



**Acrobat Reader Software Announcement**

If you have any problems when filling out the Student Enrolment Form you must do the following two steps:

Firstly, uninstall Acrobat Reader Software with Acrobat Reader Cleaner Tool. After that, install a new Acrobat Reader Software in your computer.

Step 1: **Acrobat Reader Cleaner Tools Link**

<https://labs.adobe.com/downloads/acrobatcleaner.html>

Step 2: **Download New Version Acrobat Reader.**

<https://get.adobe.com/reader/>

**RTO Provider No. 22274**

Security Training ~ First Aid ~ R.S.A ~ Training Assessment – Risk Management

HEAD OFFICE: Suite 15, 11 - 17 Pearcedale Parade Broadmeadows Vic 3047

# International Student Enrolment / RPL Form

Please use CAPITAL LETTERS

## 1. PERSONAL DETAILS

Title Mr/Mrs/Miss/Ms/Dr etc. Full Name (Given Names + Surname or Family Name)

Sex (F or M) Date of Birth (dd/mm/yyyy)

Postal Address (Number/Street/PO Box etc.)

Suburb/City

Postcode (Format: XXXX)

Telephone Home (Format 03-0000-0000)

Mobile (Format: 0400-000-000)

Email Address

Checklist for Approval	Yes	No
<i>(If your answer is yes to any of the below questions, this may warrant a refusal of licence by the Victorian Police, visit <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a> for further information)</i>		
Have you ever been convicted of any offence in Australia or Overseas? (not traffic charges)		
Have you ever been found guilty of any offence without conviction being recorded? (not traffic charges)		
Do you have any charges pending against you? (not traffic charges)		
Have you ever received a diversion at court? (not traffic matter)		
<i>(If you are not able to meet any of the below questions, you will NOT be able to meet the eligibility criteria for a Security Licence. Please visit <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a> for more information.</i>		
Have you been living in Australia for over 12 months?		
Upon the completion of the training will you have at least more than 12 months left on your VISA?		
Would you be able to meet suitability requirements? (Your application must include 2 suitability references that state you are of suitable character to hold a Private Security licence for the activities being applied for). Please visit <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a> for further information		
Would you be able to meet identification reference requirements? For what identification documents are accepted? Please visit <a href="http://www.police.vic.gov.au">www.police.vic.gov.au</a> for further information		
Can you show that you are eligible to work in Australia?		
If you are a temporary resident, Technical Advanced Training requires a VEVO check (VISA Entitlement Verification Online Check). Do you provide Technical Advanced Training permission to perform a VEVO check?		
I have read and understood all the above questions providing true answers		

RETURN COMPLETED FORM TO:

Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047 OR E: [info@advancetraining.com.au](mailto:info@advancetraining.com.au)

TEL: (03) 9309 0059 FAX: (03) 9309 7490

## 2. LANGUAGE AND CULTURAL DIVERSITY

Are you a Permanent Resident? YES NO

Country of birth?

Town / City of birth?

Are you an Overseas fee paying Student? YES NO

Do you speak a language other than English at home? YES NO

Please specify other language:

How well do you speak English? (Please tick one choice)

VERY WELL WELL NOT WELL NOT AT ALL

Are you Aboriginal or Torres Strait Islander Origin? (Please tick one choice)

NO YES, Aboriginal Yes, Torres Strait Islander

Do you consider yourself to have a disability, impairment or long term condition? YES NO

(If YES, then please indicate the areas of disability, impairment or long term condition, you may indicate more than one option)

	Hearing / Deaf		Physical		Intellectual		Mental Illness
	Acquired Brain Impairment		Vision		Medical Condition	Other: (specify)	
			Hearing		Medication or treatment		

## 3. What is your HIGHEST COMPLETED school level? (tick one only)

	Completed Year 12 (VCE, form 6)		Completed Year 11 (form 5)
	Completed Year 10 (form 4)		Completed Year 9 or lower (form 3)

In what year did you complete that school level? (Format: YYYY)

Are you still attending secondary school? YES NO

Have you SUCCESSFULLY completed any of the following qualifications? YES NO

	Bachelor Degree or Higher		Advanced Diploma or Associate Degree
	Diploma or Associate Diploma		Cert. IV or Advanced Cert. / Technician
	Cert. III or Trade Cert.		Cert. II
	Cert. I		Certificates other than above

## 4. LIST YOUR CURRENT QUALIFICATIONS BELOW

Year Awarded	Name of Qualification	Qualification Level	Institute	State/Country

RETURN COMPLETED FORM TO:  
 Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047 OR E: [info@advancetraining.com.au](mailto:info@advancetraining.com.au)

TEL: (03) 9309 0059 FAX: (03) 9309 7490

## 5. EMPLOYMENT

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

Full Time                      Part Time                      Casual                      Self-Employed                      Unemployed – Seeking fulltime work

Of the following categories, which best describes your industry of employment? (Tick one box only)

A - Agriculture / Forestry / Fishing                      B - Mining                      C - Manufacturing                      D - Electricity, Gas, Water                      E - Construction

F - Wholesale Trade                      G - Retail Trade                      H - Accommodation I - Transport, Warehousing Food Services                      J - Information Media and communications

K - Financial / Insurance                      L – Rental / Real Estate                      M - Professional / Scientific Services                      N - Administrative / Support                      O - Public Administration and Safety

P - Education / Training                      Q - Health Care / Social Assistance                      R - Arts / Recreation                      S - Other Services

Of the following categories, which best describes your occupation? (Tick one box only)

1 - Manager                      2 - Professionals                      3 – Technician / Trade Workers                      4 – Community and Personal Service Workers                      5 – Clerical and Administrative Workers

6 – Sales Workers                      7 – Machinery / Operators and Drivers                      8 - Labourers                      9 - Other

## 6. STUDY REASON

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

To get a job	It was a requirement of my job
To develop my existing business	I wanted extra skills for my job
To start my own business	To get into another course of study
To try for a different career	For personal interest or self development
To get a better job or promotion	Other reasons

## 7. REFUND POLICY

**ALL REFUNDS INCUR A \$150.00 administration fee for full fee paying students NO REFUNDS FOR SKILLS FIRST ELIGIBLE STUDENTS.**

All Refunds made to Technical Advanced Training will incur an administration fee of \$150 with any refunds to be sent in the form of a Company cheque. Our Refunds policy is subject to the following conditions below:

- If you advise TAT in writing **no less than 3 working days** prior to the commencement of your course we will provide a full refund minus the above administration fee.
- If you have enrolled and paid any course fee via our online service, the above points will apply to any refund request. You will need to apply for a refund in writing and the refund will be sent in the form of a Company cheque. This cheque will be addressed to the name and address listed on the enrolment form.
- Where students have been asked to leave the classroom and not rejoin for behavioural reasons the above refund policy will also apply.
- All units completed and paid for at the time of withdrawal will be recognised via a statement of attainment
- No payments nor refunds will be made to students from any government or third party funding.

**NOTE: If TAT cancels a course, a full refund will be issued or you can transfer to another scheduled course.**

I understand the refund policy and agree to the terms, and will supply the required request in writing.

Student Signature:

Date (dd/mm/yyyy)

TAT Staff Signature: ..... Date (dd/mm/yyyy)

RETURN COMPLETED FORM TO:

Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047 OR E: [info@advancetraining.com.au](mailto:info@advancetraining.com.au)

TEL: (03) 9309 0059 FAX: (03) 9309 7490

## 8. UNIQUE STUDENT IDENTIFIER NUMBER- USI NUMBER

Do you have you a Unique Student Identifier Number? YES NO

Enter USI Number (USI):

From 1 January 2015, we Technical Advanced Training can be prevented from issuing you with a nationally recognised VET qualification or statement of attainment when you complete your course if you do not have a Unique Student Identifier (USI). If you have not yet obtained a USI you can apply for it directly at <http://www.usi.gov.au/create-your-USI/> on computer or mobile device.

If you would like us Technical Advanced Training to apply for a USI on your behalf you must authorise us to do so and declare that you have read the privacy information at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

I **[Student Full Name]** authorise Technical Advanced Training to apply pursuant to sub-section 9(2) of the Student Identifiers Act 2014, for a USI on my behalf. I have read and I consent to the collection, use and disclosure of my personal information pursuant to the information detailed at <http://www.usi.gov.au/Training-Organisations/Documents/Privacy-Notice.pdf>

**SIGNATURE :**

**DATE (dd/mm/yyyy):**

## 9. EMERGENCY CONTACT DETAILS

Title : Mr / Mrs / Miss / Ms / Dr etc.

Full Name:

Phone Number #1

(Format: 0400-000-000)

Phone Number #2

(Format: 0400-000-000)

Relationship to Student:

Address:

Does this nominated person speak a language other than English? Yes No

If yes, what is the main language spoken at home?

## 10. STUDENT PRIVACY AND CONSENT NOTICE

Under the Data Provision Requirements 2012, Technical Advanced Training 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 Technical Advanced Training for statistical, regulatory and research purposes. Technical Advanced Training may disclose your personal information for these purposes to third parties, including:

- School – if you are a secondary student undertaking VET, including a school-based apprenticeship or traineeship;
- Employer – if you are enrolled in training paid by your employer;
- Commonwealth and State or Territory government departments and authorised agencies;
- NCVER;
- Organisations conducting student surveys; and
- Researchers.

Personal information disclosed to NCVER may be used or disclosed for the following purposes:

- Issuing a VET Statement of Attainment or VET Qualification, and populating Authenticated VET Transcripts;
- facilitating statistics and research relating to education, including surveys;
- understanding how the VET market operates, for policy, workforce planning and consumer information; and
- administering VET, including program administration, regulation, monitoring and evaluation.

You may receive an NCVER student survey which may be administered by an NCVER employee, agent or third party contractor. You may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the Privacy Act 1988 (Cth), the VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au)).

**STUDENT DECLARATION AND CONSENT** - \*Parental/guardian consent is required for all students under the age of 18.

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 (dd/mm/yyyy)

RETURN COMPLETED FORM TO:

Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047 OR E: [info@advancetraining.com.au](mailto:info@advancetraining.com.au)

TEL: (03) 9309 0059 FAX: (03) 9309 7490

## 11. Main Course of Study in Australia

For students enrolling into the CPP20218 – Certificate II in Security Operations, there are two class options:

### Option 1 – Day Class:

Day classes will run for 18 days, Monday to Friday.

To balance your study load and to achieve appropriate course progression the day class is recommended to students that are on a holiday period or having a break from their primary course provider.

### Option 2 - Evening Class:

Evening classes will run for 24 nights, Monday to Friday. These classes are less intense.

To balance study load and to achieve appropriate course progression the evening classes is recommended to students that want to complete this course concurrently with their primary study course.

Will this course interfere with your primary course of study in Australia?

Yes No

If YES then TAT recommends you choose the evening class option.

## 12. COURSE DETAILS / FEE FOR SERVICE including Enrolment Fee

Please indicate (**only**) one Course for which you wish to enroll. All Course Fees include Student Workbook

Tick √	Course Code								Course Title			Please circle preferred class		
												Day Class	Evening Class	RPL Only
	C	P	P	2	0	2	1	8	Certificate II in Security Operations (Crowd Control / Unarmed Guard / Control Room)			\$1200.00	\$1500.00	\$1000.00
	C	P	P	3	1	3	1	8	Certificate III in Security Operations (Screening / Baton & Handcuffs)			\$2200.00	\$2200.00	\$2200.00
	C	P	P	3	1	3	1	8	Certificate III in Security Operations (Baton & Handcuffs / C.I.T / Armed Guard) (If you hold a current qualification in Certificate II in Security Operations)			\$2250.00	\$2250.00	\$2100.00

Stand alone unit/s of Competency or Short Courses (Non-Accredited) ONLY

Tick √	Unit of Competency										Unit Title	Day Class	Evening Class	RPL Only
	H	L	T	A	I	D	0	0	9		Provide CPR	\$100.00		N/A
	H	L	T	A	I	D	0	1	1		Provide First Aid	\$200.00		N/A
	C	P	P	S	E	C	3	1	2	7	Conduct security screening using x-ray equipment	\$700.00	\$700.00	\$600.00
	C	P	P	S	E	C	3	1	2	8	Conduct security screening using walk-through metal detection equipment			
	C	P	P	S	E	C	3	1	2	9	Conduct security screening using explosive trace detection equipment			
	C	P	P	S	E	C	3	1	3	0	Conduct security screening using hand-held metal detectors			
	C	P	P	S	E	C	2	1	0	8	Screen people, personal effects and items to maintain security			
	C	P	P	S	E	C	3	1	1	0	Control persons using baton	\$350.00	\$450.00	\$250.00
	C	P	P	S	E	C	3	1	1	1	Control persons using handcuffs			
	C	P	P	S	E	C	3	1	1	8	Inspect and test cash-in-transit security equipment and rectify faults	\$300.00	\$350.00	\$200.00
	C	P	P	S	E	C	3	1	1	9	Implement cash-in-transit security procedures			
	C	P	P	S	E	C	3	1	2	0	Load and unload cash-in-transit in an unsecured environment			
	C	P	P	S	E	C	3	1	1	4	Control security risk situations using firearms	\$200.00		
	C	P	P	S	E	C	3	1	1	5	Carry, operate and maintain revolvers for security purposes	\$400.00		
	C	P	P	S	E	C	3	1	1	6	Carry, operate and maintain semi-automatic for security purposes	\$400.00		
<b>Annual Firearms Re-Qualification for Revolver or Semi-Automatic</b>														
	C	P	P	S	E	C	3	1	1	5	Carry, operate and maintain revolvers for security purposes	\$400.00		
	C	P	P	S	E	C	3	1	1	6	Carry, operate and maintain semi-automatic for security purposes	\$400.00		
<b>Annual Firearms Re-Qualification for Revolver and Semi-Automatic</b>														
	C	P	P	S	E	C	3	1	1	5	Carry, operate and maintain revolvers for security purposes	\$600.00		
	C	P	P	S	E	C	3	1	1	6	Carry, operate and maintain semi-automatic for security purposes			

A minimum payment of \$250.00 is required if course fee is >> \$250.00

Write the course start date you wish to enroll into (dd/mm/yyyy)

Payment Details Tick √

Cash

Eftpos

Credit Card Master or Visa Only(Complete below)

Cheque (Payable to: **Technical Advanced Training**)

Card Holder's Name:

Card Expiry Date (mm/yy):

Card Number: / / /

CCV #:

RETURN COMPLETED FORM TO:

Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047 OR E: info@advancetraining.com.au

TEL: (03) 9309 0059 FAX: (03) 9309 7490

### 13. **STUDENT ACCEPTANCE AGREEMENT**

I declare that the information supplied in this declaration and all documentation supporting it are true and correct to the best of my knowledge.

I understand and agree to the following:

1. It is my responsibility to become familiar with TAT's policies and procedures. I am aware that TAT they are outlined in the student handbook and website.
2. I will advise TAT administration of any change to my address or contact details within 7 days.
3. I have read and understood the student selection and administration policy and procedure and the refund policy located on the TAT website and enrolment form and accept them in their entirety.
4. I agree that part of my course requirements I will participate in class activities, role plays and outside events as per class schedules.
5. I release and hold harmless the Academy, its CEO, staff and agencies in respect to any property loss or personal injury that I may sustain whilst participating in or resulting from attending the Academy or any activities related to my studies however caused.
6. I agree for TAT or its agents to take/utilise photographs/videos for public relations activities.
7. I state that the person witnessing this signature is not related to me in any way.
8. I have shown TAT representative a copy of my full vaccination (or exemption) evidence.

**Student Signature:**

Date  
(dd/mm/yyyy)

TAT Staff Signature: .....

Date  
(dd/mm/yyyy)

RETURN COMPLETED FORM TO:  
Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047 OR E: [info@advancetraining.com.au](mailto:info@advancetraining.com.au)

TEL: (03) 9309 0059 FAX: (03) 9309 7490

**14. PUBLIC LIABILITY WAIVER**

<b>Student Full Name:</b>		<b>Course Code:</b>	
		(dd/mm/yyyy)	
		<b>Date of Birth:</b>	

I understand that I am enrolled in the above Course Code with Technical Advanced Training (T.A.T) that has physical activities that may include Self-defense, role plays, scenarios, activities and/or practical shooting.  
 I understand that I must not do any act or assist another person in doing any act that may put myself or any other person's health or welfare at risk of harm or danger.  
 Due to the nature of the physical activity or practical shooting I may be exposed to potential risks of injury.  
 If I wish to participate in these activities I must tick **YES** and sign the form below.

I understand that by ticking **YES** and signing this form T.A.T or staff or trainers or contractors or any venue owner, can not be held liable for any injury that I may sustain due to myself or another participants or any other persons accident, mistakes or negligence, which may result in an injury to myself or another person. This includes any form of pain and/or suffering.

**Question 1** **YES**                      **NO**

Do you have any injuries or disabilities that you wish to declare?  
 If **YES**, please state in detail what those injuries or disabilities are:

If you do not wish to participate in any physical activities, that may include self defence, role plays, scenarios, activities and/or practical driving at your own risk **YOU MUST TICK NO** in Question (2) BELOW and then sign this form.  
 If you would like to participate in physical activities, that may include Self defence, role plays, scenarios, activities and/or practical driving tick **YES** and then sign this form.

**Question 2**

**Yes**                      I wish to participate                      **No**                      I do not wish to participate

By signing this form I agree not to hold T.A.T liable for any injury that I may sustain when participating in physical activities that may include self defence, role plays, scenarios, activities and/or practical driving. (dd/mm/yyyy)

<b>Student full name:</b>		<b>Signature:</b>		<b>Date:</b>	
TAT Staff full name:		Signature:		Date:	

**PLEASE CHECK EVERYTHING BEFORE SUBMITTING**

Office Use Only

OFFICE USE ONLY

PROCESSED BY (Staff Name)

SIGN                      DATE

\_\_\_\_\_

**Office Use ONLY – ENROLMENT Checklist**

Enrolment Officer to ensure they have collected certified copies of the following identifications:

- Drivers Licence or Learners Permit
- Security Licence (For Certificate III)

**RETURN COMPLETED FORM TO:**  
 Technical Advanced Training, Suite 15 11 – 17 PEARCEDALE Parade, BROADMEADOWS VIC 3047    OR    E: [info@advancetraining.com.au](mailto:info@advancetraining.com.au)

TEL: (03) 9309 0059    FAX: (03) 9309 7490



**Registered Training Organization Number: 22274**  
**WORKPLACE TRAINING AND QUALIFICATIONS IN**  
Security ~ Risk Management ~ First Aid ~ R.S.A ~ Childcare ~ Training & Assessment

### **SCHEDULE OF GOVERNMENT SUBSIDISED COURSE TUITION FEES – 2024**

<b>COURSE</b>	<b>Indicative Scheduled Hours</b>	<b>FULL FEE</b>	<b>Indicative Full Fee per Scheduled Hour</b>
<b>CPP20218 Certificate II in Security Operations (Unarmed Guard/Crowd Control)</b> Currency = Current	<b>18*8=144</b>	<b>\$ 1200</b>	<b>\$8.33</b>
<b>CPP31318 Certificate III in Security Operations (Baton &amp; Handcuffs / Screening)</b> Currency = Current	<b>19*8.5 = 161.5</b>	<b>\$2200</b>	<b>\$13.62</b>
<b>CPP31318 Certificate III in Security Operations (Baton &amp; Handcuffs, Armed, Cash in Transit)</b> Currency = Current	<b>19*8.5 = 161.5</b>	<b>\$2250</b>	<b>\$13.93</b>
<b>ADDITIONAL FEES</b>			
Certificate issue following Credit Transfer - Administration Fee	\$450		
Certificate Reprinting	\$30 per sheet		

The above qualifications are delivered face to face at Suite 15, 11 – 17 Pearcedale Parade BROADMEADOWS VIC 3047 AND / OR specify location:  
.....

**TECHNICAL ADVANCED TRAINING**  
A.B.N. 16 025 532 981

**Tel:** (03) 9309 0059    **Fax:** (03) 9309 7490

Version 1: 20241101

BROADMEADOWS PLACE  
Suite 15, 11 – 17  
Corner Pearcedale Parade and Dimboola Road  
BROADMEADOWS VICTORIA 3047

**Web site:** [www.advancetraining.com.au](http://www.advancetraining.com.au)  
**Email:** [info@advancetraining.com.au](mailto:info@advancetraining.com.au)