



1

COURSE

The course you are  
applying for ►

☐ CPP20218 - CERTIFICATE II IN SECURITY OPERATIONS

2

MODE OF  
DELIVERY

Choose the  
preferred mode of  
delivery ►

In following categories, which BEST describes your requirement? ►

☐ Face-to-Face    ☐ Blended    ☐ Distance Learning  
☐ Work based    ☐ On-site at your address

3

PERSONAL  
DETAILS

Title ► ☐ Mr.    ☐ Mrs.    ☐ Miss    ☐ Dr.    ☐ Other

Family Name ►

Given Name(s) ►

Gender ► ☐ Male    ☐ Female    ☐ Other    ☐ Don't want to disclose

Date of Birth ►

4

CONTACT DETAILS

Residential Add. ►

State ►

Post Code ►

Postal Address (if  
different from above) ►

State ►

Post Code ►

Telephone ►

Mobile ►

Email ►

Alternative Email  
(Optional) ►

5

EMERGENCY  
CONTACT DETAILS

Name ►

Address ►

Telephone ►

Relationship ►



6

RESIDENCY & VISA  
INFORMATION

Nationality ▶

Passport No. ▶

Issue Date ▶

Expiry Date ▶

Visa type ▶

*If not Australian Citizen*

Sub Class ▶

Expiry Date ▶

Study Rights ▶  
*In Australia*

☐ Yes

☐ No

Applied for Australian Permanent Residency ▶

☐ Yes

☐ No

7

SCHOOLING

Still in School ▶

☐ Yes

☐ No

Highest School Level completed ▶

Year Completed ▶

Institute ▶

8

PREVIOUS  
QUALIFICATIONS ACHIEVED

Post-Secondary ▶

☐ Yes

☐ No

Highest Qualification completed ▶

Year Completed ▶

Institute ▶

Equivalent ▶

A – Australian, E – Australian Equivalent or I – International

(Note: In case you have multiple Prior Education Achievement Recognition Identifiers of any qualification, use the following priority order number to determine which identifier to use: **1: A** – Australia, **2: E** – Australian Equivalent, **3: I** – International)

A	E	I	A	E	I
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate I			Diploma of Associate Diploma		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II			Advanced Diploma of Associate Degree Level		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate III or Trade Certificate			Bachelor Degree or Higher Degree Level		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificate IV or Advanced Certificate/Technician			Certificates other than the above		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Please provide certified documents for the courses that you took.

9

LANGUAGE AND  
CULTURAL DIVERSITY

Birth Country ▶

☐ Australia ☐ Other, please specify

Spoken Language (at home) ▶

Other than English ▶

☐ No

☐ Yes, please specify

English Language ▶

How well do you speak English? ▶

☐ Very Well

☐ Well

☐ Not Well

☐ Not at all

Origin ▶

☐ Aboriginal

☐ Torres Strait Islander

☐ Both

10

DISABILITY

Condition ▶

Do you consider yourself to have a disability, impairment or long-term condition? ▶ ☐ No ☐ Yes, please indicate the areas of condition:

*If you answered 'Yes', you can contact CEA for further support services available*

☐ Hearing/Deaf

☐ Physical

☐ Intellectual

☐ Acquired Brain Impairment

☐ Mental Illness

☐ Vision

☐ Medical Condition

☐ Learning

☐ Other

## 11

EMPLOYMENT

**Employment Status ►**

**In following categories, which BEST describes your current employment status? ►**

- |   |   |
|---|---|
| <input type="checkbox"/> Full-time employee               | <input type="checkbox"/> Part-time employee                   |
| <input type="checkbox"/> Self-employed - Employing others | <input type="checkbox"/> Self-employed - Not employing others |
| <input type="checkbox"/> Employed - Unpaid worker         | <input type="checkbox"/> Unemployed - Seeking Full-time work  |
| <input type="checkbox"/> Not employed - Not seeking work  | <input type="checkbox"/> Unemployed - Seeking Part-time work  |

**If currently employed, or recently been employed ►**

**Choose the classification of occupation that best describe your occupation (choose one only) ►**

- |  |  |
|--|--|
| <input type="checkbox"/> Manager         | <input type="checkbox"/> Community & Personal Service Worker |
| <input type="checkbox"/> Professional    | <input type="checkbox"/> Early Childhood Educator            |
| <input type="checkbox"/> Admin & Support | <input type="checkbox"/> Other (please specify)              |

## 12

STUDY REASON

**Main Reason ►**

**In following categories, which BEST describes your main reason for undertaking the course(s) with CEA? ►**

- |  |   |
|--|---|
| <input type="checkbox"/> To develop my existing business | <input type="checkbox"/> To try for a different career            |
| <input type="checkbox"/> To get a job                    | <input type="checkbox"/> Want extra skills for my job             |
| <input type="checkbox"/> To get better job or promotion  | <input type="checkbox"/> Requirement of my job                    |
| <input type="checkbox"/> To get into another course      | <input type="checkbox"/> For personal interest & self-development |
| <input type="checkbox"/> To start my own business        | <input type="checkbox"/> Other reason (please state)              |

## 13

RPL / CREDIT  
TRANSFER

**Requirement ►**

**Are you seeking Recognition of Prior Learning or Credit Transfer? ►**

- ☐ No ☐ Yes

If 'Yes', then please contact Admissions Department for further details about the Recognition of Prior Learning (RPL) / Credit Transfer (CT) process.

## 14

TRANSFERRING  
LEARNING

**Are you transferring from another education provider in Australia? ►**

- ☐ No ☐ Yes.

**Are you currently enrolled in an institute? ☐ No ☐ Yes.** If 'Yes', then please provide the name of institute:

## 15

USI

**Unique Student Identifier ►**

**Have you applied for Unique Student Identifier (USI) before?**

- ☐ Yes ☐ No

If 'Yes', please provide your USI

If 'No', you can visit <https://www.usi.gov.au/> to create USI. Once created, please provide the same to Admissions department. If you want CEA to create USI on your behalf, please contact Admissions department, email at [info@communityeducation.edu.au](mailto:info@communityeducation.edu.au) or call (07)37081061 for further guidance.

## 16 DOCUMENTATION

**Required Documents ►** Please provide the following documentation if you believe you are eligible to access Queensland Government funding (must provide a clear copy).

Australian citizen / Permanent Resident / New Zealand citizen	Queensland Residency	Concessional (if Applicable)
<ul style="list-style-type: none"> <li>Green Medicare Card</li> <li>Australian Birth Certificate</li> <li>New Zealand passport</li> <li>New Zealand Certificate of Status</li> <li>Permanent Residency Visa</li> <li>Special Category visa</li> <li>Temporary Residence on a pathway to permanent residency – official letter</li> </ul>	<ul style="list-style-type: none"> <li>Driver's license (Front and Back)</li> <li>Rates/Utility bills</li> <li>Queensland Vehicle Registration Certificate</li> <li>Official mail from a bank or ATO or Centrelink</li> </ul>	<ul style="list-style-type: none"> <li>Health Care Card</li> <li>Pensioner Card</li> <li>Official Form – Confirming a person is a dependent/partner of concession cardholder and is named on the card</li> <li>Aboriginal or Torres Strait Islander</li> <li>Has a disability; and</li> <li>Adult Prisoner (HLS)</li> </ul>

**Valid Concession Card ►**

**Do you have a valid Concession Card?**

☐ No

☐ Yes, please indicate below:

☐ Healthcare Card

☐ Pensioner Concession Card

☐ Veteran's Gold Card

☐ Other proof as per the above Concessional list

## 17 FEE STATEMENT

**Statement of Fees ►** CEA makes sure that all stakeholders are informed about fees and charges for all courses on our scope. It identifies the processes in place to protect the fees paid by students in advance and also includes implementing the course fee outline. (Please refer to the table below). Details of fees and charges are also supplied in the course information for each course and on the Policies sub-option found on our website (<http://communityeducation.edu.au/>). Please consult our course adviser too for further details.

Tuition fees for eligible students under the state government funding:

**Queensland Government Funding ►**

Course	Full Fee (FFS*)	Concession**	Non Concession**
CPP20218 - Certificate II in Security Operations	AUD1,200	AUD 14.00 AUD 1.00 per unit	AUD 28.00 AUD 2.00 per unit

\* FFS – Fee for Service

\*\* Certificate 3 Guarantee Program

This fee includes enrolment charges, tuition, services, material fees and other costs associated with delivering the training and assessment services and awarding the qualification to the participant.

Students who are unable to meet their payment deadlines should inform CEA Reception staff and can request for payment plans. This is legally binding documents between Community Education Australia and the student enrolling in a course. Full payment is required before course completion. No certificate will be awarded if full payment has not been received.



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FEE PAYMENT

Payment Method ► ☐ Cash ☐ Direct Deposit in CEA's Bank Account ☐ Credit Card

Bank Details ►

Bank	Commonwealth Bank Australia
BSB	062 514
Account Number	104 757 85
Account Name	McEvoy & Doust Pty Ltd trading as Community Education Australia

(Please put your full name in description of direct deposit payment)

Credit Card ► I give permission for fee to be charged to my Credit Card for the selected course.

☐ Visa Card

☐ Master Card

Card Expiry date

Card Number

Card Identification Number (last 3 digits located on back)

Amount to be charged

Card Holder's Name

Card Holder's Signature

19

POLICIES & PROCEDURES

Information ► To ensure that you, as a student, understand your obligations and commitments to this course, we have developed our Community Education Australia **Student Handbook**.

It is important that you read our handbook prior to submitting these documents. As part of the enrolment process, CEA delegate will summarise this and ask you to confirm your knowledge and understanding as well as your commitment and obligations.

Policies &  
Procedures access ►

Please refer to CEA's **Student Handbook** for following policies and procedures:

- Fee Refund Policy and Procedure
- Complaints and Appeals Policy and Procedure
- Code of Conduct
- Fees and Charges Policy and Procedure
- Access and Equity Policy and Procedure
- Disciplinary Policy and Procedure
- Recognition of Prior Learning and Course Credit Policy and Procedure
- Qualification Issuing Policy and Procedure
- Personal Information and Privacy Policy and Procedure

**ENROLMENT DECLARATION**  
(For every Prospective Student to sign)

Please go through the eligibility criteria carefully before submission of the documents. The information is provided on our website <http://communityeducation.edu.au> and Student Handbook.

**Student Privacy Information**

Community Education Australia (CEA) is required to provide both State and Commonwealth Government, with student and training activity data which may include information you provide in this enrolment application form. Information is required to be provided for statistical purposes and in accordance with Information and Privacy Policy. The Education and Training Reform Act 2006, the Student Identifiers Act 2014 (Cth) and the Student Identifiers Regulation 2014 (Cth) require and Community Education Australia to collect and disclose student personal information for a number of purposes including Commonwealth's Unique Student Identifier (USI). For more information in relation to how student information may be used or disclosed, please refer to Community Education Australia's Personal Information & Privacy Policy and Procedure. (<http://communityeducation.edu.au/>) or contact Community Education Australia on (07) 3708 1061.

**Privacy Notice**

Under the Data Provision Requirements 2012, Community Education Australia (CEA) 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) may be used or disclosed by CEA for statistical, administrative, regulatory and research purposes. CEA may disclose your personal information for these purposes to:

- 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, 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:

- populated authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- 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 a student survey which may be administered by a government department or NCVER employee, agent or third-party contractor or authorised agencies. Please note 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 National 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)).

For more information about NCVER's Privacy Policy got to <https://www.ncver.edu.au/privacy>

**Enrolment Declaration**

- ☐ The information herein provided is to the best of my knowledge true, correct and complete at the time of my enrolment.
- ☐ I consent to the collection, use and disclosure of my personal information in accordance with the Privacy Notice above.
- ☐ I confirm that I have conducted a pre-training review in which I have discussed all my training options including RPL and CT with Community Education Australia and that the elected course/s is the appropriate training option for me.
- ☐ I confirm and accept Community Education Australia's recommended learning pathway as my training program.
- ☐ I have read and understood Community Education Australia's Personal Information & Privacy Policy Procedure.
- ☐ I have been provided with information about/and access to Community Education Australia's Student Handbook, course training plan and schedule, assessment due dates and a current Statement of Fees.

- ☐ I have been informed of my rights and obligations as a student with Community Education Australia, and agree to abide by all rules and regulations of Community Education Australia. I confirm that all arrangements are made to pay outstanding fees and charges applicable to this training program and that Community Education Australia can withhold my academic results until my debt is fully paid and any property belonging to Community Education Australia has been returned.
- ☐ I authorise Community Education Australia, in the event of illness or accident during any organized activity, and where emergency contact or next of kin cannot be contacted within reasonable time, to seek ambulance, medical or surgical treatment at my cost.
- ☐ (Optional) I hereby give my permission to Community Education Australia to use my (Name, Testimonial, Image / Photograph) in publications and advertisements produced by or for Community Education Australia. I understand that:
- These may be used for publication in film, photographs, in printed materials, electronically and on the internet.
  - The above permission will apply for three years from the date of signing this form.
  - I will not receive any compensation or payment for the above.
  - Once my personal information has been published on the internet, Community Education Australia has no control over its subsequent use and disclosure.
- ☐ A student's USI may be used for specific VET purposes including the verification of student data provided by CEA, the administration and audit of VET providers and program; education-related policy and research purposes, and to assist in determining eligibility for training subsidies.
- ☐ I agree to the Fee Refund Policy and Procedure.
- ☐ I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.
- ☐ I have completed the language literacy and numeracy indicator tool, or been given the opportunity to.
- ☐ I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.
- ☐ I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- ☐ I have read and understood CEA's Statement of Fees.
- ☐ I acknowledge that all fees are payable in full on course commencement or the commencement of the term that fees are due.

**Applicant's Name**

**Applicant's Signature**

**Date**

## STUDENT DECLARATION

(For Prospective Students accessing Queensland Government Funding)

### PART A

For student's eligibility to participate in government funding, please tick each relevant box to confirm your eligibility and sign the declaration below:

- ☐ 15 years of age or over, and are no longer at school (with the exception of VET in School (VETIS) Student)
- ☐ An Australian citizen, Australian permanent resident (includes humanitarian entrant), temporary resident with the necessary visa and work permits on the pathway to permanent residency, or a New Zealand citizen
- ☐ Permanently reside in QLD
- ☐ Do not hold, and neither enrolled in, a similar or higher-level qualification, not including qualifications completed at school and foundation skills training

### PART B

I confirm that by signing this declaration, I am accepting an offer of a place in the course as outlined within this enrolment form and I further acknowledge and confirm that:

- ☐ I understand that the information I have provided to Community Education Australia (CEA) at enrolment and during my course may be disclosed to the Department of Employment, Small Business and Training (DESBT), the Commonwealth and State Agencies through its obligations to comply with the Training Reform Act 2006. The DESBT may use the information provided to it for planning, administration, policy development, program evaluation, resource allocation, and reporting and/or research activities. For these and other lawful purposes, the DESBT may also disclose information to its consultants, advisers, other government agencies, professional bodies and or other organisations. I have been advised by CEA that I may be contacted and requested to participate in a National Centre for Vocational Education Research survey or a Department-endorsed project for audit or review.
- ☐ Prior to enrolment, I have read and understand the Community Education Australia Student Handbook and agree to abide by Community Education Australia policies and procedures and Code of Conduct.
- ☐ I agree to the Refund Policy provided in the Student Handbook.
- ☐ I have read and understood the complaints and appeals processes, my rights as a student, the Privacy Statement and my right to access Australian Consumer Protection law.
- ☐ I have completed the language literacy and numeracy indicator tool, or understand that I will be given the opportunity to.
- ☐ I have also been provided with course information, duration of my course and I understand how to access support services and information I understand that access to academic records is provided free of charge.
- ☐ I acknowledge that providing false, misleading or inaccurate information may affect the acceptance of this application and/or the continued provision of training and assessment services.
- ☐ I have read and understood CEA's fee information and course cancellation terms.
- ☐ I acknowledge that all fees are payable in full on course commencement.
- ☐ I understand it is a requirement of the program that I complete and return a Training and Employment Survey within three months of finishing the training and assessment.
- ☐ All this information is available on the Community Education Australia Website.



## PART C

- ☐ I declare the information provided in this enrolment application by me and/or in relation to me and that all documents I have provided to meet the requirements of the course as of the date of signing this form are true and correct.
- ☐ I confirm that I meet the eligibility requirements and I understand that I can only access the Certificate 3 Guarantee subsidy once, and I wish to enroll in the above course. I will follow all the study instructions and Rules and Regulations as outlined on this page as well as all policies in the student handbook. I release and hold harmless CEA, its CEO, staff and agents in respect of any property loss or personal injury that I may sustain whilst participating in my course.
- ☐ I declare that the work and answers given in the Language, Literacy & Numeracy task was completed by me and is my own work.
- ☐ I understand that I am only entitled to concessional student Contribution Fees when a Commonwealth Government agency or Employment Service Provider is not funding my Co-contribution Fee.
- ☐ I understand that, I need to provide Signed Statutory Declaration if required by Community Education Australia.
- ☐ I confirm that I have read Certificate 3 Guarantee Student fact sheet (For Certificate III Level Courses)  
<https://training.qld.gov.au/site/providers/Documents/funded/certificate3/c3g-factsheet-student.pdf>

I , in seeking to enrol in  
(Student's full name)

(Include full title of qualification/s in which you are seeking to enrol)

declare and agree to the following to be true and accurate statements:

1. I will follow all the study instructions and Rules and Regulations as outlined on this page as well as all policies in the student handbook that I have received & I also have access to the handbook online.
2. I release and hold harmless CEA, its CEO, staff and agents in respect of any property loss or personal injury that I may sustain while participating in my course.
3. I declare that the work and answers given in the Language, literacy & numeracy test is completed by me and is my
4. own work.
5. I declare that I was NOT offered any incentive or gift to sign up for the course.
6. I declare that I am enrolled with CEA and there are no third party arrangements.
7. I understand that, I need to provide Signed Statutory Declaration if required by Community Education Australia.
8. All fees related information has been provided to me and I understand and agree to it.
9. I give consent to CEA to apply for the USI on my behalf and may use the USI to access my electronic VET record to assist in assessing pre-requisites and credit transfers.
10. I confirm that I have read and understand the information applicable to my course related to funding.
11. I declare that the information provided in the form is true and accurate.
12. Under the Agreement, I agree to:
  - a. Attend the orientation, induction, Pre-training review and LLN test as part of the enrolment process at CEA on date advised by CEA before the commencement of training and assessment;
  - b. Commence the course on the day as indicated in the training plan.
  - c. Provide the CEA with my current address, telephone number(s), and email address within 7 days of enrolment at the CEA;
  - d. Notify the CEA in writing of any changes to my address, telephone number(s) and email address, (including when on industry placement, (if applicable) regardless of location), within 7 days of changing address;
  - e. Attend full-time or part-time studies including all scheduled classes, course-related information sessions, supervised study sessions and assessment sessions as identified on my timetable or through other communication methods used by CEA staff;

- f. Attend classes in or other work placements as required by the course;
- g. Provide original medical certificates if unable to attend classes or rostered shifts because of illness;
- h. Seek assistance from trainers and CEA staff as soon as I experience difficulties with any aspect of my course;
- i. Seek assistance from CEA delegate should I experience difficulties of a personal nature or difficulties with budgeting or time management;
- j. Pay enrolment fees to the CEA by dates stipulated in the invoices sent to me at my address registered with the CEA;
- k. Accept all conditions of the college Refund Policy for students;
- l. Abide by the rules and regulations of the CEA.

**Applicant's Signature**

**Date**

## FOR OFFICE USE ONLY

Please consider the qualification, the job role, and required level of language, literacy and numeracy that the vocation and industry requires.

Additional Language, Literacy, and Numeracy assistance required to achieve workplace competency?

☐ Yes ☐ No

Review deems proposed assessment instruments, learning material and strategies as appropriate.

☐ Yes ☐ No

Review deems proposed assessment instruments, learning material and strategies require adjustment. Additional language, literacy or numeracy support will be required.

☐ Yes ☐ No

What is applicant's capacity to benefit?

☐ Poor ☐ Fair ☐ Good ☐ Very Good Excellent

Review identified current competence (list below) (if Mutual Recognition, attach Record of Results)

☐ Yes ☐ No

Based on the information provided in the Pre-training review I believe the course selected is suitable for the learner.

☐ Yes ☐ No

- ☐ I have assessed this applicant;
- ☐ I find that the applicant is competent in language, literacy and numeracy.
- ☐ I find that the applicant is not competent in language, literacy and numeracy.

*Comments if any:*

## Document Checklist

- Proof of Australian citizenship/residency status or New Zealand citizenship
- Photo identification
- Proof of residential address
- Proof of age, if no Australian Driving License
- Enrolment Application Form filled and signed

## For CEA Official

I confirm that the applicant has been informed of entry requirements for the course and eligibility requirements for government subsidised training under the VET Investment Plan or other subsidised training under the Queensland Government and that the applicant is aware of the consequences arising from a false, misleading or an incomplete declaration.

Date Received:

Date Approved:

Approved by:

Signature: