



PAINTING ASSESSMENT GUIDE

SMALL BUSINESS MANAGEMENT

**Fitness and Competency Assessments, relating to an application
for registration under the *Building Services (Registration) Act 2011***

Unit: BSBSBM401A Establish Business and Legal Requirements

ASSESSMENTS

PLEASE NOTE that any questions with respect to the Board's assessments, including dates, times and fees, should be directed to the Board's Registration staff on (08) 9476 1200.

Country applicants: Arrangements may be made for country applicants to sit the assessments at a training facility closer to their place of residence.

Alternatively candidates can enrol to complete the Course in Painters' Registration. On successful completion of the unit, participants will not be required to sit the Board's assessment. Please contact the relevant registered training organisations for information about enrolment and applications.

Registered Training Organisations:

Polytechnic West (Thornlie): 08 9276 7674

Master Painters Association (Maylands): 08 9471 6662

CONTENT

There are five parts to the assessment.

1. The *Building Services (Registration) Act 2011*
2. Business & Financial Management
3. Tax Requirements
4. Cash Flow & Debt Control
5. Basic Bookkeeping Procedures

MARKS

Marks for each part are detailed on the assessment paper for a total of 100 marks. To pass the assessment, applicants must achieve an overall mark of not less than 50%, or 50 marks.

WHAT TO TAKE WITH YOU

Identification:

Applicants will need to present, and have with them during the assessment, suitable photo identification such as a passport or driver's licence.

Materials and resources:

Applicants will need to bring with them a scale ruler, calculator, and writing implements (pens, pencil, eraser etc). Pencil cases are not permitted to be taken into the examination room.

No books, reference materials or other resources may be taken into the assessment.

PLEASE NOTE that no material other than the assessment paper and blank paper will be provided.

OBJECTIVE

The provisions of the *Building Services (Registration) Act 2011* allow the Building Services Board to assess an applicant's fitness and competency to carry out painting work. In assessing an applicant's fitness and competency consideration will be

made as to whether an applicant has passed the assessments set by the Board.

PREPARING

The assessment is designed to cover the knowledge an applicant would have gained if the applicant had sat and passed the Board's prescribed course of study being the Course in Painters' Registration. Set out in the summary are the areas covered by each part of the assessment.

SUMMARY

1. THE BUILDING SERVICES (REGISTRATION) ACT 2011

This section of the assessment seeks to examine your knowledge and understanding of the *Building Services (Registration) Act 2011*. Applicants should have an understanding of the main provisions of the Act.

2. BUSINESS & FINANCIAL MANAGEMENT

This section of the assessment seeks to examine your knowledge and understanding of operating a business and financial skills required to manage and run the business.

3. TAX REQUIREMENTS

This section of the assessment seeks to examine your knowledge and understanding of the Australian Taxation Office requirements when running a business, such as GST, BAS, PAYG. etc.

4. CASH FLOW & DEBT CONTROL

This section of the assessment seeks to examine your knowledge and understanding of cash flow and the avenues available to minimise the risks of going into debt.

5. BASIC BOOKKEEPING PROCEDURES

This section of the assessment seeks to examine your knowledge and understanding of basic bookkeeping, for example cash inwards, cash outwards, petty cash and job record sheets.

TEXTS

Copies of Acts and Regulations:

State Law Publisher
Ground Floor, 10 William Street, PERTH WA 6000
Web: www.slp.wa.gov.au
Phone: 08 9426 0000
Email: sales@dpc.wa.gov.au

Australian Standards:

- *AS2311 Guide to the Painting of Buildings*

SAI Global
GPO Box 5420 SYDNEY NSW 2001
Web: www.saiglobal.com
Phone: 131 242
Fax: 1300 654 949
Email: sales@saiglobal.com

Publication:

Establish Legal and Risk Management Requirements of Small Business
A resource for BSBSBM401A

Published by Gaujers, Harper, Browne
Innovative Business Resources
Web: www.ibr.net.au
Phone: 08 9286 4208