

# 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](mailto: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.
  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 3<sup>rd</sup> party arrangement provider.
- Please write clearly as any errors due to misinterpretation of your writing may attract an Administration Fee of \$50.00 for reissue.

### RSIT Admin. Use Only

Security Program Package or P.I Program	Cert #	Fee Funding Eligibility	
CII CPP20212 SoA Program *		Concessional	Non-Concessional
Provide First Aid & CPR Course *		<i>Fee funding applicable for CPP30411 or CPP30607 Program only. Fee Free</i> * Security licence requirement courses ** QLD OLGR licenced venue security crowd control	
RSA Course **			
CIII CPP30411 Program			
CIII CPP30607 Program			

I.D. \_\_\_\_\_ Invoice # \_\_\_\_\_ Fee \$ \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

### PART ONE: PERSONAL, CONTACT AND RESIDENTIAL DETAILS

Title	First	Middle	Surname
* Please write name that you used for your Unique Student Identifier (USI), including any middle names			
Date of Birth	Male	Female	Other
Home Phone	Mobile		
Work Phone	Emergency Contact No.		
Email	2 <sup>nd</sup> Email option		
Address	Residential and postcode		
	Postal (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	2 <sup>nd</sup> language/s spoken?

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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
<b>What is your citizenship status?</b> <input type="checkbox"/> Australian Citizen <input type="checkbox"/> New Zealand Citizen <input type="checkbox"/> Australian Permanent Resident <input type="checkbox"/> Other – Please detail:	
<b>International Student Visa Types</b>  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 <a href="#">website</a> . 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.	
<b>Disability / Special Needs</b> 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"/> Vision <input type="checkbox"/> Physical <input type="checkbox"/> Learning <input type="checkbox"/> Intellectual <input type="checkbox"/> Medical condition <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Mental Illness  <input type="checkbox"/> Other: Please specify _____	
<i>Information is kept confidential with learning modification methods provided to support your individual needs. If any responses are 'yes' a RSIT representative will contact you.</i>	
<b>PART THREE: EDUCATION, EMPLOYMENT AND UNIQUE STUDENT IDENTIFIER (USI)</b>	
<b>Education</b> Highest completed school level: <input type="checkbox"/> Never attended school <input type="checkbox"/> Year 8 or below <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 10 <input type="checkbox"/> Year 11 <input type="checkbox"/> Year 12  In what year did you complete the above school level?  Currently enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes – provide School/Institute name:	
Prior qualifications achieved? <input type="checkbox"/> Yes <input type="checkbox"/> No      If yes, at what level? Certificate level: _____  I <input type="checkbox"/> II <input type="checkbox"/> III <input type="checkbox"/> Title and Code:	
CIII or higher programs attained must be verified for program eligibility purposes (Section Nine).  <input type="checkbox"/> Attained other certificates? Provide qualification code and title/s:	



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### 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  an Employer  
 Employed – unpaid worker in a family business  
 Not employed seeking:  full-time or  part-time work  Not seeking employment  
 Other

### Employment Details

Employer Name

Occupation

Phone No.

Address

### 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 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 - Select one box that best describes your main reason for this program?

- To get a job  To develop my existing business  To start my own business  
 Different Career  To get better job or promotion  Requirement for my job  
 Extra skills for my job  Get into another course of study  Other  
 Personal interest or self-development

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## PART FOUR: PROGRAM APPLICATION

### Program Pathway:

Blended Program **or**  
 \* Recognition of Prior Learning – RPL.  I confirm my initial enquiry (competency conversation) on \_\_\_\_\_ with my Assessor affirmed my suitability to complete the following program via a RPL Program pathway.

Select program and relevant courses applicable to your learning pathway:

CII CIII Security Program Package		Private Investigator Program	
<input type="checkbox"/>	* CII CPP20212 in Security Operations SoA	<input type="checkbox"/>	CIII CPP30607 in Investigative Services
<input type="checkbox"/>	Provide First Aid and CPR Course		
<input type="checkbox"/>	Provide Responsible Service of Alcohol		
<input type="checkbox"/>	* CIII CPP30411 CIII in Security Operations		

RPL (Recognition of Prior Learning) Credit Transfer of current qualification?  Yes  No  
If yes, a Regal Security and Industry Training representative 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 3<sup>rd</sup> Party Arrangement Provider is responsible for the delivery and assessment of my program.

Enrolment by:  Candidate  Candidates' Jobactive Provider  Candidates' Employer

Fee payment by:  Candidate  Candidates' Jobactive Provider  Candidates' Employer

## PART FIVE: ONLINE PROGRAM REQUIREMENTS CHECKLIST

FOR COMPLETION OF ASSESSMENT REQUIREMENTS

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

## 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 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 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](mailto:info@regalsecuritytraining.com.au) for prompt response.

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## PART SEVEN: PROGRAM ELIGIBILITY

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:** When relevant, the same support document may be identified in Part Seven, Sections 1 – 4 to meet program eligibility and applicable QLD funding subsidy entitlement.

### 1. Unique Student Identifier I.D application by RSIT

(Per Part Three)

#### Photo Identification – provide 2 types

- 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

## QLD Certificate 3 Guarantee Program

The Queensland Government allocates funding for eligible QLD residents to undertake workforce entry-level Certificate III qualifications under the Certificate 3 Guarantee Program.

**Regal Security & Industry Training RTO 32331** is approved since 2016 by the QLD Department of Education and Training (DET) to verify Certificate 3 Guarantee program eligibility, training and assessment for QLD security industry - Licence application training requirements for: CPP30411 CIII in Security Operations or CPP30607 CIII in Investigative Services.

### 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 co-contribution fees must be paid prior to applications being considered
- An invoice for your applicable co-contribution fee (concessional or non-concessional) will be emailed; payable by Direct Deposit, Credit Card, EFTPOS or 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.  
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:](#) Eligibility and participation in a QLD Certificate 3 Guarantee program.

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## ELIGIBILITY – IDENTIFICATION, CITIZENSHIP, RESIDENCY, SUPPORT DOCUMENTS

### 2. QLD Certificate 3 Guarantee Program

### ELIGIBILITY

#### Proof of Identification and Citizenship

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.

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

QLD Private Investigator licence applications must meet application [conditions](#).

### 3. QLD Certificate 3 Guarantee Program

### IDENTIFICATION, CITIZENSHIP, RESIDENCY

#### Photo Identification

QLD Drivers Licence, or

18+ Card, or

Credit Card with photo

#### Evidence of Citizenship

Birth Certificate, or

Passport

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## 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; 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

## 4. QLD Certificate 3 Guarantee Program

## CONCESSIONAL FEE RATE ELIGIBILITY

- 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

### Co-Contribution Non-Concessional Fee eligibility

Full completion of Section Seven criteria, including all support documents 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	<b>\$15</b>	<b>\$50</b>
CPP30604 CIII in Investigative Services	15 Units @ \$ 3.30 each	<b>\$15</b>	<b>\$50</b>

<b>RSIT Admin use only</b>	<input type="checkbox"/> Concessional Fee	<input type="checkbox"/> Non-Concessional Fee
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## 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.

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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**

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

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

However, Regal Security & Industry Training will consider a request 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.

Such requests requires completion and submission of the Regal Security & Industry Training Program Withdrawal Form.

### **Program Cancellations**

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

If unsuccessful, Regal Security & Industry Training will ensure that a full refund of applicable co-contribution fee will be actioned.

### **Program Transfers**

No transfers will be allowed once a program has commenced; however such a request will be considered on a case by case basis by the Regal Security & Industry Training CEO, or their appointed representative when neither program has commenced and request is lodged no less than five working days of program commencement.

A request for program transfer is not deemed as automatically granted.

Program co-contribution fee paid is transferred to new course/program enrolment with fee balance to be paid in full or receipt of Certegy fee-plan, when lodging new Enrolment Form. Such requests requires completion and submission of the Regal Security & Industry Training Program Withdrawal Form and if approved, a new Enrolment Form be completed for the requested transfer course/program.

### **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.





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## 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 3<sup>rd</sup> 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 – DECLARATIONS

SECTION 1 - 4

### 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.

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 Regal Security & Industry Training Certificate 3 Guarantee Learner Handbook on the website.

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 below.

STUDENT SIGNATURE ..... DATE .....



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## 2. Privacy Notice

Under the *Data Provision Requirements 2012*, Regal Security & 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 & Industry Training for statistical, regulatory and research purposes.

Regal Security & 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 program administration, regulation, monitoring and evaluation.

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](http://www.ncver.edu.au)).

### Student Privacy Consent Declaration

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.

**CANDIDATE SIGNATURE** ..... **DATE** .....



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### 3. Enrolment 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 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 program 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; Commonwealth Agencies and Research Organisations and I consent to that occurring.

**CANDIDATE SIGNATURE** ..... **DATE** .....

### 4. 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.

**CANDIDATE SIGNATURE** ..... **DATE** .....

*Meets NCVER VET data policy Part B Clause 7.2 standards effective from 01/01/2018*