



COURSE / RE-CERTIFICATION COURSE ENROLMENT FORM

RTO National Provider 32331

ABN 46 176 677 836

1/42 Nerang Street, Southport Qld 4215

info@regalsecuritytraining.com.au

RSIT - Regal Security & Industry Training look forward to working with you!

ENROLMENT FORM			
Instructions 1. Respond to all sections in Part One to Seven. Use Block letters if completing manually. 2. Provide Part 5 Program eligibility documentation for RSIT J.P verification 3. Sign and date with your RSIT representative.			
Cert No. # _____ I.D _____ Invoice # _____ Fee \$ _____ Date _____ Office Use Only			
PART ONE: APPLICANT DETAILS			
Name: Title	First	Middle	Surname
<i>Please write clearly as any errors due to misinterpretation of your writing may attract an Administration Fee of \$50.00 for reissue</i>			
Date of Birth	In which country were you born?		<input type="checkbox"/> Male
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	In which city/town where you born?		<input type="checkbox"/> Female
What is your citizenship status? <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> Student Visa <input type="checkbox"/> Temp Resident Vis <input type="checkbox"/> Visitor's Visa <input type="checkbox"/> Business Visa <input type="checkbox"/> Holiday Visa <input type="checkbox"/> Permanent Humanitarians Visa <input type="checkbox"/> Overseas No Visa Or Citizenship <input type="checkbox"/> Other Visa _____			
Unique Student Identifier (USI) Number From 01/01/2015 if you are undertaking nationally recognised training delivered by a registered training organisation you will need to have a Unique Student Identifier (USI). How to register your USI number online. It is free and easy for you to create your own USI online. Please visit www.usi.gov.au or do you give Regal Security and Industry Training permission to obtain a USI for you? <input type="checkbox"/> Yes <input type="checkbox"/> No			
Signature _____		RSIT Admin: I.D verified _____	
Unique Student Identifier (USI) No.			
CONTACT DETAILS <i>Tick preferred method of contact</i>			
<input type="checkbox"/> Home Address	Suburb	Post Code	
<input type="checkbox"/> Postal Address	Suburb	Post Code	
<input type="checkbox"/> Main Contact Number	<input type="checkbox"/> Alternate Contact Number		
<input type="checkbox"/> Main Email	<input type="checkbox"/> Alternate Email		



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EMPLOYMENT DETAILS			
Occupation		Address	
Employer Name		Phone No.	
Employment Status: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed <input type="checkbox"/> Casual <input type="checkbox"/> Employer <input type="checkbox"/> Unpaid worker - family business <input type="checkbox"/> Unemployed seeking full-time work <input type="checkbox"/> Seeking part-time work <input type="checkbox"/> Not seeking employment <input type="checkbox"/> Other			
EDUCATION DETAILS			
What is your reason for study? Tick one box that best describes your main reason for this course? <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"/> Different Career <input type="checkbox"/> To get better job or promotion <input type="checkbox"/> Requirement for my job <input type="checkbox"/> Extra skills for my job <input type="checkbox"/> Get into another course of study <input type="checkbox"/> Personal interest or self-development <input type="checkbox"/> Other			
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No	In what year did you complete High School?	Highest level completed at school?	
Have you completed tertiary studies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at what level?	<input type="checkbox"/> Cert I <input type="checkbox"/> Cert II <input type="checkbox"/> Cert III or Trade Certificate <input type="checkbox"/> Cert IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Associate Diploma <input type="checkbox"/> Bachelor		
Provide Qualification Code and Title(s):			
Do you wish to apply for RPL (Recognition of Prior Learning) Credit Transfer? Yes <input type="checkbox"/> No <input type="checkbox"/> * If yes, a Regal Security and Industry Training staff member will contact you to arrange an appointment to discuss your training plan			
DISABILITY/SPECIAL NEEDS			
Do you consider yourself to have a disability, impairment or long-term condition that could affect your study? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> Other. Please specify: _____ This information is confidential and is only used as a means to provide the best support possible to suit your individual needs. If any responses are 'yes' an RSIT representative will contact you.			
OTHER DETAILS			
How well do you speak English?		<input type="checkbox"/> Very Well	<input type="checkbox"/> Well <input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
Are you of Aboriginal origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you of Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No	Main language spoken at home	
PART TWO: COURSE APPLICATION			
Confirm your Course enrolment with 'X', and update the Course Title: <input type="checkbox"/> RESPONSIBLE SERVICE of ALCOHOL – RSA Course <input type="checkbox"/> PROVIDE FIRST AID Course <input type="checkbox"/> PROVIDE FIRST AID Refresher Course <input type="checkbox"/> PROVIDE CPR Course <input type="checkbox"/> PROVIDE CPR Refresher Course <input type="checkbox"/> CROWD CONTROL Licence Refresher Course <input type="checkbox"/> BODYGUARD Licence Refresher Course <input type="checkbox"/> ROBBERY AWARENESS Course			
COURSE TITLE			
<input type="checkbox"/> I confirm I have been advised that Regal Security and Training Industry is responsible for the delivery and assessment of my program. <input type="checkbox"/> I confirm I have been advised that a Regal Security and Training RTO 3 rd Party Arrangement Provider is responsible for the delivery and assessment of my program.			



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Enrolment by: **Participant** Participants' **Jobactive Provider** Participants' **Employer**

Fee payment by: **Participant** Participants' **Jobactive Provider** Participants' **Employer**

PART THREE: ONLINE COURSE REQUIREMENTS CHECKLIST

FOR COMPLETION OF ASSESSMENT REQUIREMENTS

I have, or have access to a computer with: internet Microsoft Word PDF Reader with update function

PART FOUR: PROGRAM ENROLMENT PRE-REQUISITE LEARNING, LITERACY & NUMERACY (LLN) SELF-ASSESSMENT CHECKLIST

The purpose is to identify and determine pre-requisite program participation learning method adjustments, if required to support full program course participation.

Regal Security & Industry Training supports participants with agreed LLN modification methods, so please be honest with your responses.

Completion of the Program LLN is required in the Program enrolment process and included in your Program Portfolio Kit section 2.3 with specific program delivery/assessment method modifications confirmed and noted by your trainer in your Portfolio Kit section 2.3A to meet specific needs. It is not a pass/fail test. Queries, please email info@regalsecuritytraining.com.au for a prompt response.

PART FIVE: PROGRAM ELIGIBILITY

Identification and Citizenship Support Documents

Provide the following original documents with completed Program Enrolment Form for photocopying to verify original document sighted by a Regal Security and Industry Training, Justice of the Peace representative.

Photo Identification – select 2

Citizenship Status – detailed in Part One

Drivers Licence;

Passport

18+ Card; *or*

Credit Card with photo

N.B QLD Security licence applicants must meet application conditions.

See QLD Security Licence [information](#)

PART SIX: FEES, REFUNDS, PROGRAM CHANGES, CANCELLATIONS, TRANSFERS

Program Fees

Full Program fee payable when submitting Enrolment Form for processing unless a written agreement with the Regal Security and Industry Training CEO is in place.

Program enrolments with an 'interest-free' payment plan with Certegy, will provide confirmation of payment plan when lodging the Program Enrolment Form.

Program Refund Policy

Pre-enrolment information provided to students is designed to ensure that all details relating to fees and charges are known prior to enrolment.

A non-refundable deposit of 20% of the total enrolment fee is payable on enrolment to any program or partial program.



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The balance of the program fees are to be paid as arranged with individual student and outlined in relevant fee schedule.

An application for refund of course fees under any other circumstance must be made in writing using Regal Security & Industry Training's Refund Request Form (Doc.13C).

A refund of 80% of fees will be made if the written request is received more than 5 working days prior to course commencement.

A 20% refund will be made if the written request is received less than 5 working days prior to course commencement. Please allow Regal Security & Industry Training up to ten (10) working days to process any refund requests.

In most circumstances, no refund is available for requests received after the course commencement date.

However, Regal Security & Industry Training is prepared to consider each on a case by case basis and the Chief Executive Officer, or their appointed representative, may agree to grant a refund in exceptional circumstances, in the same manner as payment was received.

Program Cancellations

Should Regal Security & Industry Training be unable to provide a course for any reason, every effort will be made to assist the student in sourcing an alternative course.

If unsuccessful, Regal Security & Industry Training will ensure that a full refund of enrolment fees is made.

Prior to commencement of course delivery, requests for transfer to another course will be considered on a case by case basis. All such requests must be lodged no less than five working days of course commencement.

Program Transfers

No transfers will be allowed once a course has commenced. However, requests for transfer will be considered on a case by case basis, as long neither course has commenced and request is submitted on Document 13B (Course Withdrawal Form) and a new Enrolment Form be completed. Students need to be aware that requests for transfer will not automatically be granted.

Industry Licence and OLGR Liquor RSA certification Fees:

Participants are required to submit and pay for their own industry licence/re-qualification application fees (where applicable), as these costs are not included in the Course fee.

NB Without a QLD RSA certification will result in the inability to provide security crowd control responsibilities at liquor licenced premises/venues.

GENERAL

Where our training programs have a limited number of places available, these will be filled in order of completed bookings.

If, for any reason Regal Security & Industry Training, or their RTO 3rd party arrangement delivering training and assessment on our behalf, closes or ceases to deliver any part of the qualification in which a client has enrolled, Regal Security & Industry Training will assist the learning in locating another provider or refund the portion of fees for which training and assessment has not been provided.



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PART SEVEN - DECLARATION

- I acknowledge that I am entering into an agreement with Regal Security & Industry Training Pty Ltd and that each has a role to ensure a positive outcome. Regal Security & Industry Training Pty Ltd hereby agrees to provide the training, assessment and resources necessary for me to achieve this qualification and I acknowledge my role and responsibility in this agreement.
- I acknowledge that I have read and understood the information provided.
- I confirm that the information provided by me is true and correct. I have been offered the opportunity for Recognition of Prior of Learning relating to this course and agree to the conditions set out previously.
- I understand that information contained in these forms may be provided to Australian Skills Qualification Authority (ASQA), State and Commonwealth Agencies and Research Organisations and I consent to that occurring.

Student Enrolment

Name.....Signed:Date:

Program Handbook

- I acknowledge that I have read and fully understand the contents of the Regal Security & Industry Training Program Handbook, which outlines the conditions, my rights and responsibilities as a training program participant of Regal Security & Industry Training and that I will be undertaking an induction at my first day of program course attendance or provided by my trainer at the Regal Security & Industry Training venue as outlined on page 5 of the Program Handbook.
- I have received or accessed from the Regal Security and Industry Training website the Program Handbook.
- I am aware that hardcopies of the Program Handbook are also available from the Program Trainer.

Student Enrolment

Name..... Signed:Date: