** PROGRAM / 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

 RSIT - Regal Security & Industry Training look forward to working with you!

 Regal Security & Industry Training is a training RTO provider and NOT a CRICOS RTO provider

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|  |
| **Instructions**1. Complete Part 1 to 9 sections with Part 7.1 for QLD funded program eligibility criteria only. *Write clearly as misinterpretation of your details may attract an Admin Fee of $50.00.*2. Provide Part 7 eligibility documents for verification & fee receipting/plan at pre-enrolment stage.3. Sign and date with your RSIT representative or RSIT RTO 3rd party arrangement provider.  |
| **PART ONE: PERSONAL, CONTACT and RESIDENTIAL DETAILS** |
| **Title** | **First** | **Middle** | **Last Name** |
|  |  |  |  |
| ***Write name in CAPITAL letters*** *– as used for your* Unique Student Identifier (USI) No. |
| **Date of Birth / / Male Female** **Other** |
| **Phone (H)** |  | **Mobile No.** |
| **Phone (W)** |  | **Emergency****Ph. No.** |
| **eMail (1)** |  |
| **eMail (2)** |  |
| **Residential****Address****Postal****Address** |  |
|  |
| Admin Use only |
| LearningPathway | * Blended Learning

Self-paced + Course/s | * Recognition of Prior Learning - R.P.L

Pre-competency conversation suitability | * Credit Transfer
 |
| * Full fee program
* QLD funded program Certificate 3 Guarantee
 | * Boost
 | * Concession
 | * Non-Concession
 |
| **Program** | **functions** | **Cert No.** | **Date** |
|  | CPP20218 CII in Security Operations  | Security officerCrowd Control |  |  |
|  | CPP31318 CIII in Security Operations | Security officer |  |  |
|  | CPP31418 CIII in Close Protection Operations | Bodyguard (CPP) |  |  |
|  | CPP30607 CIII in Investigative Services | Private Investigator |  |  |
| **First Aid/CPR & Refreshers** | **Cert #** | **Date** | **Courses** | **Cert No.** | **Date** |
|  | Provide First Aid |  |  |  | Cash-in-Transit |  |  |
|  | Provide CPR |  |  |  | Monitoring |  |  |
|  | Advanced First Aid  |  |  |  | R.S.A |  |  |
|  | Security Refresher Training |  |  |  | Armed Robbery Awareness |  |  |

***RSIT Admin***

I.D \_\_\_ Invoice # \_\_\_\_\_\_\_\_ Fee $\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_ / \_\_\_ / \_\_\_\_ Receipted \_\_\_ / \_\_\_ / \_\_\_\_

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| * Regal Training

 Southport, Gold Coast | * RSIT Training

Provider: |
|  **PART TWO: LANGUAGE and DIVERSITY** |
| **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? \_\_\_ 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 Visa Holders** Student Visa holders are eligible to apply to study in Australia with a [QLD CRICOS RTO](http://cricos.education.gov.au/Institution/InstitutionSearch.aspx?StateId=QLD) provider. All Visa type holders must provide VEVO Report at initial enquiry to confirm work and Vocational Education & Training (V.E.T) RTO study eligibility or accessing the Department of Home Affairs [website](http://www.homeaffairs.gov.au/trav/visa-1/485-?modal=/Visas/supporting/Pages/485/Australian-study-requirement.aspx) for current visa conditions. |
| **A1.4 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **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 your highest level of education? \_\_\_\_\_\_\_\_\_Are you currently enrolled in secondary/ senior education? \_\_\_\_Yes \_\_\_\_ NoIf yes – provide School/Institute name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Prior qualifications achieved? \_\_\_ Yes \_\_\_ No If yes, at what Certificate level? Certificate \_\_\_ I \_\_\_ II \_\_\_ **III**  \_\_\_ IV \_\_\_ Diploma/associate Diploma \_\_\_ Advanced Diploma/associate degree \_\_\_ Bachelor degree or higher degree*Note: Completion of CIII qualification or higher post-school included in Certificate 3 Guarantee or Boost eligibility criteria.* |
| \_\_\_ Attained other certificates – including relevant to the security industry ? Provide qualification code and title/s: |
| **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). |
| Employed: \_\_\_ full time \_\_\_ casual \_\_\_ part time \_\_\_ employer \_\_\_\_self-employed (no employees) \_\_\_ unpaid worker in a family business Seeking emolyment: \_\_\_ full-time \_\_\_ casual \_\_\_ part-time work \_\_\_ Not seeking \_\_\_ Other |
|  **Employment Details***, if applicable*

|  |  |
| --- | --- |
| **Employer Name** | **Occupation**  |
| **Phone No.** |
| **Address** |

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| **Unique Student Identifier (USI) Number**From 01/01/2015, a Unique Student Identifier (USI) is required in the data submitted to the National Centre for Vocational Education Research (NCVER) and **is required prior to issuing a nationally recognised VET qualification or statement of attainment.*** **Forgot** your USI username or password? <https://portal.usi.gov.au/student/ForgottenUsi>
* **Register your USI** **number online:** <https://www.usi.gov.au/students/create-your-usi>; or
* **Authorise Regal Security and Industry Training on your behalf** per theprivacy information on <https://www.usi.gov.au/documents/privacy-notice-when-rto-applies-their-behalf>

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| --- |
| 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 which I have read and consent to the collection, use and disclosure of my personal information.  |

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **RSIT Admin: I.D verified**\_\_\_\_\_\_\_\_\_\_  |
| **Unique Student Identifier (USI) No.** Enter in each box clearly - CAPITAL letters & Numbers

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
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| **Study purpose** - Select one of the following options that best describes your main reason for this program or course?\_\_\_ 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 \_\_\_ Other \_\_\_ Personal interest or self-development   |

 |
| **PART FOUR: PARTICIPATION SUPPORT/GUIDANCE – TRAINING & ASSESSMENT**  |
| * I confirm that Regal Security and Training Industry (RSIT) RTO 32331, Head Office – Southport, Gold Coast is responsible for (1) pre and post enrolment, (2) induction, (3) delivery, (4) assessment and support and guidance of my participation.
* I acknowledge my Regal Security and Training RTO 32331 3rd Party Provider (TPA) has confirmed responsibility for (1) to (4) above and support and guidance of my participation, per RSIT: CII / CIII Training Assessment Strategy, Service Agreement, and ASQA Third Party marketing standards.

Provider: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Trainer: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Enrolment by: \_\_\_ Candidate \_\_\_ Candidates’ Jobactive Provider \_\_\_ Candidates’ Employer  |
| Fee payment by: \_\_\_Candidate \_\_\_ Candidates’ Jobactive Provider \_\_\_ Candidates’ Employer |
| [JobActive / DES provider](https://jobsearch.gov.au/serviceproviders): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location: |
| **PART FIVE: ONLINE COURSE REQUIREMENTS CHECKLIST**  |
| I have/can access online \_\_\_ internet \_\_\_ Microsoft Word \_\_\_ PDF Reader \_\_\_ LMS*Online LMS username/password, Microsoft .docx, pdf or hardcopy program component / course resource type included in program/course training plan.*  |
| **PART SIX: LEARNING, LITERACY & NUMERACY (LLN) SELF-ASSESSMENT CHECKLIST** |
| LLN Checklist (page 9) completion to identify and provide applicable learning and/or assessment modifications methods, if required, with completion of LLN Modification Form during induction.  |
| **PART SEVEN: ELIGIBILITY – IDENTIFICATION and CITIZENSHIP SUPPORT DOCUMENTS**  |
| **QLD and Gold Coast** [**J.P Locations**](https://www.qld.gov.au/law/legal-mediation-and-justice-of-the-peace/about-justice-of-the-peace/search-for-your-nearest-jp-or-cdec/)Provide original or J.P verified - photo, date of birth, citizenship status documents, and Visa status (if applicable) with completed Enrolment Form for verification.

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| **Select from each criteria:** *Same eligibility document may be used i.e passport.** AISS Report date / / QLD funded program eligibility details verified
 |
| **Photo & D.O.B I.D** – select 1 type* Australian Drivers Licence; or
* Australian Passport; or
* New Zealand Passport; or
* 18+ Card

QLD Security licence applicants must meet application [conditions](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/regulated-industries-licensing-and-legislation/security-industry-regulation/get-a-security-licence/security-manpower-licence/apply-for-an-unarmed-security-officer-licence/). QLD Private Investigator licence applications must meet application [conditions](https://www.qld.gov.au/law/laws-regulated-industries-and-accountability/queensland-laws-and-regulations/regulated-industries-and-licensing/regulated-industries-licensing-and-legislation/security-industry-regulation/get-a-security-licence/security-manpower-licence/apply-for-a-private-investigator-licence). |   **Citizenship Status** – select 1 type* Medicare Card (green)
* Australian Passport
* Australian Birth Certificate
* Certificate of Registration by Descent
* New Zealand Passport

**Visa – Passport Status** – select 2 types* International Passport + VISA type; and
* VEVO Report (mandatory)
* Immicard
 |

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| **PART 7.1 QLD FUNDED PROGRAM ELIGIBILITY**  |
| The Queensland Government allocates funding for eligible QLD residents to undertake workforce entry-level Certificate II and Certificate III qualifications under the Certificate 3 Guarantee Program and Return to Work Certificate 3 Guarantee Boost program.Approved QLD PQS provider since 2016, Regal Security & Industry Training RTO 32331 to verify Certificate 3 Guarantee program candidate eligibility, training and assessment for QLD security industry - Licence application training requirements for:**CPP20218 CII in Security Operations** or **CPP30607 CIII in Investigative Services.** |
| **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 co-contribution fees must be paid prior to applications being considered
	+ 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.
	+ Program payment can be made by the Program applicant, or if applicable, Jobactive Employment Provider, DES or Employer.
* Applicants who are registered Job Seekers should consult their DES or 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](https://training.qld.gov.au/training/incentives/certificate3/faq): Eligibility and participation in a QLD Certificate 3 Guarantee program. |
| **Evidence of QLD Residency** *Provide any 2 of the following documents*

|  |  |
| --- | --- |
| * Utilities (electricity, gas, telephone) account;
* Bank statement issued in last 6 months
* DHS Centrelink letter
* QLD vehicle registration certificate;
* QLD local government rates notice
 | * Contract of property purchase; lease/rental; mortgage / land ownership certificate
* Australian Electoral Commission
* Electoral enrolment letter; enrolment card, Tax file number notice
 |

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| **PART EIGHT: FEES, REFUNDS, COURSE CHANGES, CANCELLATIONS, TRANSFERS** |
| **Program / 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.**Program / Course Refund Policy** Candidates are provided prior to enrolment relevant refund procedures to ensure all details relating to fees and charges are acknowledged. * 20% deposit - non-refundable amount of total enrolment fee is payable on enrolment to any program /course. Balance of program / course fees are to be paid as arranged with individual student and outlined in relevant fee schedule.

Refund Request Form completion under any other circumstance with form requests to: info@regalsecuritytraining.com.au with up to 10 working days to process a refund request.* 80% refund of fees (minus 20% non-refundable fee) = 60% will be made if the written request is received more than 5 working days prior to first course date confirmed on training plan, commencement.
* 40% refund of fee (minus 20% non-refundable fee) = 20% will be made if the written request is received less than 5 working days prior to first course date confirmed on training plan.
* In most circumstances, no refund is available after first / 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 providers 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** |
| **9.1 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](http://www.ncver.edu.au/)).**9.1a.** I acknowledge that Regal Security & Industry Training providers (Head office and 3rd party providers) may not, without my written consent:* release my personal information without my written consent
* use images, photograph, voice or video recording for marketing purposes.

**9.1b.** I agree to meet video recording assessment evidence type quality standards if included in my training plan, agreed by myself and trainer at the program / course post-enrolment induction stage. |
| **9.2 Student 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.
 |
| **9.3 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, and acknowledge my role and responsibility in this agreement.
* Regal Security & Industry Training Pty Ltd Head Office and approved third party providers hereby agrees to provide the training, assessment and resources necessary I acknowledge that I have read and understood the information provided.
* I confirm that the information provided by me is true and correct.
* I am aware of the Recognition of Prior of Learning pathway, if applicable.
* 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.
 |
| **9.4 Handbook Declaration*** I acknowledge that I have access to hardcopy or online Program Handbook or Certificate 3 Guarantee Handbook (as applicable), and ability to read and fully understand the Regal Security & Industry Training Program Handbook, outlining the conditions, my rights and responsibilities as a Regal Security & Industry Training student
* I will be undertaking a post-enrolment induction at the Regal Training Head Office/ training venue or approved Regal Security & Industry Training third party provider trainer.
 |

I acknowledge and understand my rights and responsibilities detailed in Part Nine: Privacy, Enrolment and Handbook Declarations, with clarification provided by trainer, as required.

**CANDIDATE SIGNATURE** …………………………….……………………………………… **DATE** ………………..…………

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

**Language, Literacy, Numeracy (LLN) Self Check List**

Regal Security and Industry Training RTO 32331 and RTO 3rd party providers (training providers) are committed to offering and supporting training opportunities to all people on an equal and fair basis reflecting the AQF Principles of Assessment: Reliability, Fairness, Flexibility and Validity, and Rules of Evidence: Current, Authentic, Validation and Sufficient.

**Reasonable adjustment** methods to meet individual needs that will not compromise the assessment

tool outcomes are agreed and kept confidential prior to course or program commencement.

*Where information e.g medical, is kept on students’ file, their written consent must be recorded.*

LLN support services are offered to ensure Year 10 level reading English and writing, and ability to meet licence application requirements is met prior to course or program commencement.

**Instructions:** Complete each section honestly, using a calculator and notepaper and pen, if required.

|  |  |  |
| --- | --- | --- |
| **NAME** | **Date** | **/ /** |
| **Section A: Can you do the following general and workplace tasks?** |  **Yes** | **Sometimes** | **No** |
| Understand road safety signs |  |  |  |
| Fill in a time sheet |  |  |  |
| Send a text message |  |  |  |
| Use the internet to access information e.g phone numbers |  |  |  |
| Fill in a workplace sick leave form |  |  |  |
| Use a computer to send and receive email |  |  |  |
| Use a calculator for + – x ÷ |  |  |  |
| Read a work roster |  |  |  |
| Follow instructions for electrical appliance use |  |  |  |
| Read a Google map or street directory |  |  |  |
| Read and understand a Safety Procedure document |  |  |  |
| Use an equipment manual |  |  |  |
| Complete a log book |  |  |  |
| Write an incident report |  |  |  |
|  **Section B: Written and Numerical Responses** |
| 1. **Circle the word or words spelt correctly.** A. bilding B. access C. crowd D. reporte E. safte
 |
| **2. Circle the word or phrase that best starts the following sentences?**  |
|  A) They …. o***r* I**  am …….. *or* They will …..  |  going to call for backup  |
|  B) …… unsafe ***or*** ….on the lift floor ***or …..***the first aid kit |  I found a syringe \_\_\_\_\_\_\_\_\_ |
| **3. Circle what ‘report’ usually refers to:**  A. Describe an observation B. Crime control C. Examine |
| **4. You start a 12 hour shift at 6:00am with the** first tea break in 3 hours with lunch break four hours after tea break.  **Your lunch break is: \_\_\_\_\_\_\_\_am / pm** |  **5. 12 x 3 – 6 = ?** |
| **6. How would you seek security sector employment after completing your Program?**  *If applic***.** | *Thank you for completing the LLN Self Checklist* |
| * **I do not** require LLN reasonable adjustments to participate in this Course / Program.
 |
| * **I do** require LLN Reasonable Adjustments - description:
 | **Date** |
|  |
| * *I consent for my information to be kept on my students’ file record for the LLN modification detailed above.*
 |
| Student Signature |  | Provider Signature |  |