



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.
 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.
- 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

Security Licence Types	Cert #		Cert #
Bodyguard Function		First Aid & CPR	
Monitoring Function		CPR Refresh	
Cash-In-Transit Function		RSA	
Security Function Refresh		Armed Robbery Awareness	

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

PART ONE: PERSONAL, CONTACT AND RESIDENTIAL DETAILS

Title First Middle Surname

* Please write name that you 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

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?

Is English the main language spoken at home?
 ___ Yes ___ No ___ Very Well ___ Good ___ Not Well

2nd language/s spoken?

Are you of Aboriginal origin? Are you of Torres Strait Islander origin?
 ___ Yes ___ No ___ Yes ___ No



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



Employment Details											
Employer Name	Occupation										
	Phone No.										
Address											
Unique Student Identifier (USI) Number											
<p>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:</p>											
<p>1. Complete your Unique Student Identifier (USI) No.</p>											
<table border="1" style="width: 100%; height: 20px; border-collapse: collapse;"> <tr> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> <td style="width: 10%;"></td> </tr> </table>											
<p>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</p>											
<p>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.</p>											
<p>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</p>											
<p><i>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></p>											
<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 and have read and consent to the collection, use and disclosure of my personal information – Town/City of Birth and enrolment eligibility.</p> <p style="text-align: center;">Signature _____</p>											
<p>Study purpose - Select one box that best describes your main reason for this program?</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"/> Personal interest or self-development Other: _____ </p>											

PART FOUR: COURSE APPLICATION

Confirm Course enrolments. *Select multiple courses if applicable to your learning pathway*

QLD Security Licence Types		First Aid, CPR, RSA, Armed Robbery Awareness	
	Bodyguard Function		First Aid & CPR
	Monitoring Function		CPR Refresh
	Cash-In-Transit Function		RSA
	Crowd Control Refresh		Armed Robbery Awareness
	Security Function Refresh	Type:	

CPP and HLT Training Package rules do not permit Recognition of Prior Learning completion

- 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: ___ Candidate ___ Candidates' JobActive Provider ___ Candidates' Employer
Fee payment by: ___ Candidate ___ Candidates' JobActive Provider ___ Candidates' 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

PART SIX: COURSE 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 full licence or licence function 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

* New USI number I.D types ** current or expired less than 2 years

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

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.

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 & 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 course administration, regulation, monitoring and evaluation.



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



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**

3. 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