



YOUTH SKILLS 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.*

<i>RSIT Admin. Use Only</i>	Cert #		Cert #
Provide First Aid and CPR		10618NAT Course in Firearms Safety	
CPR Refresh Course			

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 _____

Residential and postcode

Address 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? <input type="checkbox"/> Yes <input type="checkbox"/> No	Are you of Torres Strait Islander origin? <input type="checkbox"/> Yes <input type="checkbox"/> No
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Employment Details											
Employer Name	Occupation										
	Phone No										
Address											
Employment Status											
For casual, seasonal, contract and shift work, use current number of hours worked <i>per week</i> to determine whether full time (35 hours +) or part-time employed (less than 35 hours).											
<input type="checkbox"/> Full time <input type="checkbox"/> Part time <input type="checkbox"/> Self-employed (not employing others) or <input type="checkbox"/> an Employer <input type="checkbox"/> Employed – unpaid worker in a family business <input type="checkbox"/> Not employed seeking: <input type="checkbox"/> full-time or <input type="checkbox"/> part-time work <input type="checkbox"/> Not seeking employment <input type="checkbox"/> Other											
USI and LUI Number – NCVET data											
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.											
<table border="1" style="width: 100%; height: 25px; 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>											
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											
<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>											
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 _____											



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QCAA Learner Unique Identifier – LUI Number

Completion by QLD students: Your school will register and opens your learning account with the QLD Curriculum & Assessment Authority – QCAA when in Year 10 or when 15 years of age – whichever comes first.

Your Learner Unique Identifier LUI 10 digit number allows the QCAA to identify you, and is provided to you by your school so you can access your learning account for enrolment and results information.

Forgotten your LUI or currently at school: Year 10, 11 or 12? Please request from your school or learning provider.

Completed Year 12? See instructions on: https://studentconnect.qcaa.qld.edu.au/login_lui.html

Learner Unique Identifier LUI No.

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Minor Parental / Guardian Consent

- I acknowledge and support the Candidate, who is my care, and is not 18 years of age at date of enrolment and fully support their course enrolment and participation.
- I have completed: Privacy Consent Form and Consent and indemnity Form in the Portfolio Kit.

Name _____ Signature _____

Address: _____

Phone: _____ Mobile: _____ Date _____

PART FOUR: COURSE APPLICATION

Confirm Course enrolment/s. *Select multiple courses if applicable to your learning pathway*

Provide First Aid and CPR	10618NAT Course in Firearms Safety
CPR Refresh Course	<i>The above Courses do not permit Recognition of Prior Learning completion.</i>

- 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

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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 Section 13 – 100 Point check for identification verification in the QLD QPS Minor Weapon Licence Application under the Weapons Act 1990.

Select minimum of 1 Primary document

- Australian Birth Certificate ***
- Australian or Foreign Passport
- Australian Weapons Licence

Select minimum of 2 Secondary documents

- Other Photo ID e.g Student ID
- Medicare card *
- ATM Card or Credit Card

* New USI number I.D types

** Current or expired less than 2 years

*** confirmation of candidate is 11-17 years of age

N.B Weapons Licencing Branch of the QLD Police: [Minor's Licence](#) Application Form

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.



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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 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.

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.



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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.

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).

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**

PARENT/GUARDIAN SIGNATURE **DATE**



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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**

PARENT/GUARDIAN 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**

PARENT/GUARDIAN SIGNATURE **DATE**

10618NAT Course in Firearms Safety enrolments must also complete the Student Indemnity on the following page.

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



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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.



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STUDENT AGREEMENT – INDEMNITY

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- I have read the Code of Practice and Student Indemnity Agreement available in the Regal Security & Industry Training Pty Ltd office or Regal Security & Industry Training Pty Ltd Program Handbook.
- I 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.

STUDENT NAME**SIGNATURE** **DATE**

PARENT/GUARDIAN**SIGNATURE** **DATE**
NAME