

QLD CERTIFICATE 3 GUARANTEE PROGRAM ENROLMENT FORM

RTO National Provider 32331

ABN 46 176 677 836

1/42 Nerang Street, Southport QLD 4215

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. Complete Part 1 to 9 sections in full
2. Provide enrolment eligibility documentation in Part 7 for verification
3. Sign and date with RSIT or their RTO 3rd party arrangement provider



Please write clearly as any misinterpretation may attract an Administration Fee of \$50.00 for reissue.

RSIT Admin. Use Only

Security Program Package or Private Investigator Program	Cert #	Fee Funding Eligibility	
* CII CPP20212 SoA Program		Concessional	Non-Concessional
* Provide First Aid & CPR Course		<i>Co-contribution fee applicable for CPP30411 or CPP30607 Program only.</i> <i>Fee Free courses to meet:</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 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 nd 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? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Very Well <input type="checkbox"/> Good <input type="checkbox"/> Not Well	2 nd language/s spoken?
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: _____	

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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? No If Yes please indicate:

Hearing/Deaf Vision Physical Learning Intellectual Medical condition Acquired Brain Impairment Mental Illness Other:

Please specify _____

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.

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: _____

Qualifications:

Attained in Australia? Yes No Attained Overseas? Yes No

If yes, at what level? Certificate level: I II III Diploma or higher

Attained other certificates? Yes No

Attach transcript of qualifications attained with Code, Title and year completed

Note: Attained Certificate III & higher qualifications may impact on program eligibility/certification

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

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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 3. QLD Certificate 3 Guarantee Program Eligibility Evidence 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 (self-paced and course) **or**
 Recognition of Prior Learning – RPL
 I confirm my initial enquiry (competency conversation) on ___/___20___ 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"/>	
<input type="checkbox"/>	Provide Responsible Service of Alcohol	<input type="checkbox"/>	
<input type="checkbox"/>	CIII CPP30411 CIII in Security Operations	<input type="checkbox"/>	

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- I wish to apply for Recognition of Prior Learning - Credit Transfer of current qualification
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 FOR COMPLETION OF ASSESSMENT REQUIREMENTS

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

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: QLD CERTIFICATE 3 GUARANTEE PROGRAM ELIGIBILITY ASSESSMENT

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 an approved PQS provider since 2016 by the QLD Department of Employment Education and Training (DET) and 2018-19 by the QLD Department of Employment, Small Business and Training to verify Certificate 3 Guarantee program eligibility, training and assessment for QLD security licence application training requirements for:
CPP30411 CIII in Security Operations or CPP30607 CIII in Investigative Services

Enrolment Application Assessment and Induction Checklist

- Certificate 3 Guarantee Program enrolment applications are subject to approval, whereby submitting a completed application does not guarantee approval of contribution fee funding due to not meeting eligibility criteria.
- Applicants who are registered Job Seekers should consult their Job Active Employment Provider prior to submitting an application who may be able to provide additional support services and/or pay the program co-contribution fees for eligible applicants.
- Completion of the Certificate 3 Guarantee Program Induction Checklist by prospective students before the pre/enrolment process to ensure awareness of program eligibility criteria, expectations and rules.
- Program co-contribution fees must be paid by the candidate, Job Active Employment Provider or Employer after completion of pre-enrolment Portfolio Kit documents and enrolment form parts 1 – 9 with eligibility support documents confirmed.
- 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.
- 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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1. ELIGIBILITY - QLD Certificate 3 Guarantee Program

Program eligibility:

- I have not, or am not currently enrolled in a Certificate III level or higher qualification, excluding qualifications I completed at school and foundations skills training, if applicable.
- I am over 15 years of age and no longer at school; **and**
- I permanently reside in Queensland; **and**
- I am an Australian citizen; **or** New Zealand citizen; **or**
- Australian permanent resident

Funded Program Co-Contribution – Concessional Fee eligibility

- I have a Health Care or Pensioner Concession Card; **or** can provide an official form issued under Commonwealth law to confirm that I, my partner or the person of whom student is a dependant is entitled to concessions under a Health Care or Pensioner Concession Card;
- I am of Aboriginal or Torres Strait Islander descent **or**
- I have a disability

Program Co-Contribution Fees	Unit fee in Qualification	Concessional Fee	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
RSIT Admin use only	___ Concessional Fee	___ Non-Concessional Fee	

Access the Certificate 3 Guarantee 2018-2019 Student Fact Sheet - [here](#)

2. EVIDENCE OF 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.

Each evidence category must be met for program eligibility and applicable QLD funding subsidy entitlement as detailed on the *Regal Security Training website – Certificate 3 Guarantee or Forms page – Handbook, Enrolment Form and available in our training premises.*

Provide minimum of 1 type of evidence for verification for each evidence category.

An evidence type may meet multiple evidence categories:

1. Date of Birth

- Driver licence
- Heavy vehicle or marine licence
- 18+ card
- Passport

2. Queensland Residency * with QLD address

- * Driver licence
- * Heavy vehicle or marine licence
- * Pensioner Concession Card;
- * Health Care Card
- ** Additional residential verification types

3. Citizenship

- Australian or New Zealand Passport
- AUS or NZ birth certificate or extract
- AUS Citizenship certificate
- Medicare card (current green only)
- International Passport
- Visa Entitlement Verification Online ([VEVO](#))

4. Concession eligibility

- Pensioner Concession Card
- Health Care Card

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**** QLD Residency additional types of evidence support documents:**

- Electricity, gas or telephone account issued the last six (6) months
- Queensland Driver Licence receipt
- Bank statement issued within the last six (6) months
- Australian Electoral Commission document (e.g. electoral enrolment letter or card)
- Contract for residential property purchase, or lease / rental or mortgage / land ownership
- QLD local government rates notice or Centrelink or Dept. of Human Services official letter
- Australian Taxation Office assessment / Tax-file number confirmation notice

RSIT Admin use only: Program eligibility documents and concession rate verified ____

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 co-contribution fee is payable after completion of the pre-enrolment Certificate 3 Guarantee Induction Checklist and 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 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 require 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 and 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 require 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.

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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.

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 – DECLARATIONS

SECTION 1 - 4

1. QLD Certificate 3 Guarantee Program

Personal information provided is collected by **Regal Security & Industry Training** for the purpose of ensuring prospective students make an informed choice prior to and during the enrolment process when applying for training under the QLD Certificate 3 Guarantee Program requirements.

I acknowledge that as a **prospective student**

- I have not completed a Certificate III or higher qualification (excluding qualifications completed at school) or Foundation Skills training, if applicable
- I understand that I am entitled to one Certificate 3 qualification under this program and that I will no longer be eligible for a government subsidised training place under the Certificate 3 Guarantee initiative once I have completed a Certificate III level vocational qualification

I have accessed the Regal Security and Industry training website – Certificate 3 Guarantee webpage for approved qualifications under the Certificate 3 Guarantee program:

- Program co-contribution fees (concessional and non-concessional) that represent the total cost to the student to enrol, undertake training and qualification certification
- Department of Employment, Small Business and Training - Certificate 3 Guarantee student fact sheet links
- Forms webpage - Certificate 3 Guarantee Handbook information and enrolment form, detailing the student refund (full or part) policy

I acknowledge that as an **enrolled student**

- I am entering into an agreement with Regal Security & Industry Training Pty Ltd and that each has a role to ensure a positive outcome.
- I understand that I must advise my JobActive Employment Provider and/or Employer (if applicable) of my participation and attendance in training.
- I have been provided the name and contact details of the Regal Security and Industry Training RTO 3rd party provider delivering training or assessment services on behalf of the PQS, Regal Security and Industry Training, if applicable.

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- I have completed the Certificate 3 Guarantee Induction Checklist during the enrolment process confirming my awareness of:
 - Co-contribution fees (concessional and non-concessional) eligibility; breakdown for each unit of competency and how and when fees will be charged
 - program timelines, delivery mode (blended) and delivery location
 - support services available to assist program completion
- 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 consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice below.
- I understand that I must complete and return a post-program survey feedback to Regal Security & Industry Training within three months of discontinuing or completing my qualification.
- I acknowledge that I have read and understood the information detailed above and confirm that the information provided by me is true and correct.

CANDIDATE SIGNATURE **DATE**

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).



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Candidate 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**

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