

NATIONAL COLLEGE OF VOCATIONAL EDUCATION

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New Enterprise Incentive Scheme (NEIS) Business Idea Application

To assist in the success of your application we ask that you provide as much detail as possible

The New Enterprise Incentive Scheme (NEIS) is a program funded by the Department of Employment. It is designed to assist eligible unemployed people to become self supporting and independent through the establishment and running of a sustainable small business. It is open to anyone with a desire to start their own business provided they meet all eligibility criteria.

In order to undertake NEIS training all participants will need to be registered as looking for full-time work with a JSA provider. You will not be eligible for NEIS training until you are registered and can provide a current Job Seeker ID.

Note: If you are receiving Sole Parent, Parenting Allowance or Partner Allowance, you may not be registered for employment. You will need to ask us about this.

Surname:
Given name:
Postal address:
State Postcode:
Date of birth:
Phone number:
Mobile number:
Email Address
Stream A B C
Job Seeker ID Number:
Type of Benefit Received: (eg: Newstart, Parenting)
Your Registered Job Service Provider (JSP) and location:

Surname:
Given name:
Postal address:
State: Postcode:
Date of birth:
Phone number:
Mobile number:
Email Address
Stream A B C
Job Seeker ID Number:
Type of Benefit Received: (eg: Newstart, Parenting)
Your Registered Job Service Provider (JSP) and location:

THE BUSINESS PROPOSAL

Additional information may be attached but listed headings must be addressed. Please consider your responses carefully as we require as much information as you can provide to adequately evaluate your business proposition. Leave no sections unanswered and if you need assistance in completing this form, please contact our office.

Type of Business: In detail, describe the business – what will be the major activities and products?

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Are there any factors preventing you from starting your business upon completion of your training? If so, what are they and what is the time frame?

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Location of Business.....

Will the Business be operated from a Home Base? YES / NO

Do you require any of the following to commence and operate the proposed business?

- Licence (if yes, what type of licence?) YES / NO
- Do you have required licence? YES/NO
- Development Application YES / NO
- Do you have required DA? YES/NO
- Accreditation/Certification (if yes, what?) YES / NO
- Do you have required accreditation/certificates YES/NO
- Industry Qualifications (if yes, what?) YES / NO
- Do you have required industry qualification YES/NO
- Lease/Rent Premises (other than home) YES / NO

List all educational qualifications, any tertiary or trade qualifications and any specialist certificate courses completed. Also list any special skills, training or work experience that is relevant to the running of your proposed business?

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If you are not operating from home please describe your business location/premises in detail.

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If leasing or renting premises do you have the required funds and have you entered into an agreement with the lessor? Please provide detail.

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Does the premises require any renovation or fit-out? Please describe requirements and if so do you have the required funds to complete this work?

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THE MARKET and COMPETITORS

Please provide as much detail as possible for the following questions.

Who is your major market and customers?

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Where are your major market and customers located?

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How do you plan to provide your product/service? (mobile, wholesale, online, retail?)

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What level of demand do you foresee? Please give reasons for this conclusion?

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What are your plans for marketing your product/service? Describe types of marketing you intend to use?

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Who are your major competitors? Please identify these competitors.

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Where are your major competitors located?

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What is your competitive advantage? Why is your product/service more appealing to your market?

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ESSENTIAL ITEMS

It is best to start the business with the plant and equipment etc that you already own. The income received from the NEIS allowance and your business income can be utilized to purchase any non-essential equipment as the need arises.

Consider the costs that are essential to starting your own business. These costs may include plant and equipment and costs for insurance and marketing. This will give you a clearer idea of establishment costs and requirements.

Plant & Equipment (include vehicles)

List items already owned and essential items required prior to starting

Description	Owned (\$ value)	Required (\$ value)

Office Furniture & Equipment

List items already owned and essential items required prior to starting

Description	Owned (\$ value)	Required (\$ value)

Stock, Materials & Other Costs

List items already owned and essential items required prior to starting

Description	Owned (\$ value)	Required (\$ value)
Business Insurance		

TOTALS	\$	\$
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FUNDS REQUIRED TO COMMENCE BUSINESS

Will you need to borrow money to start your business? **YES / NO**

How much money do you need to borrow to start the business? \$.....

What would you provide as security if needed?

Have you already approached a financial institution about a loan? **YES / NO**

What was the result?

Are you an un-discharged bankrupt? **YES / NO**

Relevant business insurance is a mandatory requirement to participate in the NEIS program. Previous criminal convictions may prevent you from obtaining this insurance. Do you have a previous or pending criminal conviction? **YES / NO**

STATEMENT OF PERSONAL FINANCIAL POSITION

Personal Balance Sheet

Assets (Your Own)

Cash On Hand	\$
House	\$
Other Property	\$
Furniture	\$
Personal Effects	\$
Vehicles	\$
Other	\$
Total Assets	\$

Liabilities (Your Own)

Bills Unpaid	\$
Personal Loans	\$
Balance owing under	
Lease contracts	\$
Loan on House	\$
Credit Cards	\$
Other Loans	\$
Total Liabilities	\$

TRAINING REQUIREMENTS

This application is for NEIS Training – BSB 42615 Certificate IV in New Small Business which is a pre-requisite for being accepted onto the NEIS program.

Recognition of Prior Learning may be applicable. If you have any Small Business Management qualifications, attach a copy of your qualification, with the competencies achieved, to this application form.

Please note that regardless of RPL you will be required to complete a course Business Plan to qualify for NEIS.

Do you own or have access to a computer? **YES/ NO**

If yes what type of operating system does it run ? (e.g. Windows 2007, XP)

Is your computer able to run Word and Excel programs? **YES/ NO**

Do you have access to the Internet or Email facilities? **YES/ NO**

Do you have access to Skype? **YES/ NO**

Please note: NEIS places are limited and eligibility alone does not guarantee acceptance onto the NEIS program. Business ideas must meet eligibility criteria and will be assessed individually.

I understand that by being accepted into the NEIS training for the BSB 40415 Certificate IV in Small Business Management that it is a “Centrelink Approved Activity” and that I must complete the weekly tasks as agreed in the training plan in a timely manner.

SIGNED AND DATED (Cross out not applicable)

*Sole Trader/Partner 1

*Partner 2

- All partners in the business must sign this form –

Please ensure that you have completed all pages of the “Business Idea Application” form.

To ensure that we can offer you the best possible training and advice we would like to know a bit about you. Attach additional information if space provided is not enough.

My biography

Please write a summary of your work history providing information about your duties and how the experience you have gained may assist you in the success of your proposed business. Skills and qualifications gained over time may be useful in developing a successful business. Have you gained any educational qualifications, any tertiary or trade qualifications or completed any specialist certificate courses that may be used within your business? What skills have you developed or training have you completed that you can bring to your business idea?

My interests

How do you spend your leisure time? Please briefly summarise any interests or hobbies that you enjoy, any clubs or organizations that you belong to or any family activities that you are involved in.

Please see over

If you have any other supporting evidence please attach.

We also require a current photo of yourself and if your business involves the sale or manufacture of product please also provide a photo of the product.