Log book</i>	\$2,800 GST FREE	
Selection 7 – All Restricted Electrical Units- Electrical Permit & Log book <i>WHS - DR – LR - PC 230Vac/ 415Vac. Test & Tag</i>	\$3,200 GST FREE	
CPR & LVR Training (Mandatory for those applying for a Restricted Electrical Licence) * Discounted price for REL students*	\$80 GST FREE	
Your individual Selection		
Selection <input type="checkbox"/>	Option <input type="checkbox"/>	GST FREE

You will be sent an invoice for the payments, with the balance of payments due by the start date. I confirm I have read the training terms and conditions as published on www.bizmatrix.edu.au and will be attending the sessions as listed, enclosed are the payment details and my registration details.

Name Signature	EFT details: Westpac Banking BSB 034-272 Account 250-586 or Post cheques to: BIZMATRIX Pty Ltd PO BOX 489 ALBANY CREEK Q 4035
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- ✓ I confirm I have read the training terms and conditions as published on 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:

NOTE: Please supply a copy of your Training Permit and the Units required

COURSE DETAILS:

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

EMERGENCY CONTACT DETAILS:

Full name – next of kin:			
Daytime Number:		Mobile Number:	
Night time Number:		Relationship:	

PERSONAL DETAILS:

In which country were you born?	<input type="checkbox"/> Australia	<input type="checkbox"/> Other (Please specify):
Do you speak a language other than English at home? (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):
How well do you speak English? (tick)	<input type="checkbox"/> Very well <input type="checkbox"/> Well	<input type="checkbox"/> Not well <input type="checkbox"/> Not at all
Are you of Aboriginal or Torres Strait Islander origin? (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	
Do you identify yourself as having a disability? (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	
Please specify:		
Do you have any special dietary requirements		
<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 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	✓
Copies of drivers licence		Online support Details	
Copies of trade licences		Student Marking	
		Observation Sheets	
On completion	✓	Student Info Sheet	
Certificate III		Student Info Manual	
Statement of Attainment		Licence Application	
		Work Notes 2011	
		Registration Document	

Completion Info	✓	Office Use Only
Learner Survey		
Employer Survey		
Course Surveys		
Copies/ results		
BSA application if app		
Results /Certificate		
Newsletter Info		

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

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

Or contact us at Email: usi@industry.gov.au

Phone: 1300 770 217



As part your training journey with Bizmatrix it is mandatory that you provide 100 points of identification. Please see list below. These documents will need to be sighted and signed by an authorised person listed below to complete the proof of identity are listed below. The authorised person must tick the relevant boxes to indicate the documents provided by you to prove your identity then print and sign their name, provide a contact phone number and write their occupation as selected from the list below.

- Accountants (registered members of the Institute of Chartered Accountants in Australia, the Australian Society of Certified
- Practising Accountants or the National Institute of Accountants)
- Bank managers
- Clerks of the courts
- Commissioner for Declarations
- Commissioned officers currently serving in the regular defence forces
- Elected representatives of federal, state and territory parliaments and municipal or shire councils
- Holders of statutory offices for which an annual salary is payable
- Justice of the Peace
- Police officers
- Postal managers
- Public servants (current full-time employee of commonwealth, state, territory or local government or statutory authorities, who
- have been employed continuously for at least five years by their current employer)

Proof of Identification		
<input type="checkbox"/> Birth or Citizen Certificate (only one) (70)	<input type="checkbox"/> Passport (70)	<input type="checkbox"/> ID card issues to a public employee (40)
<input type="checkbox"/> ID card issued by Centrelink (40)	<input type="checkbox"/> Driver's Licence (40)	<input type="checkbox"/> Confirmation from employer (35)
<input type="checkbox"/> Store or Medicare Card (25)	<input type="checkbox"/> Club Membership Card (25)	<input type="checkbox"/> Debit/credit card (one financial institution) (25)

Declaration by the authorised person: I am the person authorised to complete this declaration and I have sighted the original copies of the documents indicated in the document list above. The applicant has achieved 100 identification points and I am satisfied as to the person's identity.		
Name:		Occupation:
Signature:		Contact Number:

Witness Name:		Occupation:	
Signature:		Contact Number:	

We appreciate your assistance with this and look forward to training with you.

Kind Regards

Darrel Vecchio and the Bizmatrix team