



QLD CERTIFICATE 3 GUARANTEE PROGRAM ENROLMENT FORM



RTO National Provider 32331 since 2011
 ABN 46 176 677 836
 1/42 Nerang Street, Southport Qld 4215
info@regalsecuritytraining.com.au

Regal Security & Industry Training is a training RTO provider and **NOT** a CRICOS RTO provider

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

ENROLMENT FORM

Instructions

1. Respond to all sections in Part 1 to 9. Use Block letters if completing manually.
2. Provide Part 7 enrolment eligibility documentation verified by a J.P or for RSIT J.P verification
3. Sign and date with your RSIT representative or RSIT RTO 3rd party arrangement provider.

The Queensland Government allocates funding for eligible participants to undertake qualifications under the Certificate 3 Guarantee Program.

Regal Security & Industry Training RTO is approved by the QLD Department of Education and Training (DET) to deliver training and assessment of Certificate 3 Guarantee programs.

- | | |
|--|---|
| <input type="checkbox"/> Concessional | <input type="checkbox"/> Non-Concessional |
| <input type="checkbox"/> CIII in Security Operations | <input type="checkbox"/> CIII in Investigative Services |

Cert No. # (* Fee concession eligible in Certificate 3 Program; ** No Fee applicable)

* CPP30411 _____ ** SITHFAB002 (RSA) _____

** CPP20212 SoA _____ ** HLATAID001/003 (PFA/CPR) _____

POI _____ Citizenship _____ QLD resident _____ Invoice # _____ Fee _____

PART ONE: PERSONAL, CONTACT AND RESIDENTIAL DETAILS

Full Name:

Title	First	Middle	Surname
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* Please write name that you used for your Unique Student Identifier (USI), including any middle names

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 _____ Male Female Other

Home Phone	Mobile	
Work Phone	Emergency contact No.	

Email _____

Email option _____

Residential Address and postcode _____



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Postal Address (if different from residential address)

PART TWO: LANGUAGE AND DIVERSITY

In which country were you born?

In which city/town were you born?

Is English the main language spoken at home?

Yes No Very Well Good Not Well

2nd language/s spoken?

Are you of Aboriginal origin? Yes No
Are you of Torres Strait Islander origin? Yes No

What is your citizenship status?

Australian Citizen New Zealand Citizen Australian Permanent Resident
 Other – Please detail:

International Student Visa Types

Student Visa (subclass 500) holders are eligible to apply to study in Australia with a CRICOS RTO provider. Details of work and study eligibility for Student Guardian Visa (subclass 590); Training Visa (subclass 407) and Temporary Graduate Visa (subclass 485) is available on the Department of Home affairs [website](#).

A Regal Security and Industry training representative will discuss your enrolment eligibility and documentation required to assist you in gaining access to appropriate training providers.

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 Vision Mental Illness
 Physical Learning Medical Condition
 Intellectual Acquired Brain Impairment
 Other

Please specify: _____

This information is confidential for learning modification methods to provide the best support possible to suit your individual needs. Learning modification method confirmed at enrolment.

PART THREE: EDUCATION, EMPLOYMENT AND UNIQUE STUDENT IDENTIFIER (USI)

Education

What is the highest completed school level or equivalent? Complete the Year level:

Year _____ Year 8 or below Never attended school

Are you currently enrolled in secondary or senior secondary education? Yes No



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Previous qualifications achieved <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at what level? <input type="checkbox"/> Other certificates not listed here	Certificate level: <input type="checkbox"/> I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> IV <input type="checkbox"/> Diploma/associate Diploma <input type="checkbox"/> Advanced Diploma/associate degree <input type="checkbox"/> Bachelor degree or higher degree
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Titles:

Employment Status

For casual, seasonal, contract and shift work, use current number of hours worked *per week* to determine whether full time (35 hours +) or part-time employed (less than 35 hours).

Full time Part time Self-employed (not employing others) or employing others
 Employed – unpaid worker in a family business
 Not employed seeking: full-time or part-time work Not seeking employment
 Other

Employment Details

Occupation	Address
Employer Name	Phone No.

Employment Status:

Unique Student Identifier (USI) Number

From 01/01/2015, Regal Security and Industry Training can be prevented from issuing you a nationally recognised VET qualification or statement of attainment if you do not have a Unique Student Identifier (USI) as this is required in the data submitted to the National Centre for Vocational Education Research (NCVER).

If you wish to specify your gender as 'other' please contact the USI office for assistance.

To register your USI number online: <https://www.usi.gov.au/students/create-your-usi>

USI application by Regal Security and Industry Training on your behalf:

You must authorise us to do so declaring that you have read the privacy information provided from: <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

I _____ authorise Regal Security and Industry Training to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf.

I have read and I consent to the collection, use and disclosure of my personal information – Town/City of Birth and enrolment eligibility – a (1) support document identified with '*'.

Signature _____ **RSIT Admin: I.D verified** _____

Unique Student Identifier (USI) No.

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Study purpose - 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"/> Other |
| <input type="checkbox"/> Personal interest or self-development | | |

PART FOUR: PROGRAM APPLICATION

Program Pathway:

- Blended Program
 Recognition of Prior Learning – RPL
 I confirm my initial enquiry - competency conversation on _____ with my Assessor affirmed my ability and suitability to complete the following program in a RPL Program pathway:

Confirm your Course enrolment with 'X', and update the Course Title:

- CPP30411** Certificate III in Security Operations
(Funded component in the CII / CIII Security Operations Program)
- CPP30607** CIII in Investigative Services

PROGRAM TITLE

Do you wish to apply for RPL (Recognition of Prior Learning) Credit Transfer? Yes No

* If yes, a Regal Security and Industry Training staff member will contact you to arrange an appointment to discuss your training plan

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 FIVE: 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 SIX: 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. Completion of the Program LLN is required in the Program/Course enrolment process and included in the Portfolio Kit with specific learning delivery/assessment method modifications confirmed and noted by your trainer in your Portfolio Kit to meet specific needs. It is not a pass/fail test. Please email info@regalsecuritytraining.com.au for query prompt response.



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PART SEVEN: ELIGIBILITY – IDENTIFICATION AND CITIZENSHIP SUPPORT DOCUMENTS

QLD AND GOLD COAST J.P LOCATIONS

Provide ALL support documents verified by a J.P or the Regal Security and Industry Training, Justice of the Peace representative with completed Enrolment Form.

Note: The same support document may be identified in each section to meet QLD funding subsidy eligibility record-keeping.

1. Proof of Identification and Citizenship. Unique Student Identifier I.D application by RSIT

Photo Identification – select 2

- Australian Drivers Licence *;
- 18+ Card; **or**
- Credit Card with photo

Citizenship Status

- Australian Passport *, or
- Australian Birth Certificate *.
- Non-Australian Passport (with Australian Visa) *, or
- Immicard *
- Medicare Card *
- Certificate of Registration by Descent

N.B QLD Security licence applicants must meet application [conditions](#).

2. QLD Certificate 3 Guarantee Program - ELIGIBILITY

Refer to the Certificate 3 Guarantee Program Handbook on the Regal Security Training website [Forms page](#) to view eligible document types and/or refer to the [Student Fact Sheet](#)

Eligibility Criteria:

be over 15 years of age and no longer at school, with exception of VET in School (VETiS) students.

permanently reside in Queensland; and

- is an Australian; or
- New Zealand citizen; or
- Australian permanent resident (including humanitarian entrants); or
- a temporary resident with the necessary visa and work permits on the pathway to permanent residency

Enrolment applicants must not have or be enrolled in a Certificate III level or higher qualification, not including qualifications completed at School and foundations skills training.

Please Note:

QLD security/investigation licence application eligibility 18 years and over.

Qualification attainment of AQF CII/CIII security program core skills, industry knowledge and aptitude competency may confirm industry sector core personal attributes – communication, inter-personal, time management, team work and LLN skills.

Include in resume qualification section for employment applications, as is relevant in a wide range of industry sector H.R on-boarding process.



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2. QLD Certificate 3 Guarantee Program Eligibility – QUEENSLAND RESIDENCY

- Enrolment applicant - Photo Identification** **Enrolment applicant - Evidence of Citizenship**
- QLD Drivers Licence, or
 18+ Card, or Credit Card with photo Birth Certificate; Passport
- Enrolment applicant - Evidence of QLD Residency**
Provide any 2 of the following documents
- Australian Electoral Commission - electoral enrolment letter; electoral enrolment card
- Contract of property purchase, lease/rental document, mortgage/land ownership certificate
- Electricity, gas or telephone account;
- Queensland local government rates notice
- Queensland vehicle registration certificate;
- Bank statement issued within the last 6 months
- Official letter from Centrelink or the Department of Human Services
- Australia Taxation Office assessment / Tax file number confirmation notice

3. QLD Certificate 3 Guarantee Program Eligibility – Concession or Non-Concession Fee

- Enrolment applicant holds a Health Care or Pensioner Concession Card issued under Commonwealth law, **or**
- is the partner or a dependant of a person who holds a Health Care or Pensioner Concession Card and is named on the card, **or**
- Enrolment applicant is an Aboriginal or Torres Strait Islander, **or**
- Enrolment applicant is a school student and is enrolled in a VETiS program (may include young people in detention), **or**
- Enrolment applicant has a disability

Enrolment Application Assessment

- Certificate 3 Guarantee Program Enrolment Applications are subject to approval by Regal Security and Industry Training, whereby submitting a completed application does not guarantee approval of contribution fee funding due to not meeting eligibility criteria.
- Program participant co-contribution fees must be paid to Regal Security and Industry Training prior to applications being considered
- An invoice for your applicable co-contribution fee (concessional or non-concessional) will be emailed, payable by Direct Deposit, or Credit Card, EFTPOS or in person at the Regal Security and Industry Training Head Office and training venue at 1/42 Nerang Street, Southport, Gold Coast.
- Program payment can be made by the Program applicant, or if applicable, Jobactive Employment Provider or Employer.
Applicants who are registered Job Seekers should consult their Jobactive Employment Provider prior to submitting an application.



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Your Job Active Employment Provider may be able to provide additional support services and/or pay the program co-contribution fees for eligible applicants.
Confirmation of program enrolment will be provided by email after application approval.
[Further information](#) for your eligibility and participation in a QLD Certificate 3 Guarantee program

Co-Contribution Non-Concessional Fee eligibility

Full completion of Section, Five, Six, Seven criteria, including all documentation to determine Program eligibility and Co-Contribution fee type.

Program Co-Contribution Fees	Fee per Unit of Competency	Total Concessional Fee	Total Non-Concessional Fee
CPP30411 CIII in Security Operations	14 Units @ \$ 3.60 each	\$15	\$50
CPP30604 CIII in Investigative Services	15 Units @ \$ 3.30 each	\$15	\$50

PART EIGHT: 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 and Course fees are payable after completion of the program/course portfolio kit to ascertain prior/current industry knowledge and skills transfer-ability during participation and completion and apply learning modifications methods, as required.

Program Refund Policy

In most circumstances, no refund is available for requests received after the program 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.

All such requests must be lodged no less than five working days of course commencement.

Program Cancellations and Transfers

Should Regal Security & Industry Training be unable to provide the enrolled program a full refund of applicable co-contribution fee will be actioned. No transfers will be allowed once a course has commenced.

However, requests for transfer will be considered on a case by case basis for Certificate 3 Guarantee Program enrolments, as long as neither course has commenced and request is submitted on the Course Withdrawal Form and a new Enrolment Form be completed.



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Program participants need to be aware that requests for transfer will not automatically be granted, with co-contribution fee paid transferred to new program enrolment with program fee balance to be paid in full when lodging new Enrolment Form.

Industry Licence and OLGR Liquor RSA certification Fees:

Participants are required to submit and pay for their own QLD security and/or investigation licence applications as these costs are not included in the student contribution fee or funded subsidy.

The Certificate 3 Guarantee CIII in Security Operations Program Package includes participation and completion of the SITHFAB002 Responsible Service of Alcohol Course being a mandatory QLD OLGR Liquor Crowd Control security function requirement.

No fee cost is included in the Certificate 3 Guarantee contribution fee or funded subsidy.
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 provider delivering training and assessment on their behalf, closes or ceases to deliver any part of the qualification in which a student has enrol, Regal Security & Industry Training will assist in locating another provider to complete the learning or refund the portion of fees for which training and assessment has not been provided.

PART NINE – PRIVACY, ENROLMENT AND HANDBOOK DECLARATIONS

1. QLD Certificate 3 Guarantee Program

The personal information you provide is collected by **Regal Security & Industry Training** for the purpose of assessing your eligibility for participation in a QLD Certificate 3 Guarantee Program

Confirmation of Understanding:

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 provided in the QLD Certificate 3 Guarantee Program 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 not completed a Certificate III or higher qualification (excluding qualifications completed at school);

I understand that I am entitled to one Certificate 3 qualification under this program;

I understand that I must advise my Jobactive Employment Provider and/or Employer (if applicable) of my participation and attendance in training.



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- I agree to the terms and conditions set by Regal Security & Industry Training and the Queensland Government for participation in the QLD Certificate 3 Guarantee program including but not limited to the Privacy Statement;
- I have been informed of the requirements for undertaking this qualification by Regal Security & Industry Training (RSIT) staff and have accessed and read from the RSIT website the Certificate 3 Guarantee Learner Handbook
- I understand that I must provide a post-program survey feedback to Regal Security & Industry Training within three months of completing my qualification.
- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE DATE

2. Privacy Notice

Under the *Data Provision Requirements 2012*, Regal Security and Industry Training RTO 32331 is required to collect personal information about you and to disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

Your personal information (including the personal information contained on this enrolment form and your training activity data) may be used or disclosed by Regal Security and Industry Training for statistical, regulatory and research purposes.

Regal Security and Industry Training may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing statements of attainment or qualification, and populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including programme administration, regulation, monitoring and evaluation.



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You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted. NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988* (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER’s website at www.ncver.edu.au).

- I declare that the information I have provided to the best of my knowledge is true and correct.
- I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.

STUDENT SIGNATURE DATE

3. Certificate 3 Guarantee Handbook Declaration

- I acknowledge that I have read and fully understand the contents of the Regal Security & Industry Training Certificate 3 Guarantee 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/premises as outlined in the Certificate 3 Guarantee Program Handbook.
- I have received or accessed from the Regal Security and Industry Training website the Certificate 3 Guarantee Program Handbook.
- I am aware that hardcopies of the Certificate 3 Guarantee Program Handbook are also available from the Program Trainer.

STUDENT SIGNATURE DATE

V1.3: Meets NCVER VET data policy Part B Clause 7.2 standards effective from 01/01/2018