



COURSE 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.

- | | | |
|---|---|---|
| <input type="checkbox"/> Crowd Control / | <input type="checkbox"/> Bodyguard Refresher Course | <input type="checkbox"/> Provide First Aid and CPR Course |
| <input type="checkbox"/> Bodyguard Licence Course | | <input type="checkbox"/> Provide CPR Course |
| <input type="checkbox"/> Monitoring Licence Course | | <input type="checkbox"/> Provider CPR Refresher Course |
| <input type="checkbox"/> Cash-In-Transit Licence Course | | <input type="checkbox"/> Responsible Service of Alcohol - RSA |
| | | <input type="checkbox"/> Armed Robbery Awareness Course |

Cert No. # _____ I.D. _____ Invoice # _____ Fee \$ _____ Date _____

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 _____

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? _____



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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
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"/> Other – Please detail:		
International Student Visa Types		
<p>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.</p> <p>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.</p>		
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"/> Vision	<input type="checkbox"/> Mental Illness
<input type="checkbox"/> Physical	<input type="checkbox"/> Learning	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Intellectual	<input type="checkbox"/> Acquired Brain Impairment	
<input type="checkbox"/> Other	Please specify: _____	
<p>This information is confidential for learning modification methods to provide the best support possible to suit your individual needs.</p> <p>If any responses are 'yes' an RSIT representative will contact you.</p>		
PART THREE: EDUCATION, EMPLOYMENT AND UNIQUE STUDENT IDENTIFIER (USI)		
Education		
What is the highest completed school level or equivalent? Complete the Year level:		
<input type="checkbox"/> Year _____	<input type="checkbox"/> Year 8 or below	<input type="checkbox"/> Never attended school
Are you currently enrolled in secondary or senior secondary education? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Previous qualifications achieved <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at what level? <input type="checkbox"/> Other certificates not listed	<input type="checkbox"/> 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	
Titles:		
Employment Status		
For casual, seasonal, contract and shift work, use current number of hours worked <i>per week</i> to determine whether full time (35 hours +) or part-time employed (less than 35 hours).		
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (not employing others) or <input type="checkbox"/> employing others <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Not employed seeking: <input type="checkbox"/> full-time or <input type="checkbox"/> part-time work <input type="checkbox"/> Not seeking employment <input type="checkbox"/> Other		



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Employment Details											
Occupation	Address										
Employer Name	Phone No.										
Employment Status:											
<p>Unique Student Identifier (USI) Number</p> <p>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).</p> <p>If you wish to specify your gender as 'other' please contact the USI office for assistance.</p> <p>To register your USI number online: https://www.usi.gov.au/students/create-your-usi</p> <p>USI application by Regal Security and Industry Training on your behalf:</p> <p>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</p> <div style="border: 1px solid black; padding: 10px; margin-top: 10px;"> <p>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.</p> <p><input type="checkbox"/> 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 '*'.</p> </div> <p style="margin-top: 10px;">Signature _____ RSIT Admin: I.D verified _____</p> <p>Unique Student Identifier (USI) No.</p> <table border="1" style="width: 100%; height: 30px; border-collapse: collapse;"> <tr> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> <td style="width: 12.5%;"></td> </tr> </table> <p>Study purpose - What is your reason for study? Tick one box that best describes your main reason for this course?</p> <p> <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 </p>											
PART FOUR: COURSE APPLICATION											
Confirm your Course enrolment with 'X', and update the Course Title:											
<input type="checkbox"/> CROWD CONTROL Licence Course	<input type="checkbox"/> PROVIDE FIRST AID and CPR Course										
<input type="checkbox"/> CROWD CONTROL / Bodyguard Refresher Course	<input type="checkbox"/> PROVIDE CPR Course										
<input type="checkbox"/> BODYGUARD Licence Course	<input type="checkbox"/> PROVIDE CPR Refresher Course										
<input type="checkbox"/> MONITORING Licence Course	<input type="checkbox"/> Responsible Service of Alcohol - RSA										
<input type="checkbox"/> CASH-In-TRANSIT Licence Course	<input type="checkbox"/> ARMED ROBBERY AWARENESS										



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COURSE 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 course.

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 course.

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: COURSE ENROLMENT PRE-REQUISITE

LEARNING, LITERACY & NUMERACY (LLN) SELF-ASSESSMENT CHECKLIST

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

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

Completion of the Course LLN is required in the 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.

PART SEVEN: ELIGIBILITY – IDENTIFICATION AND CITIZENSHIP SUPPORT DOCUMENTS

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

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](#).



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PART EIGHT: FEES, REFUNDS, COURSE CHANGES, CANCELLATIONS, TRANSFERS

Course Fees

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

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

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

Course 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 course.

The balance of the course 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 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.

Course 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.



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Course Transfers

No transfers will be allowed once a course has commenced, however such a request will be considered on a case by case basis, when neither course has commenced with request for transfer not deemed as automatically granted.

Request is submitted on the Course Withdrawal Form and if approved, a new Enrolment Form be completed.

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 courses 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. 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 [insert RTO name] 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



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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 course 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).

1.1 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.

STUDENT SIGNATURE DATE

2. 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 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; Commonwealth Agencies and Research Organisations and I consent to that occurring.

STUDENT SIGNATURE DATE

2.1. Handbook Declaration

- 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 course participant of Regal Security & Industry Training and that I will be undertaking an induction at my first day of course attendance or provided by my trainer at the Regal Security & Industry Training venue as outlined in the Program Handbook.
- I have received or accessed from the Regal Security and Industry Training website the Program Handbook and aware that hardcopies of the Handbook is 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