

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

- Respond to all sections in Part 1 to 9.
 - Provide Part 7 enrolment eligibility documentation verified by a J.P or for RSIT J.P verification
 - Sign and date with your RSIT representative or RSIT RTO 3rd 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

	Cert #		Cert #
* CII CPP20212 SoA		CII CPP20212	
* Provide First Aid & CPR		CIII Crowd Control Function	
* RSA			
* CIII CPP30411		CIII CPP30607	

** CII/CIII in Security Operations Program Package or CPP30411 Program only*

I.D. _____ Invoice # _____ Fee \$ _____ Date ___/___/___

PART ONE: PERSONAL, CONTACT AND RESIDENTIAL DETAILS

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

Date of Birth	Male	Female	Other
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Home Phone	Mobile
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Work Phone	Emergency Contact No.
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Email _____

2nd 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?
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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 ___ Physical ___ Learning ___ Intellectual ___ Medical condition ___ Acquired Brain Impairment ___ Mental Illness ___ 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>	
PART THREE: EDUCATION, EMPLOYMENT AND UNIQUE STUDENT IDENTIFIER (USI)	
Education Highest completed school level: ___ Never attended school ___ Year 8 or below ___ Year 9 or equivalent ___ Year 10 ___ Year 11 ___ Year 12 In what year did you complete the above school level? _____ Currently enrolled in secondary or senior secondary education? ___ Yes ___ No If yes – provide School/Institute name: _____	
Prior qualifications achieved? ___ Yes ___ No If yes, at what level? Certificate level: ___ I ___ II ___ III ___ IV ___ Diploma/associate Diploma ___ Advanced Diploma/associate degree ___ Bachelor degree or higher degree	
___ Attained other certificates? Provide qualification code and title/s: _____	
Employment Status For casual, seasonal, contract and shift work, use current number of hours worked <u>per week</u> 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	



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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 a nationally recognised VET qualification or statement of attainment if a student's Unique Student Identifier (USI) is not submitted to the National Centre for Vocational Education Research (NCVER). To do this, the options are:

1. Complete your Unique Student Identifier (USI) No.

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Forgot your USI No? Provide email address, mobile number or personal info provided on initial USI application: <https://www.usi.gov.au/faqs/i-have-forgotten-my-usi>

1. Register your USI number: <https://www.usi.gov.au/students/create-your-usi>
 If you wish to specify your gender as 'other' please contact the USI office for assistance.

2. Registration of 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>

*For USI application purposes, Proof of Identification and citizenship status will be verified with evidence of program eligibility * documents in Part Seven: Program Eligibility section.*

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 and have read and consent to the collection, use and disclosure of my personal information – Town/City of Birth and enrolment eligibility.

Signature _____

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 Personal interest or self-development
 Other: _____

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 CPP20212 SoA *		CII CPP20212
	Provide First Aid & CPR *		CPP30411 Crowd Control Function
	RSA *		
	CIII CPP30411 *		CIII CPP30607

* CII/CIII in Security Operations Program Package OR CPP30411 Program

Do you wish to apply for RPL (Recognition of Prior Learning) Credit Transfer? ___ 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 3rd 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

Regal Security & Industry Training supports students with agreed LLN modification methods, if required, identified from Program Portfolio Kit - LLN section completion.
 Modification methods are kept confidential and ensure assessment tools requirements are met.

PART SEVEN: ELIGIBILITY – IDENTIFICATION AND CITIZENSHIP SUPPORT DOCUMENTS

QLD AND GOLD COAST [J.P LOCATIONS](#)

Provide a minimum of 1 type of the following primary and 2 types of secondary personal identification documents verified by a J.P or Regal Security and Industry Training, Justice of the Peace representative with the completed Enrolment Form.

The following identity verification documents are also required in Part 4 – Identify verification check section of the QLD security licence application.

Select minimum of 1 Primary document

- Australian Drivers Licence
- 18+ Card
- Passport *
- Birth certificate / extract
- ImmiCard *

Select minimum of 2 Secondary Documents

- Medicare card *
- ATM Card, credit card, statement
- Australian Citizenship certificate
- Public Service I.D card
- Utilities notices

** current or expired within past 2 years – not cancelled

* New USI number I.D types

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

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

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

Program fees are payable after completion of the program 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 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.

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 program 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 program commencement.

A 20% refund will be made if the written request is received less than 5 working days prior to program 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 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.

Program Cancellations

Should Regal Security & Industry Training be unable to provide a program for any reason, every effort will be made to assist the student in sourcing an alternative program or course. If unsuccessful, Regal Security & Industry Training will ensure that a full refund of enrolment fees is made.

Prior to commencement of program delivery, requests for transfer to another program or course will be considered on a case by case basis. All such requests must be lodged no less than five working days of program commencement.

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, when neither program has commenced with request for transfer not deemed as automatically granted. Request is submitted on the Program 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 Program 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 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. 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.



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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;
- NCVET;
- Organisations conducting student surveys; and
- Researchers

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

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**

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 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**



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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 program participant of Regal Security & Industry Training and that I will be undertaking an induction at my first day of program 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.

CANDIDATE SIGNATURE **DATE**

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