



## Australian Security Education & Consulting Pty Ltd

### INFORMATION PACK 2024

Unit 1A/ 118 Lysaght Street

MITCHELL ACT 2911

PH: 6134 6631

[www.asec.com.au](http://www.asec.com.au)

[info@asec.com.au](mailto:info@asec.com.au)

ABN: 34 103 915 180

**Australian Security Education & Consulting Pty Ltd (ASEC)** is a locally owned specialised training academy. Our primary focus is the security industry. **ASEC** also provides education and training in First Aid, Responsible Service of Alcohol (RSA) and Work Safely in the Construction Industry (White Card). Our instructors are current in the industry and have over 40 years combined experience in their chosen fields.

**ASEC** is committed to providing high quality learning and training, both theoretical and hands on, to support and guide students in their career paths. **ASEC** is a Nationally Recognised Training Organisation and a **Registered Training Organisation (RTO 88065)**. ASEC provides nationally recognised training in the ACT in the following courses:

**CPP20218** Certificate II in Security Operations incorporating First Aid – successful completion of this course allows you to apply for an ACT Security Licence only. Please refer to <https://www.accesscanberra.act.gov.au/s/article/security-industry-licensing-tab-overview>.

**CPP31318** Certificate III in Security Operations - 8 core & 6 elective units

#### Standalone Courses:

- **HLTAID011** Provide First Aid\* (including HLTAID003)
- **HLTAID009** Provide Cardiopulmonary Resuscitation (CPR)\* (including HLTAID001)
- **SITHFAB021** Provide Responsible Service of Alcohol (RSA)\*
- **CPCWHS1001** Prepare to Work Safely in the Construction Industry\*

*\*Delivered as stand-alone units, so not as part of Certificate II with a Statement of Attainment issued on successful completion. These courses are designed for those that need the above courses on their own or as a refresher.*





## PLEASE ENSURE YOU READ THIS INFORMATION PACK VERY CAREFULLY AND FOLLOW THE INSTRUCTIONS CLOSELY

ASEC has dedicated training rooms at **Unit 1A/118 Lysaght Street, Mitchell, ACT**. The training rooms are furnished with equipment currently used in security, first aid, RSA and White Card giving students a practical learning environment to ensure effective outcomes and prepare students for the workplace. Students have the opportunity to participate in real life scenarios, case studies and open class discussions during each course. In addition, students also learn to use walk through and hand-held metal detectors, two-way radios, and other security equipment.

ASEC prides itself on being a flexible learning environment that meets the needs of the security industry. ASEC offers free course support and tailor-made security training programs to suit specific groups.

### Company licence and membership requirements

Australian Security Education & Consulting Pty Ltd holds the following licences and memberships:

- ✓ Registered Training Organisation Number 88065
- ✓ ACT Master Licence 17501515
- ✓ ACT Training Licence 17800006
- ✓ ACT Firearms Instructor Licence C0000076E
- ✓ Australian Security Industry Association Limited Member Number 017812
- ✓ ACT Responsible Service of Alcohol course approved by Commissioner for Fair Trading RSA2011-008

## INFORMATION FOR OVERSEAS STUDENTS ONLY

ASEC is **not CRICOS** registered, therefore, overseas students who have a subclass visa 500 are **not** eligible to join our Certificate II and III in Security Operations courses (*this is a government guideline*).

**However, you can enrol into ASEC's short courses including Provide First Aid, Provide Responsible Service of Alcohol (RSA) and Prepare to Work Safely in the Construction Industry (White Card) – see following pages for further information.**

*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.*

**Included in courses:**

- All tuition (including access to extra help if/when required)
- Course manuals and workbooks
- Certification at successful completion of course
- Specific security industry notebook and pen
- Free parking

**Dress:**

Neat and casual attire with closed in shoes suitable for physical activity. Please refrain from wearing hats/caps/hoodies/sunglasses during classes.

**You MUST provide:**

Pen, writing pad, highlighter, photo ID, and your personal Unique Student Identifier (USI) number (for more information on how to get a USI see page 7). Hand sanitiser, masks, and gloves are optional. Desk sanitiser will be provided. Social distancing rules will apply if required. If you do not abide by these rules, you will be asked to leave the course. The management of strict hygiene regulations is as much our responsibility as it is yours.

**Mobile phones:**

Mobile phones are not permitted on desks in the classroom. Should you have a mobile phone it must be turned off or placed onto silent during classes. If you are required to take/make an important call, please excuse yourself from the classroom and limit the duration of the call.

**Refreshments:**

Tea, coffee, biscuits, fridge, and microwave provided. Several cafés are close by.

**Recognition of prior learning (RPL)**

Participants who believe they are already competent in units from previous qualifications or through work or life experience, may be eligible for RPL. This may result in units being achieved through demonstration of existing skills and knowledge. For more information or if you wish to apply for Recognition of Prior Learning, please discuss with ASEC staff who will explain the process and the requirements involved. RPL is not generally provided for Certificate II in Security Operations.

**Credit transfer (CT)**

Credit transfer is available for completed past studies in areas related to the qualification that participants plan to enrol in. If you wish to apply for a credit transfer, please discuss the process with your trainer/assessor.

**Please remember – classes start on time – if you are going to be late, please call and advise us. Otherwise, latecomers will need to reschedule as classes will not be disrupted. Please ensure all arrangements for childcare, appointments have been organised prior to commencing course.**



**To apply for a course:**

You **must** obtain a **Unique Student Identifier (USI)** and provide this to us when registering for your course. You need this before you can start any national recognised training. See page 7 for instructions on how to apply for a USI or check yours if you are unsure.

The dates for available courses will appear in our online enrolment form or in the Information Pack. Please bear in mind that these dates may change dependant on enrolment numbers. Please complete the enrolment form in full. Please note if you are undertaking Certificate II, you only choose one date to commence on. First Aid is included in that specific course. If you wish to do First Aid, RSA, or White Card on its own then you need to nominate the date in the relevant section.

You can enrol via our website [www.asec.com.au](http://www.asec.com.au) or in person at our office below.

**Phone:** 02 6134 6631  
**Email:** [info@asec.com.au](mailto:info@asec.com.au)  
**Address:** Unit 1a/ 118 Lysaght Street  
MITCHELL ACT 2911

**Payments: Account Name** Wark (ACT) Pty Ltd  
**Account Number** 11066898  
**BSB** 062 900

Please make sure that when you make direct deposit payments (using bank details above) that you **include a reference or note on the transfer stating your name** so that we know who the payment is from. We also recommend that you take a screenshot of your completed payment transaction and email it to us immediately following your enrolment. This will speed up the booking process as payments may not be visible in our account for 24-72 hours after the transaction is made.

ASEC recognises that not all students will have the same level of ability in relation to reading, writing and performing calculations. Once submitting your enrolment form an ASEC staff member will contact you to organise a pre-course Information Session. You are required to come into the office and undertake a Language, Literacy and Numeracy (LLN) assessment and complete a brief resume. This process is to ensure that all students who commence a training program possess the skills required to understand the presented material and complete assessments. All students must pass the LLN to proceed on to the courses.

ASEC will endeavour to provide assistance to students having difficulty with language, literacy or numeracy during the security course after successfully completing the LLN. In the event that a student's needs exceed the ability of ASEC staff to assist, the student will be referred to an external support agency, so they have the opportunity to obtain the skills required to complete the training program.



## Certificate II in Security Operations

All course withdrawals attract a \$100 administration fee plus:

- Withdrawal 14 days or more prior to the commencement of the course – 100% refund of fees paid less the \$100 non-refundable booking fee (and \$100 withdrawal administration fee).
- Withdrawal between 13 days and 7 days prior to the course - 75% refund of total course fee paid less the \$100 non-refundable booking fee (and \$100 withdrawal administration fee).
- Withdrawal between 6 days and the commencement of the course – 50% refund of total course fee paid less the \$100 non-refundable booking fee (and \$100 withdrawal administration fee).
- Withdrawal during the course – no refund.

For example

Amount Paid	\$1,500
Less Non-Refundable Booking Fee	-\$100
Less Withdrawal Administration Fee	-\$100
Subtotal	\$1,300
100% (14 Days+)	Refund of \$1,300
75% (13-7 Days)	Refund of \$975
50% (6-1 Days)	Refund of \$650

## Stand-Alone Courses (First Aid/CPR Only, RSA, White Card)

Stand-alone courses do not attract an administration fee, but are again assessed based on the notification time of the withdrawal:

- 14 days or more prior to the commencement of the course – 100% refund of the total paid course fee.
- Between 13 days and 7 days prior to the course - 75% refund of the total paid course fee.
- Between 6 days and the commencement of the course – 50% refund of the total paid course fee.
- Failure to attend without minimum 24 hours' notice or withdrawal during the course – no refund (individual exceptional circumstances may be considered)

For example

Amount Paid	\$160
100% (14 Days+)	Refund of \$160
75% (13-7 Days)	Refund of \$120
50% (6-1 Days)	Refund of \$80



**PLEASE ENSURE YOU READ THIS INFORMATION PACK VERY CAREFULLY AND FOLLOW THE INSTRUCTIONS CLOSELY**

**DATES FOR ALL ASEC COURSES ARE CONTAINED WITHIN THE ONLINE ENROLMENT FORM. THE INFORMATION PACK HAS DATES LISTED AS AN INDICATION ONLY. WHEN COMPLETING THE ONLINE ENROLMENT SELECT THE COURSE YOU WISH TO DO AND THE AVAILABLE DATES WILL DISPLAY.**

**THE CERTIFICATE II COURSE INCLUDES FIRST AID.  
(FIRST AID DOES NOT NEED TO BE SELECTED SEPARATELY WHEN CHOOSING A DATE FOR CERTIFICATE II.)**

**FIRST AID, RSA AND WHITE CARD ARE ALSO AVAILABLE AS STAND-ALONE COURSES.**



## Unique Student Identifier (USI)

All students undertaking nationally recognised training require a Unique Student Identifier (USI) ([www.usi.gov.au](http://www.usi.gov.au)). This USI keeps all your qualifications together in one place.

### How to get a USI

It is **free and easy** for students to create their own USI online. It is preferable that you create your own USI and have it available when enrolling in any courses.

### Steps to create a USI

The following steps show how a student can create a USI.

#### Step 1

Have at least one, and preferably two, forms of ID ready from the list below:

- Australian Passport
- Non-Australian Passport (with Australian Visa)
- Australian Birth Certificate
- Australian Driver's Licence
- Medicare Card
- Certificate of Registration by Descent
- Centrelink Concession Card
- Citizenship Certificate
- ImmiCard

#### Step 2

Have contact details ready (e.g., email address, mobile number, address).

#### Step 3

Visit the USI website at: [www.usi.gov.au](http://www.usi.gov.au).

#### Step 4

Select the 'Create a USI' link and follow the steps. Agree to the Terms and Conditions.

#### Step 6

Follow the instructions to create your USI. It should only take a few minutes. Upon completion the USI will be displayed on the screen. It will also be sent to the student's preferred method of contact i.e., mobile or email.

#### Step 7

You should then write down the USI and keep it somewhere handy and safe. ASEC recommends saving it as a contact on your phone or taking a photo.

*Reference: information taken from Australian Government Department of Industry – Skills – Unique Student Identifier*



## Course fees

**Certificate II – upon enrolment you are required to pay a non-refundable \$100 fee. Instructions on how to do this will appear when you submit your enrolment. Once you have successfully completed the pre-course Information Session and Language, Literacy and Numeracy (LLN) assessment you are required to pay the balance of your fees.**

CPP20218 - Certificate II in Security Operations plus HLTAID009 - Provide Cardiopulmonary Resuscitation plus HLTAID011 - Provide First Aid	\$1,500.00
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### **STAND-ALONE COURSES**

HLTAID011 - Provide First Aid, includes HLTAID009 – Provide Cardiopulmonary Resuscitation	\$160.00
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HLTAID009 – Provide Cardiopulmonary Resuscitation - Refresher	\$80.00
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SITHFAB021 - Responsible Service of Alcohol course (RSA)	\$120.00
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CPCWHS1001 - Prepare to Work Safely in the Construction Industry (White Card).	\$120.00
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**White cards are issued through Access Canberra.** (Apply online OR at the Access Canberra Shopfront **within 60 days** of receiving your certificate. If you do not apply within 60 days, you may need to do the course again.)

### **CPP31318 Certificate III in Security Operations - 8 core & 6 elective units**

ASEC recommends having a discussion and course planning meeting with our Certificate III instructor to design your training plan in accordance with career aspirations. Certificate III can incorporate specialised units such as Firearms, CIT, Baton, Handcuffs and Empty Hand Techniques.





# ACT Security Licence Application Process

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**PLEASE READ THIS PROCESS AND FOLLOW THE INSTRUCTIONS CLOSELY**

## **STEP 1 Name and Fingerprint check**

You do not need a Police Check to commence the ASEC courses but, as the appointment for fingerprints and the results of your check can take several weeks, it is a good idea to do this prior to commencing the course.

To make an appointment to have your fingerprints taken you must **email** the ACT Fingerprint Hotline on **ACTP-Finger-Print-Hotline@afp.gov.au**. Include your **full name, mobile number** and the **reason** for your prints ie **to obtain security licence**. You should then receive a call back, possibly from a private number, to organise the date and time that suits you.

Once you have your fingerprints, complete the **AFP Name and Fingerprint** form ensuring that you tick the Name and Fingerprint box on the top right of the page. The form is available on the AFP website at:

[https://afpnationalpolicechecks.converga.com.au/images/afp/npc\\_offline\\_form.pdf](https://afpnationalpolicechecks.converga.com.au/images/afp/npc_offline_form.pdf)

Make sure you send in all requested information to the postal address on the form. We recommend taking a copy of everything you send away for your own records. .

**If you have previously undertaken a fingerprint and name check with the Australian Federal Police (AFP)** and have a copy of the report, you need to do a name check only. The name check can be no older than 60 days. You will need to attach your original fingerprint and name check letter as well as the current name check letter to your licence application and then submit to Access Canberra.

Further information in relation to fingerprints can be found at:-  
<https://www.accesscanberra.act.gov.au/s/article/security-industry-licensing-tab-overview>.

## **STEP 2 Workplace Rights and Responsibilities Lecture – United Workers**

To apply for an ACT Security Licence you must have completed a Workplace Rights and Responsibilities training session.

The United Workers Union (UWU) has suspended face-to-face training for training for Workplace Rights and Responsibilities due to ongoing lockdown restrictions. In the interim, UWU will be conducting the training via Zoom.

To register for the training, please email your name, phone number and email address to [act@unitedworkers.org.au](mailto:act@unitedworkers.org.au). They will then email you with a date, time and zoom link.

Once the training has been completed, a certificate will be sent to your email address. Please allow 48 hours for your certificate to arrive.



**STEP 3 Competency in CERTIFICATE II in Security Operations and FIRST AID are mandatory to obtain an ACT Security Licence.**

Once you are deemed competent ASEC will issue a Certificate II in Security Operations including First Aid, RSA and White Card.

**STEP 4 RESPONSIBLE SERVICE OF ALCOHOL (RSA) and WORK SAFELY IN THE CONSTRUCTION INDUSTRY (White Card) are elective courses – but NOT mandatory to obtain an ACT Security Licence.**

**ASEC highly recommends** undertaking an **RSA** as security officers who work in areas where alcohol is being served **MUST** have an **RSA** certificate to supply to their employer.

**ASEC highly recommends** undertaking a White Card as security officers who work in the construction industry (which includes patrolling work sites) **MUST** hold a Work Safely in the Construction Industry (White Card).

**STEP 5 Apply for an ACT Security Employee Licence -**

Applications are now done on-line through **Access Canberra**. You will be required to provide the following documents with your application:

- (a) National Fingerprint and Name Police Check
- (b) ASEC Certificates – both Certificate II and First Aid
- (c) United Voice certificate (Workplace Rights and Responsibilities)
- (d) 100 points of ID

If you live in the ACT or surrounding towns (within a 100 km radius such as Queanbeyan/ Goulburn/Yass etc) your licence should be granted. If you live **outside of the 100km radius** you will be required to prove that you **WILL** be employed by the holder of an ACT Security Master Licence (Security Company). This may be in the form of a letter from the employer.



## CPP20218 – Certificate II in Security Operations

### Packaging rules:

To achieve a Certificate II in Security Operations qualification, the candidate must demonstrate competency in 14 core units.

To obtain an ACT Security Licence subclass 1A & 1C (1E can be added for an extra fee but no qualifications are required) you are required to complete the following units:

Unit code	Unit title
<b>Core units</b>	
CPP2101	Apply effective communication skills to maintain security
CPP2102	Apply legal and procedural requirements to work effectively with a security team
CPP2103	Apply WHS, emergency response & evacuation procedures to maintain security
CPP2104	Apply risk assessment to select & carry out response to security risk situations
CPP2105	Provide quality services to a range of security clients
CPP2106	Protect self and others using basic defensive techniques
CPP2107	Patrol premises to monitor property and maintain security
CPP2108	Screen people, personal effects, and items to maintain security
CPP2109	Monitor and control access and exit of persons and vehicles from premises
CPP2110	Monitor and control individual and crowd behaviour to maintain security
CPP2111	Apply security procedures to manage intoxicated persons
CPP2112	Apply security procedures to remove persons from premises
CPP2113	Escort and protect persons and valuables
HLTAID011	Apply First Aid

**Pre-requisites for obtaining a security licence** - 18 years of age and no criminal record. Good understanding of the English language, comprehension and writing.

### Course duration:

Certificate II in Security Operations is fifteen (15) days in total which take place across three (3) weeks. Week One is home study and Weeks Two and Three are face-to-face in the classroom. First Aid forms part of the Certificate II. Available dates are on following pages and in the Enrolment Form on our website [www.asec.com.au](http://www.asec.com.au). Click on the Certificate II tab.

ASEC recognises that not all students will have the same level of ability in relation to reading, writing, and performing calculations. A pre-course Information Session will be held for each student wishing to undertake Certificate II in Security Operations. This process is to ensure that all students who commence a training program possess the skills required to understand the presented material and complete assessments. Prior to commencing our courses students are required to successfully complete a Language, Literacy and Numeracy (LLN) assessment. ASEC will endeavour to provide assistance to students having difficulty with language, literacy or numeracy during the security course. In the event that a student's needs exceed the ability of ASEC staff to assist, the student will be referred to an external support agency, so they have the opportunity to obtain the skills required to complete the training program.



### To secure your place

To secure your place with your preferred dates please **enrol via our website [www.asec.com.au](http://www.asec.com.au)**. When you submit your enrolment a payment page will appear – please follow the directions closely. Once your enrolment and \$100 non-refundable administration payment has been received ASEC staff will contact you to book your Information Session. Once you have completed your session you will then be required to pay the balance of your fees. Your course materials will be presented to you at this time.

ASEC will endeavour to enrol you into the course of your choice but there may be times when this is not possible due to enrolment numbers or unforeseen circumstances. ASEC reserves the right to amend the course schedule if required. You will be notified and given the opportunity to restructure your courses to suit you.

### Payment Schedule

\$100 Deposit	When enrolling
Balance of fees	At completion of Information Session

### Enrolment Process

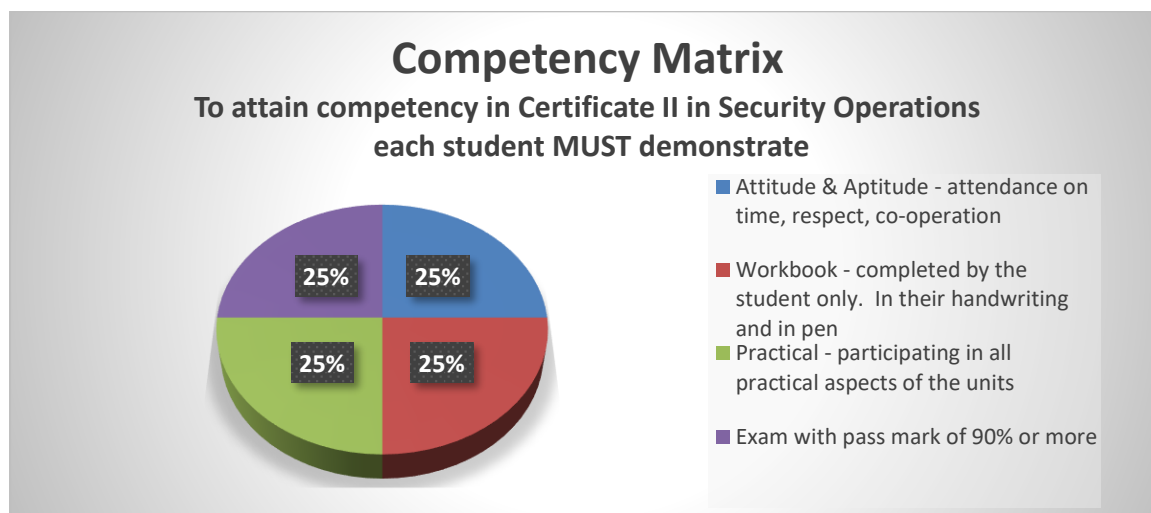
1. Go to website [www.asec.com.au](http://www.asec.com.au) and click on Certificate II tab.
2. Read all information on that page including downloading the Information Pack and reading it carefully. You will find the complete process on how to apply for your ACT Security Licence, as well as further details about the course. You will be asked questions about some of this information when you undertake your LLN.
3. Complete the enrolment form at the bottom of the page and submit. A payment page then appears which gives you instructions on how to make your \$100 non-refundable deposit. ASEC requires this deposit before we can secure your seat.
4. Once your enrolment and deposit is received ASEC staff will contact you to arrange a pre-course Information Session. This session will generally be scheduled to take place the week prior to your course, with two time slots available. You will need to allow about an hour for your session. You will receive an email outlining all of the details.
5. During the Information Session you will undertake a Language, Literacy and Numeracy assessment (LLN)– this will allow us to gauge your suitability for the security training. You will also fill in a brief resume questionnaire. After successfully completing your session, you will be required to pay the balance of your fees. At this time, you will also be given your Home Week Study manuals and assessments. Once ASEC completes your enrolment you will receive auto-generated emails advising you have been enrolled into Cert II and First Aid.
6. **ALL PRE-COURSE AND HOME STUDY WORK MUST BE COMPLETED PRIOR TO ATTENDING CLASSES. OTHERWISE, YOUR COURSE WILL HAVE TO BE RE-SCHEDULED FOR A LATER DATE (UP TO 2 MONTHS LATER DEPENDING ON AVAILABILITY).**

### Achieving competency



To obtain a qualification in Certificate II in Security Operations you must achieve competency across different variables. Results are not entirely exam based. They are based on multiple factors.

**YOU MUST BE DEEMED COMPETENT IN ALL OF THE FOLLOWING:**



Certificates are issued electronically to your email address within a week after completion of your course. **PLEASE ENSURE THAT YOUR EMAIL ADDRESS IS CORRECT ON YOUR ENROLMENT FORM.** Should you require a hard copy please don't hesitate to ask. You will need to collect hard copy certificates from ASEC in person as we do not post them out.

**Upcoming Certificate II in Security Operations dates – these dates may be different on the enrolment form due to classes filling quickly**

Information Session & LLN assessment for enrolled students	Pre-course at home study Cert II & First Aid	Week Two – In class 0830 (8.30am) to 1730 (5.30pm)	Week Three – In class 0830 (8.30am) to 1730 (5.30pm)
Tues 23 April	Mon 29 Apr – Sun 5 May	Mon 6 May – Fri 10 May	Mon 13 May – Wed 15 May
Tues 7 May	Mon 13 May – Sun 19 May	Mon 20 May – Fri 24 May	Tues 28 May – Thur 30 May
Tues 21 May	Mon 27 May – Sun 2 June	Mon 3 June – Fri 7 June	Tues 11 June – Thur 13 June
Tues 4 June	Mon 10 June – Sun 16 June	Mon 17 June – Fri 21 June	Mon 24 June – Wed 26 June
Tues 18 June	Mon 24 June – Sun 30 June	Mon 1 July – Fri 5 July	Mon 8 July – Wed 10 July



## HLTAID011 Provide First Aid incl HLTAID009 Provide CPR

**IMPORTANT - Participants MUST COMPLETE a First Aid pre-course workbook before attending approximately six (6) hours of face-to-face training and assessment. Please ensure you COLLECT your First Aid pre-course workbook from ASEC reception at least three (3) days prior to the commencement of the class.**

Participants will be educated in HLTAID011 (and HLTAID003) Provide First Aid & HLTAID009 (and HLTAID001) Provide CPR. These units of competency describe the skills and knowledge required to provide first aid response, life support, and management of casualty(s), the incident and other first aiders, until the arrival of medical or other assistance. These skills and knowledge may be applied in a range of situations, including community and workplace settings.

**Full payment of \$160.00 in cash, EFTPOS or bank transfer is required at the time of enrolling in the course. Information on how to make your payment will appear when you submit your enrolment. If you pay by transfer, please forward a copy of the transaction to [info@asec.com.au](mailto:info@asec.com.au).**

Please remember – classes start on time – if, for unforeseen circumstances, you are going to be late please call and advise. Otherwise, latecomers will need to reschedule as classes will not be disrupted.

Certificates are issued electronically to your email address within a week after completion of your **FINAL** course with ASEC. If you are doing 2 courses (e.g., First Aid and RSA) it will be after your 2nd course. **PLEASE ENSURE THAT YOUR EMAIL ADDRESS IS CORRECT ON YOUR ENROLMENT FORM.** Should you require a hard copy please don't hesitate to ask. You will need to collect hard copy certificates from ASEC in person as we do not post them out.

### Upcoming First Aid Courses

Monday – Day course	Monday 6 May 2024	830am – 5pm
Monday – Day course	Monday 20 May 2024	830am – 5pm
Monday – Day course	Monday 3 June 2024	830am – 5pm
Tuesday – Day course	Tuesday 18 June 2024	830am – 5pm
Monday – Day course	Monday 1 July 2024	830am – 5pm



## SITHFAB021

### Provide Responsible Service of Alcohol (RSA)

**IMPORTANT - Participants MUST COMPLETE an RSA pre-course workbook before attending approximately four (4) hours of face-to-face training and assessment. Please ensure you COLLECT your RSA pre-course workbook from ASEC reception at least three (3) days prior to the commencement of the class.**

If you intend to work in a venue that supplies or permits alcohol, you must complete and obtain competency in this course.

Under the **Liquor Act 2010** all security employees working at licensed premises **MUST** hold a current RSA certificate. It is your responsibility, and that of your employer, to ensure you have your RSA in order to work where alcohol is provided.

To enrol please go to [www.asec.com.au](http://www.asec.com.au) and click on the Responsible Service of Alcohol page.

**Full payment of \$120.00 in cash, EFTPOS or bank transfer is required at the time of enrolling in the course. Information on how to make your payment will appear when you submit your enrolment. If you pay by transfer, please forward a copy of the transaction to [info@asec.com.au](mailto:info@asec.com.au).**

Certificates are issued electronically to your email address within a week after completion of your **FINAL** course with ASEC. If you are doing 2 courses (e.g., First Aid and RSA) it will be after your 2nd course. **PLEASE ENSURE THAT YOUR EMAIL ADDRESS IS CORRECT ON YOUR ENROLMENT FORM.** Should you require a hard copy please don't hesitate to ask. You will need to collect hard copy certificates from ASEC in person as we do not post them out.

**Upcoming RSA Courses – should you already hold an interstate RSA you will only be required to undertake a refresher course.**

Tuesday Evening	Tuesday, 30 April 2024	6pm – 10pm
Tuesday Evening	Tuesday, 21 May 2024	6pm – 10pm
Tuesday Evening	Tuesday, 18 June 2024	6pm – 10pm
Tuesday Evening	Tuesday, 16 July 2024	6pm – 10pm
Tuesday Evening	Tuesday, 13 August 2024	6pm – 10pm
Tuesday Evening	Tuesday, 10 September 2024	6pm – 10pm
Tuesday Evening	Tuesday, 8 October 2024	6pm – 10pm





## CPCWHS1001

### Prepare to work safely in the Construction Industry (White Card)

**IMPORTANT – Participants MUST COMPLETE a White Card pre-course workbook before attending approximately four (4) hours of face-to-face training and assessment. Please ensure you COLLECT your pre-course workbook from ASEC reception at least three (3) days prior to the commencement of the class.**

Participants who successfully complete the Prepare to Work Safely in the Construction Industry Course must apply for their White Card online OR at Access Canberra Shopfront within **60 days** of receiving your certificate (Government charges will apply). **After the 60-day period your certificate will require further certifications which you must obtain.**

To enrol please go to [www.asec.com.au](http://www.asec.com.au) and click on the Work Safely in the Construction Industry tab.

Full payment of \$120.00 in cash, EFTPOS or bank transfer is required at the time of enrolling in the course. Information on how to make your payment will appear when you submit your enrolment. If you pay by transfer, please forward a copy of the transaction to [info@asec.com.au](mailto:info@asec.com.au).

Certificates are issued electronically to your email address within a week after completion of your **FINAL** course with ASEC (if you are doing 2 courses it will be after your 2<sup>nd</sup> course). **PLEASE ENSURE THAT YOUR EMAIL ADDRESS IS CORRECT ON YOUR ENROLMENT FORM.** Should you require a hard copy please don't hesitate to ask. You will need to collect hard copy certificates from ASEC in person as we do not post them out.

#### Upcoming White Card Courses – further dates are on the enrolment form

Wednesday Evening	Wednesday, 1 May 2024	6pm – 10pm
Wednesday Evening	Wednesday, 22 May 2024	6pm – 10pm
Wednesday Evening	Wednesday, 19 June 2024	6pm – 10pm
Wednesday Evening	Wednesday, 17 July 2024	6pm – 10pm
Wednesday Evening	Wednesday, 14 August 2024	6pm – 10pm
Wednesday Evening	Wednesday, 11 September 2024	6pm – 10pm
Wednesday Evening	Wednesday, 9 October 2024	6pm – 10pm





## HANDY HINTS TO HELP

**We are into recycling – if you don't wish to keep your folder please hand it in at the end of the course....thank you!**

**READ YOUR ASEC INFORMATION PACK CAREFULLY: THE COMPLETE PROCESS ON HOW TO OBTAIN YOUR SECURITY LICENCE IS THERE!**

### ***CERTIFICATES***

***WILL BE EMAILED TO YOU WITHIN A WEEK OF COMPLETION OF YOUR FINAL COURSE WITH ASEC***

**Have You Done Your Fingerprints and Police Name Check?**

**ASEC requires payment of ALL fees PRIOR TO COMMENCEMENT of your course**

**Please keep bathroom and kitchen clean for others**

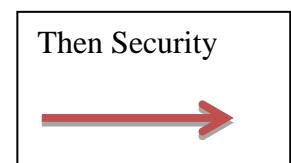


***Most importantly we hope you enjoy your journey here!***

## **General Information**

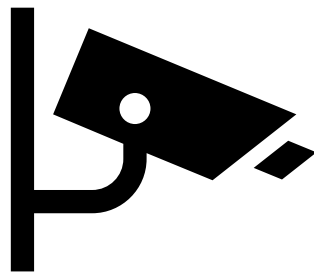
For information about costs & forms to obtain an ACT Security Licence, refer to the Access Canberra Government website. Access Canberra brings together ACT Government shopfronts, call handling, online services, and regulatory functions in a single unified service.

<https://www.accesscanberra.act.gov.au>





**ALL STUDENTS PLEASE BE AWARE:**



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INTERNAL AND EXTERNAL  
24 HOUR CCTV SURVEILLANCE**

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