

## Certificate IV-Post Gas Work Licence Units

CPC40920 Certificate IV in Plumbing and Services – Gas units



Selected units from

CPC40920 Certificate IV in Plumbing and Services



### Quick Info/Registration Form - New 2022

Code	Title	Delivery available
CPCPGS4022	Service Type A gas appliances	eLearning & face to face (F2F) training
CPCPCM4011	Carry out work-based risk control processes	Correspondence eLearning
CPCPCM4012	Estimate and cost work	Correspondence eLearning
CPCPGS4011	Design and size consumer gas installations	- Only-with virtual class support

## Table of Contents

<b>Course Options: CPCPGS4022 Service Type A Gas Appliances .....</b>	<b>7</b>
Option 1: Bizmatrix Student with current Pre-requisites .....	7
Option 2: Have Pre-requisites for Service Type A gas .....	7
Option 3: Require Pre-requisites for Service Type A gas .....	7
Course Options: CPCPGS4022 Service Type A Gas Appliances + CPCPCM4011 Carry out work-based risk assessments.....	8
Option 1: SV.RKS Bizmatrix Student with current Pre-requisites.....	8
Option 2: SV.RKS Have Pre-requisites for Service Type A gas .....	8
Option 3: SV.RKS Require Pre-requisites for Service Type A gas.....	8
<b>Course Options: CPCPCM4012 Estimate and cost Work &amp; CPCPGS4011 Design and size consumer gas systems .....</b>	<b>9</b>
Option 1: EST.SIZE Estimate & Cost AND Design & Size Units.....	9
<b>Course Options: Single Unit Pricing options for all units .....</b>	<b>9</b>
Option 1: Risk CPCPCM4011 Carry out work-based risk control processes.....	9
Option 1: Bizmatrix Student with current Pre-requisites .....	13
Option 2:.....	13
Have Pre-requisites for Service Type A gas.....	13
Option 3:.....	13
Require Pre-requisites for Service Type A gas .....	13
Course Options: CPCPGS4022 Service Type A Gas Appliances + CPCPCM4011 Carry out work-based risk assessments.....	13
Option 2: SV.RKS Have Pre-requisites for Service Type A gas.....	13
Option 3: SV.RKS Require Pre-requisites for Service Type A gas .....	13
<b>Course Options: CPCPCM4012 Estimate and cost Work &amp; CPCPGS4011 Design and size consumer gas systems.....</b>	<b>14</b>
Option 1: Design & Size Units.....	14
Option 1: Risk CPCPCM4011 Carry out work-based risk control processes.....	14

## **Main Unit Course Outline:**

### **. CPCPGS4022 Service Type A gas appliances**

#### **Pre-requisite \*\*:**

- CPCPCM2043 Carry out WHS requirements\*\*
- CPCPGS3053 Disconnect and reconnect Type A gas appliances \*\*

#### **About Bizmatrix:**

BIZMATRIX provides Nationally Recognised Training delivered by highly qualified and experienced trainers from the gas service industry.

#### **Pre-requisites:**

This course is open to those who have completed the Certificate III in Gas Fitting and have been issued with a QLD Gas Work Licence (interim) or require any of the Certificate IV gas units for an unrestricted Gas Work Licence/Type A gas fitter licence. Additional unit pre-requisite units required as listed above.

#### **Upon successfully completion of units:**

The Post Gas Certificate IV units as offered by BIZMATRIX are one of the requirements designed to enable participants to apply for the Gas Work License or to continue with achieving any further requirements for their/licence or qualifications.

**Course outline:** This course further develops comprehensive skills and knowledge of the Commercial/Domestic Gas Industry. Successful participants will receive a Statement of Attainment which together with other relevant criteria.

Attendees will gain valuable knowledge about correct and safe working procedures for Type A commercial/domestic 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.

#### **Extra skills:**

Participants completing the CPCPGS4022 Service type A gas appliances should consider completing the basic electrical competency units or consider a Restricted Electrical Licence (REL) course.

This unit contains a high degree of electrical theories and practices to be completed by the participant.

We look forward to seeing you at the training.

Regards,

***Darrel Vecchio***

Darrel Vecchio GradDip Mgt, Dip VET, Dip TDD, FAIM, Jp(qual)

CEO Bizmatrix Pty Ltd



# Certificate IV-Post Gas Work Licence Units

## CPCPGS4022 Service Type A gas appliances

### What is covered in the course?

The course will have a mixture of practical and theoretical training on a wide range of commercial gas equipment. The course has been designed as a comprehensive real life **interactive training system** to comply with the National Training System, from the Construction, Plumbing and Services Integrated Framework Training Package and delivered by qualified trainers. You will gain insight into a diverse range of commercial and domestic Type A gas equipment installation and service. This is a unique opportunity to improve your knowledge and networks, which you will be able to convert into business opportunities.

### Course Outline:

- ***CPCPGS4022 Service Type A gas appliances***

### Pre-requisite \*\*:

- CPCPCM2043 Carry out WHS requirements\*\*
- CPCPGS3053 Disconnect and reconnect Type A gas appliances \*\*

### Commercial/Domestic Type A gas appliance training:

- Gas fryers, woks, ranges, ducted space heaters, combi ovens intro.
- Gas conveyor ovens, domestic gas appliances, hot water systems, CO/CO2 combustion checks
- Spillage and combustion tests
- Complex electrical/electronic gas fired appliances
- Correct, testing, setup, disconnection, and reconnection techniques

### Service training and testing:

- Commercial Domestic range, woks, ranges, fryers, salamander, and other equipment
- Gas-Electrical servicing, commissioning, and maintenance theory
- Correct testing procedures and methodology
- Thermocouple, thermostat, thermopile, and electronic ignition training
- Back to the basics – refresher training/service techniques
- The correct methods of bubble leak tests and using the correct pressures
- AS5601-1&2, AS4563 and AS1596 how the codes affect safe installation and service
- Electrical with gas training, control circuits and complex gas systems
- Spillage tests-and CO checks/ESV checklist

## New 2022 Certificate IV Post gas Unit courses

### Course details:

Students will work on a range of Type A gas appliances, to the next level including forced and induced draft burners, ignition control burner management, pressure switches, solenoids and control and cover the following:

#### Commercial / Domestic Type A gas appliance training:

- Gas fryers, woks, ranges, combi ovens intro
- Gas conveyor ovens, domestic gas appliances, hot water systems, CO/CO2 combustion checks, Air burners, ducted heaters
- Correct, testing, setup, disconnection and reconnection techniques
- Emphasis on commercial gas equipment
- Complex Type A gas appliances-zero governor/forced and induced draft burners
- Combustion analysis
- Electronic burner safety management

#### Service education, maintenance, and testing

- Commercial Domestic range, cooktops woks, ranges, fryers, salamander and other equipment
- Gas-Electrical servicing, commissioning and maintenance theory
- Correct testing procedures and methodology
- Thermocouple, thermostat, thermopile and electronic ignition training
- Back to the basics – refresher training/ service techniques
- The correct methods of bubble leak tests and using the correct pressures
- AS5601-1&2 and AS1596 how the codes affect safe installation and service
- Electrical with gas training, control circuits and complex gas systems

#### Assessment includes:

- *Practical off-site assessments in Training Centre's*
- *Written questions/quizzes*
- *Online or correspondence assessments*

#### **Requirements: (required before commencement of course)**

- A Laptop and internet to complete work away and at the training centers
- PPE equipment- Correct clothing, safety boots, safety glasses and safety gear
- **Access to all Student Manuals and Resources accessible online once registered for the course! Terms and conditions available online**
- **Printing the standards and the support manuals for learning materials**

## New 2022 Certificate IV Post gas Unit courses

### Inclusions:

#### Successful participants will receive:

- Access to download and print the Australian Standards included in the course fees
  - AS5601 part 1 and Part 2, AS1596
  - AS4575:201 Gas Appliance-Servicing Type A appliances
- Access to technical support & information
- A Statement of Attainment in recognition with and conforming to the AQTF requirements
- Confidence in their ability to service, install, commission, repair and maintain commercial/ domestic appliances
- Greater knowledge of Type A gas appliances and equipment
- Personalised tuition - class sizes restricted to maximum 8-10 people
- Access to further training & information about the gas industry by becoming a member of the BIZMATRIX database
- Ongoing professional development opportunities
- First year new membership \$49 voucher for \$99 Membership to the Queensland Gas Association Inc- evidence of Statement of attainment required to the QGA

### Delivery and registration details:

- **Registration** – Intake dates, registrations open all year
- **Course completion** – the eLearning maximum three (3) months from registration date
- **Practical training and assessments** – Theory online and face to face (F2F) practical approximate 7 Days F2F days, depending on which units/subjects

Code	Title	Process of delivery
CPCPGS4022	Service Type A gas appliances	eLearning & Seven (7) days F2F training
	<b>Pre-requisites **</b>	
<i>CPCPCM2043 CPCPGS3053</i>	<i>Carry out WHS requirements ** Disconnect &amp; Reconnect Type A gas appliances **</i>	<i>eLearning &amp; Included in the F2F Service Type A gas appliance course</i>

#### Note:

**\*\*Prerequisites are to be completed prior to commencing the Service Type A gas appliances unit**

## Course Options: CPCPGS4022 Service Type A Gas appliances

### Option 1: Bizmatrix Student with current Pre-requisites

Code	Title	Pricing options	Delivery
CPCPGS4022	Service Type A gas appliances	\$2,100 GST free	Blended-EL-F2F 7 Days F2F
Pre-requisites **			
CPCPCM2043	Carry out WHS requirements **	Credit Transfer	
CPCPGS3053	Disconnect & Reconnect Type A gas appliances **	Credit Transfer	
Prices	Group price – All above selected	\$2,100 GST Free	As above

### Option 2: Have Pre-requisites for Service Type A gas appliances

Code	Title	Pricing options	Delivery
CPCPGS4022	Service Type A gas appliances	\$2,100 GST free	Blended-EL-F2F 7 Days F2F
Pre-requisites **			
CPCPCM2043	Carry out WHS requirements **	\$ 200 GST Free	
CPCPGS3053	Disconnect & Reconnect Type A gas appliances **	\$ 200 GST Free	
Prices	Group price – All above selected	\$ 2,500 GST free	As above

### Option 3: Require Pre-requisites for Service Type A gas appliances

Code	Title	Pricing options	Delivery
CPCPGS4022	Service Type A gas appliances	\$2,100 GST free	Blended-EL-F2F 7 Days F2F
Pre-requisites **			
CPCPCM2043	Carry out WHS requirements **	\$ 480 GST Free	
CPCPGS3053	Disconnect & Reconnect Type A gas appliances **	\$ 480 GST Free	
Prices	Group price – All above selected	\$3,060 GST Free	As above

## Course Options: CPCPGS4022 Service Type A Gas appliances + CPCPCM4011 Carry out work-based risk assessments

### Option 1: SV.RKS Bizmatrix Student with current Pre-requisites

Code	Title	Pricing options	Delivery
CPCPGS4022	Service Type A gas appliances	\$ 2,100 GST free	Blended-EL-F2F 7 Days F2F
CPCPCM2043	Carry out WHS requirements **	CT-GAP No Charge	
CPCPGS3053	Disconnect & Reconnect Type A gas appliances **		
CPCPCM4011	Carry out work-based risk control processes	\$ 300 GST Free	Blended- EL-F2F
Prices	Total Price	\$ 2,400 GST free	

### Option 2: SV.RKS Have Pre-requisites for Service Type A gas

Code	Title	Pricing options	Delivery
CPCPGS4022	Service Type A gas appliances	\$ 2,100 GST free	Blended-EL-F2F 7 Days F2F
CPCPCM2043	Carry out WHS requirements **	\$ 200 GST Free	
CPCPGS3053	Disconnect & Reconnect Type A gas appliances **	\$ 200 GST Free	
CPCPCM4011	Carry out work-based risk control processes	\$ 300 GST Free	Blended- EL-F2F
Prices	Total Price	\$ 2,800 GST free	

### Option 3: SV.RKS Require Pre-requisites for Service Type A gas

Code	Title	Pricing options	Delivery
CPCPGS4022	Service Type A gas appliances	\$ 2,100 GST free	Blended-EL-F2F 7 Days F2F
CPCPCM2043	Carry out WHS requirements **	\$ 480 GST Free	
CPCPGS3053	Disconnect & Reconnect Type A gas appliances **	\$ 480 GST Free	
CPCPCM4011	Carry out work-based risk control processes	\$ 300 GST Free	Blended- EL-F2F
Prices	Total Price	\$ 3,360 GST free	



**Course Options: CPCPCM4012 Estimate and cost work & CPCPGS4011 Design and size consumer gas systems**

**Option 1: EST.SIZE Estimate & Cost AND Design & Size Units**

Code	Title	Pricing options	Delivery
CPCPCM4012	Estimate and cost work	\$ 580 GST Free	Correspondence eLearning Only
CPCPGS4011	Design and size consumer gas installations	\$ 580 GST Free	Correspondence eLearning Only

**Course Options: Single Unit Pricing options for all units**

**Option 1: Risk CPCPCM4011 Carry out work-based risk control processes**

Code	Title	Pricing options	Delivery
CPCPCM4011	Carry out work-based risk control processes	\$ 580 GST Free	Correspondence eLearning Only

New 2022 Certificate IV Post gas Unit courses

## Proposed Dates, Times & Locations:

*Block dates to be advised on the Bizmatrix website*

Training Centre:

**BIZMATRIX TRAINING CENTRE**

Unit 52, 53, 67/193-203 South Pine Rd BRENDALE QLD 4500

Lead Trainer: Darrel Vecchio



## Payment Process:

- Company Payment of Fees – due immediately
- Minimum deposit \$1,500 on enrolment
- Student's fee due in full prior to commencement
- Payment plans available

## Payment methods:

- Direct deposit
- BPay- Credit cards – Visa Master card 2% fee on invoice

**The participant is required to provide their own personal protection gear as listed.**

- PPE equipment - Correct safety clothing and safety glasses, safety boots and gear
- Student is required to supply his or her own safety glasses, safety boots and clothing

**The student is required to have access to a laptop computer, for the course to complete the required online work.**

- The student is required to have access of notebook computer or laptop computer to use throughout the course (we only support these two items)

## What is included in the training?

- All the relevant training aids to complete the units as listed
- Standards throughout the course. AS5601-1-2013 AS5601-2-2020 AS1596
  - ***All standards are provided free of charge – you will be required to save and print a copy at registration***
- Textbook/reference materials gas fitting series 2 (included in fees)
- Technical reference manual
- Voyage of discovery tm educational documents
- Student Manuals, E-Learning support materials and Assessments

## PGL REGISTRATION FORM

### Post Gas Registration Form 2022

**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"/>	Qualification	<input type="text"/>
First Name	<input type="text"/>	Middle	<input type="text"/>		
Surname	<input type="text"/>			USI Number	<input type="text"/>
Home Address	<input type="text"/>				
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	<input type="text"/>				
Prime Language if not English	<input type="text"/>	Special Requirements	<input type="text"/>		
Any Special Learning Needs Yes/ No	<input type="text"/>				

**Course selection:** PGL\_\_\_\_\_ **Commencement date:** \_\_\_\_\_

## Payment by company with an ABN

### INVOICE DETAILS (if Different)

Organisation/ Legal entity for invoice	<input type="text"/>				
Address	<input type="text"/>				
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	<i>Accounts email</i>				
Contact	<i>Accounts payable contact</i>				
ABN #	<input type="text"/>	PO No	<input type="text"/>		

- ✓ 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:

Name (Student)	<b>EFT details:</b> Westpac Banking BSB 034-272 Account 250-586
Signature:	
Date:	

Email: [info@bizmatrix.com.au](mailto:info@bizmatrix.com.au) this form and your payment.

Provider Number: 32074

<b>To register for the training course please select the relevant OPTION and then complete the registration form</b>	
Course Selection	Standard Course Fees (per person)
<b>Course Options: CPCPGS4022 Service Type A Gas Appliances</b>	
<b>Option 1:</b> Bizmatrix Student with current Pre-requisites	\$2,100 GST free <input type="checkbox"/>
<b>Option 2:</b> Have Pre-requisites for Service Type A gas	\$2,500 GST free <input type="checkbox"/>
<b>Option 3:</b> Require Pre-requisites for Service Type A gas	\$3,060 GST free <input type="checkbox"/>
<b>Course Options: CPCPGS4022 Service Type A Gas Appliances + CPCPCM4011 Carry out work-based risk assessments</b>	
<b>Option 1:</b> SV.RKS Bizmatrix Student with current Pre-requisites	\$2,400 GST free <input type="checkbox"/>
<b>Option 2:</b> SV.RKS Have Pre-requisites for Service Type A gas	\$2,500 GST free <input type="checkbox"/>
<b>Option 3:</b> SV.RKS Require Pre-requisites for Service Type A gas	\$3,360 GST free <input type="checkbox"/>

<b>To register for the training course please select the relevant OPTION and then complete the registration form</b>	
Course Selection	Standard Course Fees <i>(per person)</i>
<b>Course Options: CPCPCM4012 Estimate and cost Work &amp; CPCPGS4011 Design and size consumer gas systems</b> <b><i>(CORRESPONDENCE ELEARNING ONLY)</i></b>	
<b>Option 1: Estimate &amp; Cost</b>	\$580.00 GST free <input type="checkbox"/>
<b>Option 1: Design &amp; Size</b>	\$580.00 GST free <input type="checkbox"/>
<b>Course Options: Single Unit Pricing options for all units</b> <b><i>(CORRESPONDENCE ELEARNING ONLY)</i></b>	
<b>Option 1: Risk CPCPCM4011 Carry out work-based risk control processes</b>	\$580.00 GST free <input type="checkbox"/>

## Registration Form – Post Gas Training Units

### ATTENDEE DETAILS

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

Title:	Qualifications <b>(Call of Trade)</b> :		
First Name:	Middle Name:	Date of Birth:	
Surname:	<b>USI Number:</b>		
Home Address:			
Suburb:	State:	Postcode:	
Phone:	Mobile:	Fax:	
<b>Student Email:</b>			
Prime Language if not English:			
Any special learning needs?			

### COURSE DETAILS:

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

### EMERGENCY COURSE DETAILS:

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

**PERSONAL COURSE 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"/> Well	<input type="checkbox"/> Not well <input type="checkbox"/> Not at all
<b>Are you of Aboriginal or Torres Strait Islander origin? (tick one)</b>		
<input type="checkbox"/> No <input type="checkbox"/> Yes	<input type="checkbox"/> Yes, Aboriginal <input type="checkbox"/> Yes, Both Aboriginal & Torres Strait Islander	
<b>Are you of Aboriginal or Torres Strait Islander origin? (tick one)</b>		
<input type="checkbox"/> No <input type="checkbox"/> Yes, Intellectual <input type="checkbox"/> Yes, Learning <input type="checkbox"/> Yes, Medical	<input type="checkbox"/> Yes, Hearing/Deaf <input type="checkbox"/> Yes, Vision <input type="checkbox"/> Yes, Physical <input type="checkbox"/> Other	
Please specify:		
<b>What is your highest COMPLETED school level? (Tick ONE box only.)</b>		
<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	
<b>In which YEAR did you complete school?</b>		
<b>Are you still attending secondary school?</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No	
<b>Have you successfully completed any of the following qualifications?</b>	<input type="checkbox"/> No <input type="checkbox"/> Yes - bachelor's 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	



## New 2022 Certificate IV Post gas Unit courses

<p><b>Of the following categories, which best describes your current employment status?</b></p>	<input type="checkbox"/> Full-time employee <input type="checkbox"/> Part-time employee <input type="checkbox"/> Self-employed - not employing others <input type="checkbox"/> Self-employed - employing others <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
<p><b>Of the following categories, which best describes your main reason for undertaking this course / traineeship / apprenticeship? (Tick ONE box only)</b></p>	<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:

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

## New 2022 Certificate IV Post gas Unit courses

### INVOICE DETAILS:

#### Payment by company with an ABN

Company / Organisation for invoice:		
Address:		
Suburb:	State:	Postcode:
Phone:	Mobile:	Fax:
Accounts Email:		
Accounts payable contact:		
ABN:	P/O No:	

#### PAYMENT CONDITIONS & DETAILS *(Please tick)*

Cash       Direct Payment       Credit card payment (add 2%) / BPay

STUDENT RESPONSIBLE FOR PAYMENT OF FEES *(Tick Here)*

COMPANY RESPONSIBLE FOR PAYMENT OF FEES *(Tick Here)*

- Individuals –\$1500.00 Due on Enrolment or
- If company is paying total course is to be paid upfront
- Balance due prior to face to face (F2F) practical training

**Individual paying Student:** You will receive two invoices, the registration invoice and a second invoice with the applicable due date. You will not be invoiced more than \$1500 in advance of training. Once the online training has commenced, fees are not refundable – refer to the student handbook for further information.

**Company:** You will receive one invoice to be paid upfront - due within 7 days of invoice

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: \_\_\_\_\_

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

#### Enclosed are the payment details and my registration details.

- ✓ 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:

## Frequently Asked Questions - Additional Information

Why do I need the pre-requisite units or subjects?

These are a mandatory part of the education process and cannot be avoided, unless you can prove that the units were recently completed.

If you have completed, then please supply a certified copy of the Statement of Attainment or Certificate listing the unit numbers and evidence.

### 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: 1300 770 217