



# FIREARMS SAFETY COURSE - ENROLMENT FORM

RTO National Provider 32331  
 ABN 46 176 677 836  
 Address; 1/42 Nerang Street, Southport Qld 4215  
[info@regalsecuritytraining.com.au](mailto: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 Part 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.

Office Use Only:

10618NAT Course in Weapons Safety Cert No. # \_\_\_\_\_ Security Firearms Safety Course Cert No. # \_\_\_\_\_  
 Re-Qualification Cert No. # \_\_\_\_\_ Re-Qualification Cert # \_\_\_\_\_  
 I.D \_\_\_\_\_ QLD Residency \_\_\_\_\_ Invoice # \_\_\_\_\_ Fee \$ \_\_\_\_\_

### PART ONE: APPLICANT DETAILS

Title	First Name	Middle Name	Last Name

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

<b>Date of Birth</b>  / /	<b>Town of Birth:</b>  	<input type="checkbox"/> <b>Male</b>
	<b>Country of Birth:</b>  	<input type="checkbox"/> <b>Female</b>

**Unique Student Identifier (USI) Number.** From 1 January 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](http://www.usi.gov.au) or do you give Regal Security and Industry Training permission to obtain a USI for you?  **Yes**

**Signature** \_\_\_\_\_ **RSIT Admin: I.D verified** \_\_\_\_\_

#### Unique Student Identifier (USI) No.

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

### CONTACT DETAILS RSIT Admin: QLD residency verified \_\_\_\_\_

<input type="checkbox"/> <b>Home Address</b>	<b>Suburb</b>	<b>Post Code</b>
<input type="checkbox"/> <b>Postal Address</b>	<b>Suburb</b>	<b>Post Code</b>
<input type="checkbox"/> <b>Main Contact Number</b>	<input type="checkbox"/> <b>Alternate Contact Number</b>	
<input type="checkbox"/> <b>Main Email</b>	<input type="checkbox"/> <b>Alternate Email</b>	

**EMPLOYMENT DETAILS****Occupation****Address****Employer Name****Phone No.****Employment Status:**

- Full time    Part time    Self-employed    casual    Employer    Unpaid worker - family business  
 Unemployed – seeking full-time work    Seeking part-time work    Not seeking employment  
 Other

**EDUCATION DETAILS**

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

- 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    Personal interest or self-development    Other:

**Are you still attending secondary school?**

- Yes    No

**In what year did you complete High School?****Highest level completed at school?****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):

This Course does not meet RPL (Recognition of Prior Learning) Credit Transfer option.

A Regal Security and Industry Training staff member can provide further information, if required

**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

**PART TWO: PROGRAM APPLICATION**

- 10618NAT Course in Weapons Safety    Security Firearms Safety Course    Re-Qualification

**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 3<sup>rd</sup> Party Arrangement Provider is responsible for the delivery and assessment of my program.

Program enrolment by:  **Program Participant**    Participants' **Jobactive Provider**    Participants' **Employer**

Program fee payment by:  **Program 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 LLN, disability or special needs 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 with specific program 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.

For more information if required, please email [info@regalsecuritytraining.com.au](mailto:info@regalsecuritytraining.com.au) for a prompt response.

## PART FIVE: PROGRAM ELIGIBILITY

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 for Program enrolment – identity, citizenship and QLD residency eligibility, or alternatively provide copy of original documents verified by a Justice of the Peace of your choice.

*Refer to Regal Security Training website [Forms page](#) to view eligible document types*

### Enrolment applicant – Date of Birth, Photo Identification and Citizenship

- Drivers Licence; or
- 18+ Card; or
- Credit Card with photo
- Birth Certificate; or
- Passport

**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](#)

## PART SIX: FEES AND 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.

### **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 as 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.

**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 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 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/premises as outlined in 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: .....

## 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.

1. **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.
2. **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.
3. **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.
4. **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:** \_\_\_/\_\_\_/\_\_\_