



YOUTH SKILLS 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 verification
3. Complete Part 1 Minor Parental / Guardian consent
4. Sign and date with your RSIT representative.

Provide First Aid Cert. # _____	First Aid Refresh Cert. # _____	CPR Refresh Cert. # _____	10618NAT Weapons Safety Cert No. # _____
------------------------------------	------------------------------------	------------------------------	---

I.D. _____ Invoice # _____ Fee \$ _____ Office Use Only

PART ONE: APPLICANT DETAILS

Name: Title First Middle Surname

Please write clearly as any errors due to misinterpretation of your writing may attract an Administration Fee of \$50.00 for reissue

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?

- Australian Citizen New Zealand Citizen Australian Permanent Resident Student Visa
 Temp Resident Vis Visitor's Visa Business Visa Holiday Visa Permanent Humanitarians
 Visa Overseas No Visa Or Citizenship Other Visa _____

QCAA Learner Unique Identifier – LUI Number

Completion by QLD students: your school will register and opens your learning account with the QLD Curriculum & Assessment Authority – QCAA when in Year 10 or become 15 years of age – whichever comes first.

Your Learner Unique Identifier LUI 10 digit number allows the QCAA to identify you, and is provided to you by your school so you can access your learning account with enrolment and results information.

Forgotten your LUI or currently at school: Year 10, 11 or 12 - please request from your school or learning provider.

Completed Year 12?

See instructions on <https://studentconnect.qcaa.qld.edu.au/login lui.html>

Learner Unique Identifier LUI No.

--	--	--	--	--	--	--	--	--	--



YOUTH SKILLS COURSE ENROLMENT FORM

RTO National Provider 32331
 ABN 46 176 677 836
 1/42 Nerang Street, Southport Qld 4215
info@regalsecuritytraining.com.au

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?

Yes No

Signature _____

RSIT Admin: I.D verified _____

--	--	--	--	--	--	--	--	--	--

CONTACT DETAILS

Tick preferred method of contact

<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	

EDUCATION DETAILS

What is your reason for study? Tick one box that best describes your main reason for this course?

- Personal interest or self-development
 For career and community support
 To get a job
 To develop my existing skills
 To aid starting my own business
 To get better job or promotion
 Extra skills
 Get into another course of study
 Other

Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No	Year of High School completion?	Highest level completed at school?
--	---------------------------------	------------------------------------

School :

Address:

Have you completed tertiary studies? Yes No
 If yes, at what level?

- Cert I
 Cert II
 Cert III or Trade Certificate
 Cert IV
 Diploma
 Advanced Diploma
 Associate Diploma
 Bachelor

Provide Qualification Code and Title(s):

Employment Status:

- Not seeking employment – full time student
 Part time
 Self-employed
 Casual
 Employer
 Unpaid worker - family business
 Seeking part-time work
 Not seeking employment
 Other

RPL (Recognition of Prior Learning) Credit Transfer is not available for course enrolments.
 For clarification a Regal Security and Industry Training staff member will contact you to discuss, on request



YOUTH SKILLS COURSE ENROLMENT FORM

RTO National Provider 32331
 ABN 46 176 677 836
 1/42 Nerang Street, Southport Qld 4215
info@regalsecuritytraining.com.au

DISABILITY/SPECIAL NEEDS

Do you consider yourself to have a disability, impairment or long-term condition that could affect your study?
 Yes No

Hearing/Deaf Physical Intellectual Learning Mental Illness Acquired Brain Impairment
 Vision Medical Condition 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? Very Well Well Not Well Not at All

Are you of Aboriginal origin? Yes No
 Are you of Torres Strait Islander origin? Yes No
 Main language spoken at home _____

MINOR PARENTAL / GUARDIAN CONSENT

- I acknowledge and support the Candidate, who is my care, and is not 18 years of age at enrolment and fully support their course enrolment and participation.
- I have completed the Privacy Consent Form and Consent and indemnity Form in the Program Portfolio Kit.

Name _____ Signature _____ PH: _____ Date _____

PART TWO: PROGRAM APPLICATION

- Provide First Aid Course Provide CPR Refresh Course Provide First Aid Refresh Course
- 10618NAT Course in Firearms Safety

Course Code	Title

I confirm I have been advised that Regal Security and Training Industry is responsible for the delivery and assessment of my program.

I confirm I have been advised that a Regal Security and Training RTO 3rd Party Arrangement Provider is responsible for the delivery and assessment of my program.

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.

All resources are designed for computer-based completion with hardcopy version available, on request. Pre-charged personal laptops or tablets welcomed at course attendance.



YOUTH SKILLS COURSE ENROLMENT FORM

RTO National Provider 32331
ABN 46 176 677 836
1/42 Nerang Street, Southport Qld 4215
info@regalsecuritytraining.com.au

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 with specific program delivery/assessment method modifications confirmed and noted by your trainer in your Portfolio Kit section 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

- School Identification Card; *or*
 Birth Certificate

Citizenship Status – *detailed in Part One*

- Passport
 QLD residency

N.B Must meet applicable QLD Security licence and weapons licence lodgement requirements by The Weapons Licencing Branch of the QLD Police

QLD Security Licence Lodgement [information](#) QLD Police Weapons Licencing Branch [information](#)

Persons aged 11 to 17 years (inclusive): Minor Licence Application [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.

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.



YOUTH SKILLS COURSE ENROLMENT FORM

RTO National Provider 32331
ABN 46 176 677 836
1/42 Nerang Street, Southport Qld 4215
info@regalsecuritytraining.com.au

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 QLD Police Weapons Licence Fees:

Participants are required to submit and pay for their own industry licence applications (where applicable), as these costs are not included in the Program fee.

All applications including Minor's Licence Applicants must provide all supporting documents requirements, as failure to do so will result in delays in application processing.

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.

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 Trainer.

Student Enrolment

Name.....Signed:Date:

Parental/Guardian Name Signed



YOUTH SKILLS COURSE ENROLMENT FORM

RTO National Provider 32331
ABN 46 176 677 836
1/42 Nerang Street, Southport Qld 4215
info@regalsecuritytraining.com.au

STUDENT AGREEMENT – INDEMNITY

IN CONSIDERATION of the Organiser permitting me to participate in the training course I agree with it as follows:

I UNDERSTAND that participating in any type of training or course or activity may be **DANGEROUS** and I voluntarily **ACCEPT** the risk of damage consequent upon or arising from my entry as a student, and the use of the Organiser's facilities.

- I WILL NOT SUE** the Organiser's for any negligence, tort, breach of contractual or any other legal or equitable rights howsoever caused, and this indemnity will extend to and include any damage arising from my competing in a training and from my use of the Organiser's facilities and **I INDEMNIFY** the Organiser's in respect of the same.
- I WILL** abide by the Rules and Regulations of the Organiser's as to the training and to the use of the Organiser's facilities and the directions of the Organiser's officials including the right to terminate or cancel my training and the use of the Organiser's facilities at any time and for any reason.
- THE PERSONAL INFORMATION** I have supplied to the Organiser regarding my qualifications, experience and any other matter associated with the training is true and correct and I have **READ AND UNDERSTOOD** all of the clauses of this agreement before signing the same and before my use of the Organiser's facilities or before any competition.
- IN THIS AGREEMENT** the following words shall respectively mean: "**the Student**" - the person named as such on this application form on this paper over the page. "**the Organiser**" – Regal Security & Industry Training Pty Ltd (any campus or organisation associated with a Regal Security & Industry Training Pty Ltd school or company), Regal Security & Industry Training Pty Ltd and any teachers, lecturers, instructors, directors, officers, managers, advisors, employees, agents, licensees, sub-contractors, subsidiaries, holding companies, associates and assignees, or any person associated with the company in any way; the Competition venue, company in control of the venue or any company or person authorising the use of the competition venue, its directors, officers, managers, advisors, employees, agents, licensees, sub-contractors, subsidiaries, holding companies, associates and assignees or any person or company associated with the company or person in any way. "**the Organiser's facilities**" - the land and buildings associated with any training or any part of the training, weigh-in, media conference, accommodation or training venue. "**use of the Organiser's facilities**" - the use by the student or his attempted use of the Organiser's facilities whether such use or access is in breach of this agreement or the Organiser's Rules and Regulations or authorised or otherwise and whether intended to be so used or not. "**damage**" - all loss or damage, costs or expenses, whether direct or indirect flowing from any legal liability, claim, demand, right of action, proceedings or judgment of whatever nature and whether arising at law or in equity and whether suffered to the person or property of the Organiser, the Student, or any other person or corporation and whether arising out of or consequent upon the negligence of the Organiser, the Student or otherwise. "**Rules and Regulations**" - the Rules and Regulations are the Rules and Regulations relating to any Training which are available from the Organiser, and include all amendments or alterations to the Rules and Regulations made from time to time.

I have read the Code of Practice and Student Indemnity Agreement available at:

Regal Security & Industry Training Pty Ltd office or Regal Security & Industry Training Pty Ltd Program Handbook and agree to be bound by the terms contained in the Code of Practice, Program Handbook and Student Indemnity Agreement (above).

I declare that I have no mental illness and in the last 5 years I have not been charged in relation to drug related offences, violence or threatened use of violence and have not been subject to a domestic violence order. I also declare (if applying for a Firearms Course) that I am eligible to hold a firearms license.

SIGNATURE: _____ **DATE:** ___/___/___