



QLD CERTIFICATE 3 GUARANTEE PROGRAM 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

- Respond to all sections in Part One to Part Seven.
Use Block letters if completing manually.
- Provide Part 5 support documents for RSIT J.P verification
- Sign and date with your RSIT representative.

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.

Office Use Only: Verification

- I.D** _____
 QLD Residency _____

Invoice # _____
Amount \$ _____

- Concessional
 Non-Concessional
 CIII in Security Operations
 > Security Program Package
 CIII in Investigative Services

Cert No. # _____

PART ONE: APPLICANT DETAILS

Title	First Name	Middle Name	Last Name
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Please write clearly as any error made 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 <input type="checkbox"/> Female
Are you an Australian Citizen? <input type="checkbox"/> Yes <input type="checkbox"/> No	In which city/town where you born?	

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 _____

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 _____

Unique Student Identifier (USI) No.

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CONTACT DETAILS		<i>Tick preferred method of contact</i>
<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	
EMPLOYMENT DETAILS		
Occupation	Address	
Employer Name	Phone No.	
Employment Status: <input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed <input type="checkbox"/> Casual <input type="checkbox"/> Employer <input type="checkbox"/> Unpaid worker - family business <input type="checkbox"/> Unemployed – seeking full-time work <input type="checkbox"/> Seeking part-time work <input type="checkbox"/> Not seeking employment <input type="checkbox"/> Other		
EDUCATION DETAILS		
What is your reason for study? Tick one box only which 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"/> Job requirement <input type="checkbox"/> Extra job skills <input type="checkbox"/> Another course of study <input type="checkbox"/> Personal interest/self-development <input type="checkbox"/> Other		
Are you still attending secondary school? <input type="checkbox"/> Yes <input type="checkbox"/> No	In what year did you complete High School?	Highest level completed at school?
Have you completed tertiary studies? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, at what level?	<input type="checkbox"/> Cert I <input type="checkbox"/> Cert II <input type="checkbox"/> Cert III or Trade Certificate <input type="checkbox"/> Cert IV <input type="checkbox"/> Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Associate Diploma <input type="checkbox"/> Bachelor	
Provide Qualification Code and Title(s):		
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"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical Condition <input type="checkbox"/> 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.		



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OTHER DETAILS			
How well do you speak English?	<input type="checkbox"/> Very Well	<input type="checkbox"/> Well	<input type="checkbox"/> Not Well <input type="checkbox"/> Not at All
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	Main language spoken at home	

PART TWO: PROGRAM APPLICATION

Program Pathway:

Blended Program

Security Program Package. *Completion of additional program/course enrolment forms.*

Recognition of Prior Learning – RPL. *Completion of First Aid and RSA Course as not RPL applicable*

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:

CPP30411 Certificate III in Security Operations

CPP30607 CIII in Investigative Services

Enrolment by:

Program Participant Participants' **Jobactive Provider** Participants' **Employer**

Fee payment by:

Program Participant Participants' **Jobactive Provider** Participants' **Employer**

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

PART THREE: ONLINE COURSE REQUIREMENTS CHECKLIST

I have/or have access to a computer with: internet MS Word PDF Reader + 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 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 with specific program delivery/assessment method modifications, if required noted in your Portfolio Kit to meet specific needs. It is not a pass/fail test.

For queries, please email info@regalsecuritytraining.com.au for a prompt response.



PART FIVE: PROGRAM ELIGIBILITY DOCUMENTATION QLD AND GOLD COAST J.P LOCATIONS

Refer to the Certificate 3 Guarantee Program Handbook on the Regal Security Training website [Forms page](#) to view eligible document types. For more information please read 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 onboarding process.

PART SIX: ELIGIBILITY 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 of: Identity, QLD residency and applicable fee type, or copy of original documents verified by a Justice of the Peace of your choice.

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



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Enrolment applicant - Evidence of Co-Contribution Fee - Concession eligibility (if applicable)

- 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

PART SEVEN: PROGRAM ELIGIBILITY & PRIVACY STATEMENT

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 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 your 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 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.

Regal Security & Industry Training may also collect and disclose your personal information to the Queensland Government Department of Education, Training and Employment (DETE) and other Australian Government agencies for the purposes of:

- confirming your eligibility for participation in this program;
- informing DETE that you have enrolled in an approved qualification;
- informing DETE of your completion, non-completion or withdrawal from an approved qualification;
- reporting to DETE's Ministers and other Members of Parliament on the Certificate 3 Guarantee Program; monitoring the service given by Regal Security & Industry Training to you and your satisfaction with the Certificate 3 Guarantee Program;
- DETE generally administering of the Certificate 3 Guarantee Program.

Regal Security & Industry Training and DETE may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.



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

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. 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 Fees

A contribution to the cost of training and assessment services — called a co-contribution fee — must be made by program enrolment applicants undertaking a Certificate III level vocational qualification and non-concessional program enrolment applicants undertaking Certificate I and/or II level vocational qualifications.

The Queensland Government subsidises the cost of undertaking an approved Qualification, given the benefit of achieving a Certificate III qualification for employment and career advancement opportunities.

- Amount of subsidy provided will depend on the demand for skilled workers in the area of study.
- Co-contribution fees vary depending on the course location and delivery method.
- Availability of contribution fee funding is subject to change without notice at the discretion of the Queensland Government.
- This is a non-refundable fee payable on program enrolment to confirm eligibility of subsidised program participation.

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



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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.

Enrolment 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.

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 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.



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PART NINE - 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 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 understand that information contained in these forms may be provided to Queensland Government Department of Education, Training and Employment (DETE) and other Australian Government Agencies and Research Organisations and I consent to that occurring.

Student Enrolment

Name..... Signed:Date:

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 Enrolment

Name..... Signed:Date: