Australian Security Education & Consulting Pty Ltd

INFORMATION PACK 2026

Unit 1A/ 118 Lysaght Street
MITCHELL ACT 2911 PH: 6134 6631
info@asec.com.au www.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. Our instructors are current in the industry and have over 50 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 HLTAID011 Provide First Aid and HLTAID009 Provide Cardiopulmonary Resuscitation (CPR) – successful completion of this course allows you to apply for an ACT Security Licence only. For ACT licencing information please refer to - https://www.accesscanberra.act.gov.au.

CPP31318 Certificate III in Security Operations - 8 core & 6 elective units including firearms, batons and handcuffs.

Standalone Courses:

- **HLTAID011** Provide First Aid* (including HLTAID003)
- **HLTAID009** Provide Cardiopulmonary Resuscitation (CPR)* (including HLTAID001)
- **SITHFAB021** Provide Responsible Service of Alcohol (RSA)*
- **CPPSS00059** Batons and Handcuffs Skill Set

**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 if applicable a refresher course – RSA only.*

INFORMATION BELOW 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 and Provide Responsible Service of Alcohol (RSA), 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.*

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

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:

Photo ID, and your personal Unique Student Identifier (USI) number (for more information on how to get a USI see page 7). We recommend bringing your own pen/highlighter/notebook.

Students must not bring children to classes at the ASEC training rooms.

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.

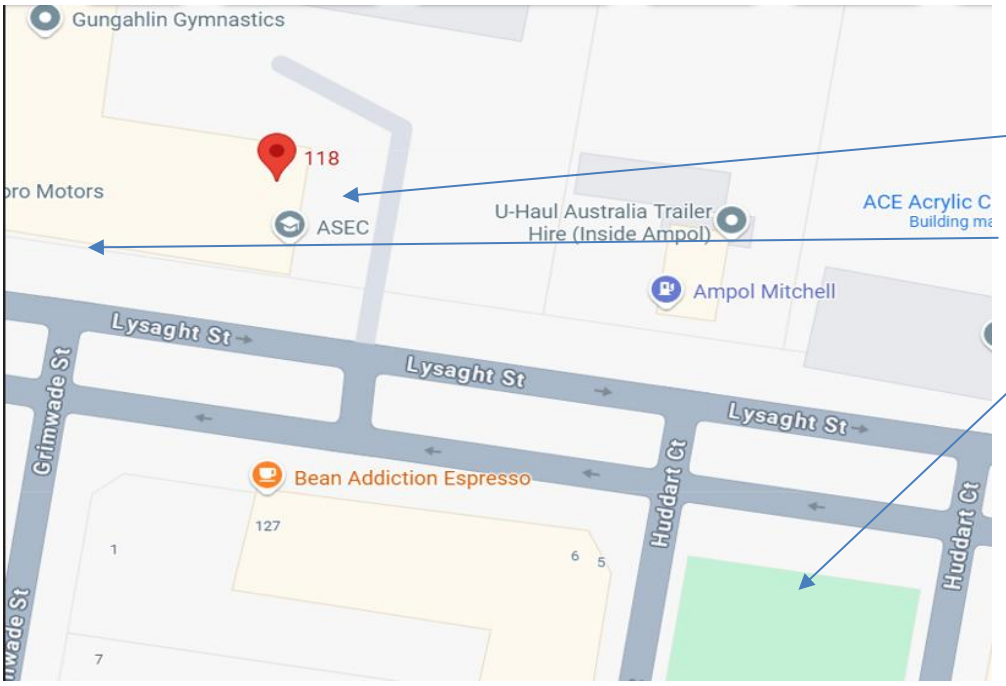
Refreshments:
Tea, coffee, biscuits, fridge, and microwave provided. Several cafés are close by.

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 due to significant updates/changes to industry training requirements.

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, or appointments have been organised prior to commencing course.

Parking



Parking is limited in the visitor's carpark at the ASEC premises. Please check any street signs prior to parking on the street nearby – some is time limited/bus zone. Overflow parking may be available across the street in Huddart Court.
PLEASE DO NOT PARK IN HERZOG OR GUNGAHLIN GYMNASTICS CARPARKS

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 5 for instructions on how to apply for a USI or check yours if you are unsure.

Please complete the application 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 or RSA on its own then you need to nominate the date in the relevant section.

- **DATES FOR ALL ASEC COURSES ARE CONTAINED WITHIN THE ONLINE APPLICATION FORM. THE INFORMATION PACK HAS DATES LISTED AS AN INDICATION ONLY.**
- **WHEN COMPLETING THE ONLINE APPLICATION 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 and RSA ARE ALSO AVAILABLE AS STAND-ALONE COURSES.**

You can enrol via our website **www.asec.com.au** or in person at our office below.

Phone: **02 6134 6631**
Email: **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 application. 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 application 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, Numeracy and Digital (LLND) 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 LLND to proceed on to the courses.

ASEC will endeavour to provide assistance to students having difficulty with language, literacy, numeracy and digital skills during the security course after successfully completing the LLND. 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.

Unique Student Identifier (USI)

All students undertaking nationally recognised training require a Unique Student Identifier (USI) (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.

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 application you are required to pay a non-refundable $100 fee. Instructions on how to do this will appear when you submit your application. Once you have successfully completed the pre-course Information Session and Language, Literacy, Numeracy and Digital (LLND) 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**
STAND-ALONE COURSES	
HLTAID011 - Provide First Aid, includes HLTAID009 - Provide Cardiopulmonary Resuscitation	**$160.00**
HLTAID009 - Provide Cardiopulmonary Resuscitation - refresher	**$80.00**
SITHFAB021 - Responsible Service of Alcohol course (RSA) (including refresher course)	**$120.00**
CPP31318 – Certificate III in Security Operations (fees vary depending on electives chosen)	**$1,800.00 - $3,000.00**

RESPONSIBLE SERVICE OF ALCOHOL (RSA) is an elective course – and is 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.

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.

ASEC is proud to partner with Skilled Capital, an ACT Government-funded training initiative, to support access to government funding opportunities. Skilled Capital offers a comprehensive range of services and subsidies to assist Canberrans in completing the training that best suits their needs. If ASEC has Skilled Capital funding places available for CPP20218 Certificate II in Security Operations or CPP31318 Certificate III in Security Operations at the time of your application, you will be advised of your potential eligibility. Please note that there is no need to contact our office to enquire about funding availability—our team will provide all relevant information, **if funding is available**, during the application process and at the ASEC Information Session.

ASEC REFUND POLICY

ASEC Refund policy
ASEC will protect fees paid in advance and has a fair and reasonable refund policy.

All refund requests must be submitted via email to info@asec.com.au

All course withdrawals attract a $100 administrative fee.

An application for a refund is addressed according to the notice given by the person making the request:

- Withdrawal 14 days or more prior to commencement of the course* – 100% refund of fees paid less $100 non-refundable booking fee (& $100 withdrawal administration fee)
- Withdrawal between 13 days and 7 days prior to the course commencement* - 75% refund of total course fee paid less $100 non-refundable booking fee (& $100 withdrawal admin fee)
- Withdrawal between 6 days and commencement of the course* – 50% refund of total course fee paid less the $100 non-refundable booking fee (+ $100 withdrawal administration fee)
- Withdrawal after commencing or during the course – no refund
- Commencement of the course is defined as 'once you have collected your home study materials'. Home study is a component of your course. Therefore, once you have accepted the home study materials, you have started your course
- Failure to attend without notification may result in a loss of fees.

For example - amount paid	$1,500.00
Less Withdrawal Administration Fee	-$100.00
Subtotal	$1,400.00
100% (14 days+)	Refund of $1,400
75% (13-7 days)	Refund of $1050
50% (6-1 days)	Refund of $700
Course commenced/failure to attend without notification	No refund

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. 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

ACT Security Licence Application Process

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.

Fingerprinting is done through Access Canberra. Go to the website https://www.accesscanberra.act.gov.au/business-and-work/security/security-industry-licences and click on the link in the 'Police Certificates' section – this will take you to the Application for Fingerprint Processing page. Complete and submit with payment as instructed.

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. There is also a copy in the front of your Certificate II course folder. 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.

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) deliver their training for Workplace Rights and Responsibilities via a Zoom link which they will send to you.

To register for the training, please email your name, phone number and email address to act@unitedworkers.org.au. They will then email you with a date, time and the Zoom link. Once the training has been completed, a certificate will be sent to your email address (usually within 48 hrs)

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 and Provide First Aid.

STEP 4: Apply for an ACT Security Employee Licence -

Applications are 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
Core units	
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	Provide First Aid

Pre-requisites for obtaining a security licence - 18 years of age and no criminal record (refer to Access Canberra security licensing for further information). Good understanding of the English language, comprehension and writing.

Course duration:
Certificate II in Security Operations comprises of approximately **10 – 14 days of home study (approximately 40 hours)**, done in your own time, and 5 days of face-to-face in class training. The length of time it takes to do the home study is dependent upon you and how you apply yourself. All home study **MUST** be completed prior to attending face-to-face training. Failure to do so will result in your course being rescheduled to a later date. First Aid forms part of the Certificate II. Available dates are on following pages and in the Application Form on our website www.asec.com.au. Click on the Certificate II tab.

Due to the course duration, students are required to attend face-to-face training for five consecutive days. If you are unable to attend all five days in sequence, due to illness, personal or work commitments, you will need to be transferred to another full course.

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, Numeracy and Digital (LLND) assessment. ASEC will endeavour to provide assistance to students having difficulty with language, literacy, numeracy or digital skills 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**. When you submit your application a payment page will appear – please follow the directions closely.
Once your application 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 application 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 submitting application
Balance of fees	At completion of Information Session/LLND – if you are unable to pay the fees at this time ASEC recommends transferring to a later date when you can make the full payment

Application Process

1) Go to website 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 LLND.
3) Complete the application 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. PLEASE DO NOT CLOSE THIS PAGE WITHOUT SUBMITTING YOUR DEPOSIT – YOUR APPLICATION WILL NOT BE PROCESSED WITH OUT A DEPOSIT.
4) Once your application and deposit is received ASEC staff will send you an email with the pre-course Information Session. This session will generally be scheduled to take place two weeks prior to your course. There will be a choice of dates and times available. Please ensure you reply to the email advising which date and time you choose. You will need to allow about an hour for your session..
5) During the Information Session you will undertake a Language, Literacy, Numeracy and Digital assessment (LLND)– 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 study manuals and assessments.
6) Once ASEC completes your enrolment you will receive auto-generated emails advising you have been enrolled into Cert II and First Aid.

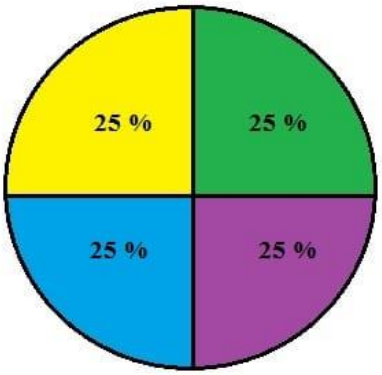
7) **ALL HOME STUDY WORK MUST BE COMPLETED PRIOR TO ATTENDING CLASSES. OTHERWISE, YOUR COURSE WILL HAVE TO BE RE-SCHEDULED FOR A LATER DATE (MAY BE SEVERAL WEEKS LATER DEPENDING ON AVAILABILITY).**

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.

Competency in Certificate II in Security Operations is attained using the following matrix:

COMPETENCY MATRIX



- **Final assessment with pass mark of 90% or more**
- **Written workbook completed in your handwriting**
- **Participation in all practical aspects of each unit**
- **Attitude & Aptitude – attend all classes on time, respect, co-operation**

We want every student to have the opportunity to succeed fairly. To ensure this, all work submitted must be your own. Plagiarism, cheating, or any form of dishonest conduct will not be tolerated and may result in your removal from the course.

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 APPLICATION 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 from our office.

Upcoming Certificate II in Security Operations dates

Due to classes filling quickly the dates below are indicative only. Available dates will be found on the application form

2026 Course dates (not including home study days).**Dates below are the five days of face-to-face intensive Certificate II and First Aid training. The hours are 830am until 530pm. Home study work is mandatory. Failure to complete will result in your course being rescheduled.**	**Information Session Dates LLND Assessment for enrolled students. Upon successful completion you will be given your home study materials which you must complete PRIOR to face-to-face course attendance.**
Monday 16 November to Friday 20 2026	Monday 2 November – 2pm
Monday 23 November to Friday 27 Nov 2026	Monday 9 November – 2pm
Monday 7 December to Friday 11 Dec 2026	Monday 23 November – 2pm
Monday 14 December to Friday 19 Dec 2026	Monday 30 November – 2pm

HLTAID011 Provide First Aid including HLTAID009 Provide CPR

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

Participants will be educated in HLTAID011 Provide First Aid & HLTAID009 Provide Cardiopulmonary Resuscitation. 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. You must be physically capable of performing three 2-minute sessions of effective CPR on adult, child, and infant mannequins. Failure to meet this requirement will result in a "Not Yet Competent" outcome. If you have any concern about your ability to perform CPR to the above requirements, please feel free to organise a practice session by calling ASEC.

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 application. If you pay by transfer, please forward a copy of the transaction to 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 APPLICATION 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	16 November 2026	0830hrs to 1730hrs (approx.)
Monday	23 November 2026	0830hrs to 1730hrs (approx.)
Monday	7 December 2026	0830hrs to 1730hrs (approx.)
Monday	14 December 2026	0830hrs to 1730hrs (approx.)

SITHFAB021

Provide Responsible Service of Alcohol (RSA)

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

If you're planning to work in a venue where alcohol is served, you'll need to successfully complete the RSA course. It's also a great extra skill to have, as it can open up opportunities for additional shifts, especially on weekends when pay rates are generally higher.

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 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 application. If you pay by transfer, please forward a copy of the transaction to 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 APPLICATION 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 – if you already hold an ACT or an interstate RSA you will only be required to undertake a refresher course. For a refresher course, you will still be required to complete the home study workbook; attend the class; and complete the in-course assessment (approx. 1 hour).

Wed Evening	25 November 2026	6pm – 10pm
Wed Evening	16 December 2026	6pm – 10pm

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

Please keep bathroom and kitchen clean for others 😊

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

Have You Done Your Fingerprints and Police Name Check?

CERTIFICATES

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

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!

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.

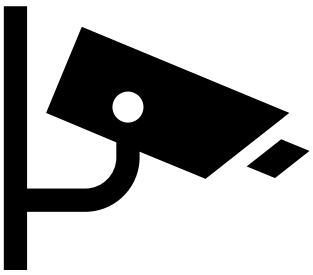
https://www.accesscanberra.act.gov.au - CLICK

Business and Work →

Security →

Security Industry Licenses

ALL STUDENTS PLEASE BE AWARE:



ASEC PREMISES ARE UNDER INTERNAL AND EXTERNAL 24 HOUR CCTV SURVEILLANCE

By submitting your application with ASEC you consent that images and/or filmed footage of yourself may be used by ASEC for training or educational purposes and on social, broadcast and print media for promotional purposes *without* restriction or limitation.

If this conflicts with your cultural or religious beliefs, please advise ASEC at the time of your application.