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Internal application for NEIS and eligibility check

Return completed forms to Business Foundations
 street address: Old Fremantle Prison, Knutsford St entrance, Fremantle
 or post to: PO Box 1616 Fremantle WA 6959

Information session attended

Location Date

Business name

(if already known)

Applicant 1

Surname Given name

Home address.....

.....

Home phone Mobile number

Email address

CRN Date of birth / /

Usual Centrelink office

JSA Provider Jobseeker ID (JSID)

Benefit received (circle one) Newstart Parenting Disability Other

Applicant 2 (if partnership)

Surname Given name

Home address.....

.....

Home phone Mobile number

Email address

CRN Date of birth / /

Usual Centrelink office

JSA Provider Jobseeker ID (JSID)

Benefit received (circle one) Newstart Parenting Disability Other

Business idea

Give as much detail as possible about the products or services you will be selling.....
.....
.....
.....
.....

Who will buy your product or service?

This is called your target market
.....
.....

What market research have you done that makes you feel your business will be viable?

Include discussions with friends, previous employers, industry specialists, your own knowledge and experience, plus information you have researched on your specific industry
.....
.....
.....
.....

Competition**Who are your main competitors?**

.....
.....
.....

How will you compete?

Why will customers buy from you instead of their current suppliers?
.....
.....
.....
.....

DEEWR requirements

1. Have you operated a previous business on NEIS? Yes / No
 - a. If yes, have you received NEIS payments in the last TWO years? Yes / No
2. Have you ever operated a similar business to this current application, either in receipt of NEIS payments or independently? Yes / No
3. Have you ever been declared bankrupt? Yes / No
 - a. If you have been declared bankrupt, are you now discharged? Yes / No
4. Is this business a new start-up, or existing (purchase, franchise or other)?

Financing your business

NB: NEIS does NOT provide loans, grants or any start-up capital assistance.

Do you have all the equipment you need to start your business?

If not, please explain what you will need and the cost.....

Will you need to borrow money to start your business? If so, how much?

Consider the cost of insurance, business name registration, marketing materials, office set up, licences etc.....

If you need funds, from whom have you arranged to obtain these funds?

.....

- If borrowing from family or a friend, please attach a signed statutory declaration showing full details of the parties involved and repayments. Statutory declaration forms are available from newsagencies.
- If borrowing from a bank or other lending institution, please attach a formal letter stating that the loan funds have been approved.

Location

Where will you operate the business?

(circle one) Own home Commercial premises Other (detail)

If commercial premises, have you located suitable premises? Yes / No (detail)

What permits, licences and regulations are required for your business to operate?

If unsure, check with the Business Licence Information Service at Small Business Development Corporation

Have you already gained these licences?

If not, how long will these licenses take to obtain and what costs are involved?

Your skills, abilities and ambitions

What are the main skills and attributes you will bring to your business?

What skills do you think you may need to acquire for the business to operate successfully?

Please let us know if you have any special learning or physical needs that may require extra assistance

Computer literacy

Are you familiar with using a computer? Yes / No

Have you used Microsoft Word? Yes / No

Have you used Microsoft Excel? Yes / No

How did you hear about us?

- Word of mouth (who?)
- Website (which?)
- Advertisement (which newspaper?)
- Job Services Australia (branch?)
- Centrelink (branch?)
- Other (detail)

Declaration

I declare that the information contained in this application is correct to the best of my knowledge.

I confirm that I am willing to undertake the 4 week micro business operations course and that I will be ready to begin my business within 4 weeks of completion.

Name

Signature

Date

Conditions

All information provided by you is regarded as **confidential**. The questions and additional details required in this application are designed for you to tell us about your business opportunity and the expertise that you bring to your new business venture.

It is a requirement of the Department of Education, Employment and Workplace Relations (DEEWR) that NEIS eligible business proprietors undertake Certificate level training in business management prior to business start or can demonstrate extensive prior learning or experience in small business management.

Extra assistance will be made available to students experiencing difficulties with numeracy or literacy or for whom English is their second language; please ensure that we are made aware of any special requirements you may have. Selection of students on the pre-NEIS Training Program will be based on potential business viability and the student's ability to operate a successful small business. All applications will be processed within 7 days of receipt. Extra assistance in basic computer operations will be provided where necessary.

Training

This training program is designed to provide a comprehensive range of business skills to those involved in commencing or already operating a small business. The course is competency based which means that students do not sit a formal exam at the end, but develop their skills throughout the program through class discussions, case studies, written and practical assignments.

The course will run for 5 days per week over a four week period.

Course contents cover business planning, market research, marketing and promotion, insurance, tax and legal issues, financial planning and financial record keeping.

The qualification is awarded when the student has been assessed as competent in all 10 units of competency taught on the course. Most assessments are conducted on course, however there is a post-course component which must also be completed satisfactorily in order for the student to be deemed competent.

Individual statements of achievement are issued for individual units of competency successfully completed.

Full details of the units of competency, subject matter and process of assessment are available on request. There is no charge for attendance at the course but all applicants should be ready to complete their application program immediately once training has been completed.

Nationally accredited qualifications are recognised by educational establishments throughout Australia and frequently in overseas countries. Your qualification can be an excellent stepping stone to further qualifications at university or TAFE.

Some of the units of competency may be common to other qualifications and enable you to apply for a part exemption in another Nationally Recognised Training Program.

Any students experiencing difficulty with numeracy or literacy, or the English language if English is not their first language are encouraged to discuss this prior to the course application. We will then be able to assess your individual situation and provide extra support/referrals if necessary.

All prospective students are reminded that there is zero tolerance for alcohol or illegal substance usage whilst attending training. Racial, gender, age or any other form of discrimination will not be tolerated. Any student involved in any of these activities will be asked to leave the program immediately.

Prospective students are encouraged to make a commitment to attend every day of training unless they have formally applied for recognition of prior learning for all or part of the course. Further details on recognition of prior learning processes can be obtained from Business Foundations on 08 9430 8569.