

Security Institute Enrolment Form

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INSTRUCTIONS

Fill in all sections clearly and carefully by writing in block letters. Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required. All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to comply with the Total Vet Activity reporting for RTOs.

1 PLEASE SELECT YOUR PREFERRED COURSE(S) OR PACKAGE & INDICATE PREFERRED COURSE START DATE

Package 1 Inc. Cert II & CIT Firearms (\$1595)

Certificate II Preferred date: __/__/__

Cash in Transit Firearms Preferred date: __/__/__

Package 2 Inc. Cert II, CIT Firearms & Bodyguard (\$2490)

Certificate II Preferred date: __/__/__

Cash in Transit Firearms Preferred date: __/__/__

CPP Bodyguard Preferred date: __/__/__

Other Short Courses

Certificate II in Security Operations (\$650) __/__/__

Certificate II in Security Operations Flexible Delivery (\$650)

Preferred 3 day practical start date __/__/__

Certificate III in Security Operations (from \$550)

Cash in Transit/Firearms Licensing (\$1095) __/__/__

Close Personal Protection (\$995) __/__/__

PFC Progressive Hand Gun Unit 1-4 (\$1980) __/__/__

Re-validations & Re-Qualifications

Security Guard Firearms (\$995) __/__/__

Crowd Control up grade only (\$250) __/__/__

Cash in Transit Only (\$250) __/__/__

Course in Firearms Safety (\$150; NPF member \$120) __/__/__

Batons and Handcuffs (\$170) __/__/__

Crowd Control Revalidation (\$175) __/__/__

(inc: Manage conflict through negotiation & control persons using open hand techniques)

Crowd Control Revalidation & First Aid (\$250) __/__/__

First Aid only (\$125) __/__/__

Firearms Re Qual for H, C & E: (\$250) __/__/__

Note: you will need to show proof of these categories on your licence

Other: _____ __/__/__

2 YOUR PERSONAL DETAILS

Mr Mrs Miss Ms Dr

Family Name _____ Given Names _____

Residential Address

Building Name _____ Flat/Unit Details _____ Street/Lot No _____

Street Name _____ Suburb/Town _____ Post Code _____ State _____

Employment Agency Details (if employment agent is paying for course)

Company Name _____ Contact Name _____

Contact Number _____ Email _____

Personal Details

Date of Birth ____/____/____ Gender Male Female Home Phone (____) _____

Work Phone (____) _____ Mobile _____

Email Address _____

Postal Address (leave blank if same as Residential Address)

Building Name _____ Flat/Unit Details _____ Street/Lot No _____

Street Name _____ PO Box _____ Suburb/Town _____

Post Code _____ State _____

Usual Residence Address (leave blank if same as Residential Address)

Building Name _____ Flat/Unit Details _____ Street/Lot No _____
Street Name _____ PO Box _____ Suburb/Town _____
Post Code _____ State _____

Emergency/Next of Kin Contact Details: Name _____ Phone _____

3 LANGUAGE AND CULTURAL DIVERSITY

Were you born in Australia? If not, please specify country of birth _____

Do you speak a language other than English at home? No, English Only (go to disability section)
 Yes, other – please specify _____

How well do you speak English? Very Well Well Not well Not at all

Are you of aboriginal or Torres Strait Islander origin? No Yes, Aboriginal Yes, Torres Strait Islander

4 DISABILITY

Do you consider that you have a disability, impairment or long-term condition? (You may indicate more than one area)

- | | | | |
|--------------------------------------------|------------------------------------------------|----------------------------------------------------|---------------------------------------|
| <input type="checkbox"/> No disability | <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"/> Multiple Disabilities | <input type="checkbox"/> Other _____ | |

5 EDUCATION

What is your highest completed school level?

- | | | |
|-----------------------------------------------|----------------------------------------------------|--------------------------------------------|
| <input type="checkbox"/> Did not go to school | <input type="checkbox"/> Completed year 8 or lower | <input type="checkbox"/> Completed year 9 |
| <input type="checkbox"/> Completed year 10 | <input type="checkbox"/> Completed year 11 | <input type="checkbox"/> Completed year 12 |

In which year did you complete the above school level? _____

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications? Yes (please tick any applicable boxes below)
 No (go to the Employment section)

- | | |
|------------------------------------------------------------------------------|-----------------------------------------------------------------|
| <input type="checkbox"/> Bachelor Degree of Higher Degree | <input type="checkbox"/> Certificate III (or Trade Certificate) |
| <input type="checkbox"/> Advanced Diploma or Associate Degree | <input type="checkbox"/> Certificate II |
| <input type="checkbox"/> Diploma (or Associate Diploma) | <input type="checkbox"/> Certificate I |
| <input type="checkbox"/> Certificate IV (or Advanced Certificate/Technician) | <input type="checkbox"/> Certificates other than above |

6 EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

- | | |
|---------------------------------------------------------------|----------------------------------------------------------------------|
| <input type="checkbox"/> Full-time employee | <input type="checkbox"/> Employed-unpaid worker in a family business |
| <input type="checkbox"/> Part-time employee | <input type="checkbox"/> Unemployed – seeking part-time |
| <input type="checkbox"/> Self employed – not employing others | <input type="checkbox"/> Unemployed-seeking full-time work |
| <input type="checkbox"/> Employer | <input type="checkbox"/> Not employed – not seeking employment |

7 STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course/traineeship/apprenticeship? (Tick ONE box only)

- | | |
|-----------------------------------------------------------|--------------------------------------------------------------|
| <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"/> To try for a different career |
| <input type="checkbox"/> To get a better job or promotion | <input type="checkbox"/> It was a requirement of my job |
| <input type="checkbox"/> I wanted extra skills for my job | <input type="checkbox"/> To get into another course of study |

8 STUDENT AND/OR EMPLOYMENT AGENCY MUST SIGN

Students: I have read and agree to the refund policy and student indemnity agreement on the bottom of this form and agree to be bound by the terms contained in the Code of Practice & Student Handbook which I have received a copy of or have downloaded from the website prior to enrolment (available on our web page at www.securityinstitute.org, also available in hardcopy on request). I declare that I have no mental illness and in the last 5 years, I have not been charged in relation to drug related offences, violence or threatened use of violence and have not been subject to a domestic violence order and do not have any recorded criminal convictions within the last 10 years or unrecorded convictions in the last 5 years that are a disqualifying offence. I also declare (if applying for a Firearms Course) that I am eligible to hold a firearms licence. **Employment Agency:** I understand that all payments made by the agency on behalf of the 'jobseeker' are subject to the refund policy on the back of this form. I also understand that in the event that the 'jobseeker' does not attend the course or cancels during the course for any reason the full course fee must be paid if the account has not yet been settled.

Student Signature _____ Date: ___/___/___ Agent Signature _____ Date: ___/___/___

9 PAYMENT METHOD

1. Select Payment Type

Cash Money Order Cheque (Please make cheques payable to **Calibre Pty Ltd**) Credit Card *Direct Deposit

2. Select Amount Paying

50% Deposit required for: Cert II in Sec Ops, Cash in Transit, Firearms & Bodyguard

Full Fee required for: Cert II Sec Ops Flexible, Cert III Sec Ops, Security Re-vals, Firearms Re-Quals, First Aid, Firearms Safety & Batons & Handcuffs

3. If Paying by Credit Card Please include details below:

Name On Card: _____ Card Expiry Date: ___/___/___ CCV: _____ (last 3 digits only)

Amount Paying: \$ _____ (2.2% surcharge applies to Credit Card transactions)

Card Number:

Cardholder's Signature: _____ Date: ___/___/___

*4. If Paying by Direct Deposit

Please deposit the money into the following account. Description as your name. If Employment Agency is paying please include Invoice # in description. After payment has been processed please send a payment receipt to courses@securityinstitute.org so enrolment can be finalised.

Acct Name *Calibre Pty Ltd* BSB: 084 737 ACC: 545 684 107 Amount Deposited \$ _____ Date ___/___/___

10 REFUND POLICY

Provider Cancellation: Should the organisation cancel any course/training program, students are entitled to a full refund or transfer funds (course credit) to future training. Where a course credit is chosen by the student they will have a period of 6 months to commence training. If they do not commence training or request a refund during this 6 month period where the college has provided opportunities to attend the selected course, the course credit will expire and the student will no longer be eligible for a refund. **Student Cancellation:** Please view the student handbook at www.securityinstitute.org for more information regarding our refund policy. In the event that the student wishes to cancel their course/training program conditions will apply. Refunds may be negotiated on the basis of personal hardship or sickness upon provision of substantiation of the claim. Students may be eligible for a pro-rata refund which is dependent upon when they informed the college of their intent to cancel in writing. Refund entitlements are calculated from the day the college received the written advice of cancellation and request for refund.

- Course deposits are non-refundable under 14 days before course commencement
- If a student cancels less than 14 days, they may choose to reschedule and all course fees will be held in credit till commencement.
- Cancellation within 14 – 7 days of date of commencement = 75% refund of the amount paid for the course.
- Cancellation within 6 – day before commencement = 50% refund of the amount paid for the course.
- Cancellation the day of commencement – no pro-rata refund is available. If the student has extenuating circumstances or unforeseen circumstances and those can be validated by documented evidence, a course credit maybe granted and the student may reschedule to commence on the next scheduled course. Example of suitable evidence may include a medical certificate.
- Cancellation during the course: no refund is available on the amount paid. The student will be required if they have not yet done so to pay the balance of their course fees for this course.

STUDENT AGREEMENT & INDEMNITY

IN CONSIDERATION of the Organiser permitting me to participate in the training course I agree with it as follows:

- **I UNDERSTAND** that participating in any type of training or course or activity may be **DANGEROUS** and I voluntarily **ACCEPT** the risk of damage consequent upon or arising from my entry as a student, and the use of the Organiser's facilities.
- **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 a training and from my use of the Organiser's facilities and **I INDEMNIFY** the Organisers in respect of the same.
- **I WILL** abide by the Rules and Regulations of the Organisers as to the training and to the use of the Organiser's facilities and the directions of the Organisers officials including the right to terminate or cancel my training and the use of the Organisers facilities at any time and for any reason.
- **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 Organisers facilities or before any competition.
- **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 Security Institute (any campus or organisation associated with an Security Institute school or company), the Security Institute Pty Ltd and any teachers, lecturers, instructors, directors, officers, managers, advisors, employees, agents, licensees, sub-contractors, subsidiaries, holding companies, associates and assignees, or any person associated with the company in any way; the Competition venue, company in control of the venue or any company or person authorising the use of the competition venue, its directors, officers, managers, advisors, employees, agents, licensees, sub-contractors, subsidiaries, holding companies, associates and assignees or any person or company associated with the company or person in any way. "**the Organiser's facilities**" - the land and buildings associated with any training or any part of the training, weigh-in, media conference, accommodation or training venue. "**use of the Organiser's facilities**" - the use by the student or his attempted use of the Organiser's facilities whether such use or access is in breach of this agreement or the Organiser's Rules and Regulations or authorised or otherwise and whether intended to be so used or not. "**damage**" - all loss or damage, costs or expenses, whether direct or indirect flowing from any legal liability, claim, demand, right of action, proceedings or judgment of whatever nature and whether arising at law or in equity and whether suffered to the person or property of the Organiser, the Student, or any other person or corporation and whether arising out of or consequent upon the negligence of the Organiser, the Student or