



# COURSE ENROLMENT

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**Unique Student Identifier (USI):** **NOTE:** Don't have a USI number? It is a government requirement. Apply for one now at: [www.usi.gov.au](http://www.usi.gov.au). This will only take a few minutes and you will be provided your USI immediately. If you don't remember it log onto [www.usi.gov.au](http://www.usi.gov.au). Under student click on "not sure if I have a USI/find my USI. Follow prompts.

<b>Title – please circle:</b> Mr/Mrs/Ms/Miss/Dr/Other		<b>Family/Surname/Last Name:</b>			<b>Given Name – First Name/s:</b>				
<b>Date of Birth</b>	day	month	year	<b>Gender:</b> tick an option	Female		Male		Other
<b>Phone</b>				<b>Email</b>				<b>Visa Sub class</b>	
<b>Current Residential Address Street Number and Name</b>									
<b>Suburb</b>									
<b>State or Territory</b>				<b>Postcode</b>					
<b>Are you registered with a Job Active Agency (ie MBC)</b>									
<b>Case Worker Name</b>									

Courses Available and Fees			Please tick your selection
<b>CPP20212</b>	Certificate II in Security Operations only	\$750.00	
	Certificate II & First Aid	\$900.00	
	Certificate II & First Aid & RSA	\$950.00	
	Certificate II & First Aid & RSA & White Card	\$999.00	
<b>HLTAID003</b>	First Aid Only	\$150.00	
<b>SITHFAB002</b>	Responsible Service of Alcohol (RSA) only	\$100.00	
<b>CPCCWHS1001</b>	Work Safely in the Construction Industry (White Card) only	\$100.00	
<b>CPP30411</b>	Certificate III in Security Operations – Basic core units and electives (CIT and Firearms are additional units)	\$900.00	
<b>CPP40707</b>	Certificate IV in Security & Risk Management - Basic core units and electives	\$1700.00	

Course Code	Courses	What date do you want to start course (Dates in Information Pack)
<b>CPP20212</b>	Certificate II in Security Operations	...../...../.....
<b>HLTAID003</b>	Provide First Aid	...../...../.....
<b>SITHFAB002</b>	Responsible Service of Alcohol (RSA)	...../...../.....
<b>CPCCWHS1001</b>	Work Safely in the Construction Industry (White Card)	...../...../.....

<p><b>Of the following categories, which BEST describes your current employment status?</b></p>	<input type="checkbox"/> Full time <input type="checkbox"/> Part-time <input type="checkbox"/> Self employed <input type="checkbox"/> Employer <input type="checkbox"/> Employed unpaid worker	<input type="checkbox"/> Unemployed seek full time work <input type="checkbox"/> Unemployed seek part time work <input type="checkbox"/> Not employed not seeking work
<p><b>In which country were you born?</b></p>	<input type="checkbox"/> Australia	Other please specify:
<p><b>Are you of Aboriginal or Torres Strait Islander origin? Persons from both origins, tick both boxes.</b></p>	<input type="checkbox"/> No <input type="checkbox"/> Aboriginal <input type="checkbox"/> Torres Strait Islander	
<p><b>Do you speak another language other than English at home? Please indicate what language/s:</b></p>		<p><b>If so how well do you speak English?</b></p> <p>Very Well                      Well</p> <p>Not Well                      Not at all .....</p>
<p><b>Are you still attending secondary school?</b></p>	<input type="checkbox"/> No <input type="checkbox"/> Yes	
<p><b>What year did you complete secondary school?</b></p>		
<p><b>What is your highest COMPLETED school level? Tick one only</b></p>	<input type="checkbox"/> Never attended school <input type="checkbox"/> Year 8 or equivalent <input type="checkbox"/> Year 9 or equivalent <input type="checkbox"/> Year 11 or equivalent	<input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 12 or equivalent
<p><b>Do you consider yourself to have a disability, impairment or long-term condition?</b></p>	<input type="checkbox"/> No (Next question)	<input type="checkbox"/> Yes – Please select from area/s below: <input type="checkbox"/> Hearing/Deaf <input type="checkbox"/> Physical <input type="checkbox"/> Intellectual <input type="checkbox"/> Learning <input type="checkbox"/> Mental Illness <input type="checkbox"/> Acquired Brain Impairment <input type="checkbox"/> Vision <input type="checkbox"/> Medical condition <input type="checkbox"/> Other – <b>Please specify:</b>
<p><b>Have you SUCCESSFULLY completed any other qualifications? If so please tick:</b></p>	<input type="checkbox"/> Bachelor Degree <input type="checkbox"/> Degree <input type="checkbox"/> Associate Degree <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Diploma (or Associate Diploma)	<input type="checkbox"/> Cert I <input type="checkbox"/> Cert II <input type="checkbox"/> Cert III <input type="checkbox"/> Cert IV <input type="checkbox"/> Other
<p><b>Of the following categories, which BEST describes your main reason for undertaking this course?</b></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"/> I wanted extra skills for my job <input type="checkbox"/> For self-development	<input type="checkbox"/> To try a different career <input type="checkbox"/> To get a better job or promotion <input type="checkbox"/> To get into another course of study <input type="checkbox"/> It was a requirement of my job <input type="checkbox"/> Other reasons

## STUDENT MUST READ AND SIGN

By signing and submitting this form, I, the student, certify that:

- The information I have provided for identification on this form is true and correct
- I have read and accepted all terms on this enrolment form.

I am aware of the **Student Handbook** which was emailed to me with my enrolment form or can be made available from my trainer or reception and I am aware of my rights and obligations and accept all the terms in the handbook.

- I have the required language, literacy and numeracy skills to complete this course
- I have reviewed the course fees and payment arrangements and have been informed of the refund policy
- I have reviewed the relevant course information pages and have been informed of the training and assessment services to be provided
- I agree that I have been provided sufficient information about my rights and obligations to make an informed decision about enrolment and I agree to the service being provided
- I will be provided with appropriate feedback concerning the assessment process. The work I will submit will be my own and I have not been provided with answers
- If applying for a firearms course I declare 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 that I am eligible to hold a firearms licence
- I understand that a certificate cannot be issued to me unless/until I provide a USI number and the USI number is correctly verified

IN CONSIDERATION of Australian Security Education & Consulting Pty Ltd (ASEC) permitting me to participate in the training course I agree with it as follows:

- (a) 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
- (b) I WILL NOT SUE the Organisers 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 training and from my use of the Organiser's facilities and I INDEMNIFY the Organisers in respect of the same
- (c) 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
- (d) 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
- (e) I give permission for my contact details to be given out to potential employers.

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## Privacy Statement & Student Declaration

### Privacy Notice

Under the *Data Provision Requirements 2012*, Australian Security Education & Consulting Pty Ltd Trust (ASEC) 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 ASEC for statistical, regulatory and research purposes. ASEC 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 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
- administering VET, including programme 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](http://www.ncvet.edu.au)).

### **Student Declaration and Consent**

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.

**STUDENT SIGNATURE** ..... **[DATE]** .....

**PARENT/GUARDIAN SIGNATURE** ..... **[DATE]** .....

*\*Parental/guardian consent is required for all students under the age of 18.*

### **PLEASE NOTE:**

**Failure to supply the required information makes the enrolment invalid and unable to be processed, your application will be returned to you for completion.**

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" - the Australian Security Education & Consulting Pty Ltd (any campus or organisation associated with a Australian Security Education & Consulting Pty Ltd school or company), the Company 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.

## **Overseas Students Please Read**

**As ASEC is not CRICOS Registered Overseas Students who have a subclass visa 500 are not eligible to join our courses (*this is a Government requirement*).**

*The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is an Australian government register that lists all Australian education providers offering courses to people studying in Australia on student visas and the courses offered.*