



1. Unique Student Identifier (USI) Number																				
2. If USI is unknown <input type="checkbox"/> I have read and consent to the collection and use of my data as detailed at: Privacy Notice when an RTO applies on their behalf Unique Student Identifier City/Town of Birth: _____ Signature: _____ (please write the name of the Australian or overseas town or city where you were born) We will also need to verify your identity to create your USI. Please ensure that the name written in 'Student Details' section is exactly the same as written in the document you provide below. In accordance with section 11 of the Student Identifiers Act 2014, Advance-Forward Pty Ltd will securely destroy personal information which we collect from individuals solely for the purpose of applying for a USI on their behalf as soon as practicable after we have made the application, or the information is no longer needed for that purpose.																				
3. Student Details (please complete in BLOCK CAPITALS)																				
Enter your Surname (Legal Family Name)										Title										
Given Names (legal Given Names)										Middle Names										
Have you been known by any other names? (Print other names)																				
Enter your Date of Birth dd/mm/yyyy		dd	mm	yyyy	Age		Gender		Male	<input type="checkbox"/>	Female	<input type="checkbox"/>	LGBTI	<input type="checkbox"/>	Other	<input type="checkbox"/>				
Home Phone		()					Mobile													
Email Address (Print BLOCK capitals)																				
Emergency Contact Name					Relationship					Phone number										
4. Usual Residential Address Provide your PHYSICAL ADDRESS where you USUALLY reside e.g. not a temporary address whilst doing the course, work or other purposes before returning home. Rural – use 'rural property addressing' or 'numbering' system. Only fill out relevant fields, leave irrelevant areas blank.																				
Building/Property Name																				
Flat/Unit Number					Street Number															
Street Address																				
Suburb					PO Box Number															
State					Postcode															
5. Course Selection																				
<input type="checkbox"/> CPP20218 Certificate II in Security Operations										<input type="checkbox"/> Security Operations Revalidation Course - \$450										
<input type="checkbox"/> HLTAID003 Provide First Aid - \$100										<input type="checkbox"/> HLTAID001 Provide Cardiopulmonary Resuscitation - \$70										
<input type="checkbox"/> HLTAID006 - Provide Advanced First Aid - \$350										<input type="checkbox"/> CPP31318 - Certificate III in Security Operations - \$1,495										
<input type="checkbox"/> Baton & Handcuffs Course - \$250										<input type="checkbox"/> Armed Guard Cash In Transit - \$995										
<input type="checkbox"/> Other (please specify)																				



6. Cultural Diversity							
Were you born in Australia?				If No - Please specify			
Do you speak a language other than English at home?							
No English only		<input type="checkbox"/>		Yes - 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	<input type="checkbox"/>	Yes, Aboriginal	<input type="checkbox"/>	Yes, Torres Strait Islander	<input type="checkbox"/>	Yes, Aboriginal and Torres Strait Islander	<input type="checkbox"/>
7. Disability							
Do you consider yourself to have a disability, impairment or long-term condition?							
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"/>	Other	<input type="checkbox"/>		
Do you have any special requirements that you may need to complete your training?							
8. Schooling							
What is your highest COMPLETED school level?							
		Year 12 or equivalent				Year 9 or equivalent	
		Year 11 or equivalent				Year 8 or equivalent	
		Year 10 or equivalent				Did not attend	
What year did you complete that school level?							
Are you still attending secondary school?							
Have you SUCCESSFULLY completed any other qualifications? You may tick more than one (1) box							
Bachelor's degree or Higher Degree				Advanced Diploma or Associate Degree			
Diploma (or Associate Diploma)				Certificate IV (or Advanced Certificate/Technician)			
Certificate III (or Trade Certificate)				Certificate II			
Certificate I				Other education (including certificates or overseas qualifications not listed above)			
None of the above							
Advance-Forward is not CRICOS approved and therefore cannot train international students. Are you an international student?							
9. Employment							
Of the following categories, which BEST describes your current employment status?							
Full-time employee				Employed - unpaid worker in a family business			
Part-time employee				Unemployed - seeking full time work			
Self-employed - not employing others				Unemployed - seeking part-time work			
Self Employed - Employing Others				Not employed - not seeking employment			



Of the following categories, which BEST describes your main reason for undertaking this course?

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

Current Study

I confirm I am not currently enrolled in any other course or study at this time.

I confirm I have not enrolled in a course or study in the last 12 months

I confirm I am not an international student and hold the correct visa to take part in this course.

I agree to pay all fees pertaining to this course if any of my information is inaccurate or misleading and funding is not approved.

Initials _____

Are you willing to undertake an LLN/ACSF appraisal? (For all Full Certificate Courses only)

Yes – I understand this is a requirement for all entry into study undertaken

No – I will accept the specific conditions applied by not undertaking the LLN

Additional comment:

Prior Knowledge

Does your course require a confirmation of prior knowledge assessment?

Yes (go to page 11) No

Media

I give permission to Advance-Forward Pty Ltd including anyone one associated with Advance-Forward Pty Ltd including external companies working or promoting Advance-Forward Pty Ltd to take videos / movies / photos / publications and any other type of audio /publication / video's so that Advance-Forward can use them to promote on any and all media sites associated with Advance-Forward not limited to but including:

- Facebook
- You tube
- LinkedIn
- Website

For the promotions / teaching / demonstrating and advertising of the business of Advance-Forward Pty Ltd. I also acknowledge that I cannot sue / press charges against Advance-Forward Pty Ltd or anyone working for or on behalf of Advance-Forward for any images that appear on any of our promotional material / website or associated publications. I also acknowledge that I can I cannot sue or press charges or file litigation at any time of any sort if I get hurt / injured / or receive any injuries from the instructor of Advance-Forward or other students / participants.

Initials _____



Credit Transfer / Recognition of Prior Learning	
Do you wish to apply for Credit Transfer? <i>If Yes , certified copies of transcripts from previous qualifications must be provided with this form, along with credit application form</i>	
Do you wish to apply for Recognition of Prior Learning? <i>If you indicate yes, you will be contacted to discuss further</i>	
Employment Opportunities	
<p>Please read the below information carefully before Signing Advance-Forward is a Registered Training Organisation (RTO). Advance-Forward is not a Security Services Provider or neither it is a Recruiting company. Advance-Forward provides Training In following.</p> <ol style="list-style-type: none">1. CPP20212 Certificate II in Security Operations2. CPP30411 Certificate III in Security Operations3. HLTAID003 Provide First AID4. HLTAID001 Cardiopulmonary Resuscitation (CPR)5. CPPSEC3002A & CPPSEC3013A & HLTAID003 Refresher Training6. CPPSEC3018 Provide for the Safety of Person at Risk7. CPPSEC3050A, CPPSEC3051A & CPPSEC3052A Cash-In-Transit (Unarmed)8. CPPSEC3014A & CPPSEC3015A Control Person Using Baton & Restrain Person Using Handcuffs9. CPPSEC3050A, CPPSEC3051A , CPPSEC3052A & CPPSEC3008A Armed Guard Cash-In-Transit <p>The company arranges for the interviews for all its students as a part of its wider commitment to students to provide quality education and employment opportunities to its students. We believe that once a student signs up for a course they become a part of the Advance-Forward family. As such we are committed to provide ample of opportunities to our students. Participation in these events is completely voluntary.</p>	
Initials _____	



Physical Training Disclaimer

in receiving physical training by a representative/s of Advance-Forward Pty Ltd, understand and agree to comply with all of the following instructions and stipulations.

- I will always comply with the directions of the instructors
- I will notify the instructor of any pre-existing injuries
- I will notify the instructor of any injuries that occur during the physical training
- I will ask the instructors to clarify any instructions or directions I do NOT fully understand
- I will not engage in physical contact with any person unless instructed to do so by the instructor
- I will not engage in contact beyond the instructions given by the instructors
- I will not undertake any contact, which is likely to injure myself or others
- I will not participate in any training which causes me to feel uncomfortable or I feel poses an unacceptable risk of injury to myself or others
- I understand that particular care must be taken when practicing any physical techniques to avoid pain or damage to sensitive areas, including but not limited to eyes, throat, face, kidneys and groin
- I acknowledge that practicing and applying such techniques is dangerous, and may cause injury if applied or practiced incorrectly or in a careless manner
- I will immediately inform the instructors if any injury or suspected injury is sustained and the way it was sustained
- I will not practice these techniques outside of Advance-Forwards place of business

Initials _____

- I understand that any physical training is provided only for the use within lawful situations
- I acknowledge that this is a comprehensive limitation of liability that applies to all damages of any kind, including (without limitation) compensatory, direct, indirect or consequential damages, loss of data, income or profit, loss of property claims, or damage to property claims or third parties
- I assume, on behalf of myself, my heirs, personal representatives and successors, all risks of physical training, whether practicing, applying, using or not
- I waive, release and discharge, on behalf of myself, my heirs, personal representatives and successors, any and all claims of damages for death, personal injury or property damage which I have, or may have in the future, as a result of my practicing, applying, using or trying to use techniques shown during physical training
- I agree, on behalf of myself, my heirs, personal representatives and successors, to indemnify and hold harmless Advance-Forward Pty Ltd Training Services and any representatives of Advance-Forward Pty Ltd Training Services against all claims, losses, damages and expenses, whether asserted by me or any other person, resulting from any breach or repudiation of this agreement and release of liability, or any loss or injury to person or property, arising from or associated with the application, use or attempt at techniques shown during physical training
- Please let our instructor / trainer know if you feel uncomfortable at any time training with person/s of the opposite sex

Initials _____



*** SECURITY STUDENTS ONLY – Additional Information
Note: The required activities and exercises within the Security training consist of, but are not limited to the following: Defensive Tactics; First Aid; Physically Restraining Others etc. Where medical conditions are specified which may risk your physical health as part of the training course at Advance-Forward you are required to provide a Doctors certificate/clearance before you will be allowed to participate.
The Security Licence Application will also ask for your criminal history. The application will also ask for your fingerprint.
<input type="checkbox"/> I have understood and accepted that I have not declared any medical issues which will affect my security licence application and training.

Privacy Statement & Student Declaration

I declare that the information I have provided to the best of my knowledge is true and correct. I understand that the RTO is required to submit data sourced from this enrolment form to the National VET Administrative Collection as a regulatory reporting requirement. The information contained on my enrolment form may be used by my RTO or the following third parties for administrative, regulatory and/or research purposes:

- School – if I am a secondary student undertaking VET, including a school-based apprenticeship or traineeship.
- Employer – if I am enrolled in training paid by my employer.
- Government departments and authorised agencies.
- Researchers. I understand that I may receive a National Centre for Vocational Education Research (NCVER) student survey.

[STUDENT SIGNATURE] [DATE]

Note: Parental consent is required if student is under the age of 18.

Cancellation & Refunds:

If Advance-Forward cancels the course at any stage during the period of enrolment (prior to the beginning of the course), a refund will be offered as per our refund policy outlined in your student handbook or online at <https://adv-fwd.com.au/advance-forward-refund-policy/>

All Refunds made to Advance-Forward will incur an administration fee of \$50



Complaints:

Please refer to the “Complaints and Appeals” located in ‘Student Handbook’ and Advance-Forward website www.adv-fwd.com.au for a full explanation of our policy and procedures.

Evidence Provided Checklist (One must be provided for each category)		
<input type="checkbox"/> Green Medicare Card	<input type="checkbox"/> Australian Passport	<input type="checkbox"/> NZ Birth Certificate
<input type="checkbox"/> NZ Passport	<input type="checkbox"/> Australian Birth Certificate	<input type="checkbox"/> Permanent Residency
<input type="checkbox"/> Other (please State)		
Evidence of Queensland Residency		
<input type="checkbox"/> Queensland Drivers Licence	<input type="checkbox"/> Dept Pensioner Card	<input type="checkbox"/> Utilities Statement (6mths)
<input type="checkbox"/> Qld Rates notice	<input type="checkbox"/> Qld Vehicle Registration	<input type="checkbox"/> Official Centrelink letter
<input type="checkbox"/> Electoral document	<input type="checkbox"/> Rental /Home documentation	<input type="checkbox"/> Australian Tax file number
Evidence of Date of Birth		
<input type="checkbox"/> Queensland Drivers Licence	<input type="checkbox"/> 18+ card	<input type="checkbox"/> Birth Certificate
** ALL - ID evidence MUST be certified copies or signed and dated by an Authorised person on day of enrolment. **		

Declaration

- I declare that to the best of my knowledge and belief, the information contained in this document is true, correct and complete.
- I declare that I have provided access to a course information on study/course options and agree that:
 - this course meets my learning needs;
 - I have been offered Course Credit Transfer and/or Recognition of Prior Learning;
 - the proposed learning and assessment strategies are appropriate to me;
 - the course is within my capabilities;
 - the course meets my goals and interests; and
 - if accessing government subsidised training I understand this may impact on any future eligibility requirements for further government subsidised training I may wish to undertake.
- **I have read, understood, agree and declare to all points listed under the ‘Terms & Conditions of Enrolment’**

Student Name (BLOCK CAPITALS)			
Signed by Student		Date	
Trainer Name			
Signed by Trainer		Date	



Please read carefully and sign the PARTICIPANT AGREEMENT, PRIVACY POLICY, INDEMNITY and WAIVER pages before submitting the enrolment form.

Student Agreement:

1. I agree to abide by the rules and regulations of Advance-Forward Pty Ltd and to follow the lawful instructions of their trainers. I understand that if I do not follow the lawful instructions of Advance-Forward Pty Ltd trainers, my enrolment may be withdrawn, the provision of training ceased, and I will not be entitled to a refund.
2. 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 participation in a training course and from my use of the Organiser's facilities and I INDEMNIFY the organisers in respect of the same. I agree not to hold Advance-Forward Pty Ltd liable for any injury, loss or damage which may be personal, financial or otherwise that I may sustain either during the training or as a direct or indirect consequence of the training. I agree to indemnify, release from liability and covenant not to sue Advance-Forward Pty Ltd for any injury, loss or damage which may be personal, financial or otherwise that I may cause, or which may result directly or indirectly as a result of my actions during or as a consequence of my training.
3. I hereby voluntarily waive all claims or actions, both present or future, that may be made by my family, estate, personal representative, heirs or assigns resulting directly or indirectly from training provided by Advance-Forward Pty Ltd.
4. Advance-Forward Pty Ltd acknowledges the importance you attach to information that identifies you (personal identifiers such as name, address, date of birth, email address). We are committed to protecting and managing the personal information you choose to share with our organisation. Through providing this information, we seek to ensure that you will be able to deal with our organisation in full confidence that your personal information will only be used by us in the ways we have described to you, that it will be held securely, and when there is no longer any legitimate purpose in retaining such information it will be disposed of appropriately.
5. I consent to Advance-Forward Pty Ltd using the information I provide, and they subsequently gather, for the purpose it was collected, to assist in the administration of products and services and to carry out all necessary activities associated with their operational business activities, workplace compliance and legal governance issues.
6. I state that all personal information that I have supplied to the organisation is true and correct and that all work, including assessment, that I submit will be my own work.
7. 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" – Advance-Forward Pty Ltd (any campus or organisation associated with Advance-Forward Pty Ltd school, Registered Training Organisation or company), Advance-Forward Pty Ltd and any teachers, lecturers, instructors, directors, officers, managers, advisors, employees, agents, licensees, subcontractors, subsidiaries, holding companies, associates and assignees, or any person associated with the company in any way; the course participation venue, company in control of the venue or any company or person authorising the use of the training venue, its directors, officers, managers, advisors, employees, agents, licensees,



subcontractors, 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, training resources, accommodation or training venue.

"use of the organiser's facilities" - the use by the student or their 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 otherwise.

"Rules and Regulations" - the Rules and Regulations are the Rules and Regulations relating to any Training which is available from the organiser and includes all amendments or alterations to the Rules and Regulations made from time to time.

I have read and understood the Student Indemnity Agreement (above).

I have read, understood and agree to be bound by all terms and conditions in the above Participant Agreement, Privacy Policy, Indemnity and Waiver.

First Name:	
Middle Name:	
Surname:	

Signature:	Date:

*Parental/Guardian consent is required for all students under the age of 18.

Parental/Guardian Signature:	Date:

Please read carefully and sign the Privacy Notice and Student Declaration on this page before submitting the enrolment form

Privacy Notice



• Under the Data Provision Requirements 2012, Advance-Forward 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 Advance-Forward for statistical, administrative, regulatory and research purposes. Advance-Forward may disclose your personal information for these purposes to:

• Commonwealth and State or Territory government departments and authorised agencies; and

• **NCVER.**

• Personal information that has been disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

• – populate authenticated VET transcripts;

• – facilitate statistics and research relating to education, including surveys and data linkage;

• – pre-populate RTO student enrolment forms;

• – understand how the VET market operates, for policy, workforce planning and consumer information; and

• – administer 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 other 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).

Student Declaration and Consent:

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.

Signature:

Date:

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*Parental/Guardian consent is required for all students under the age of 18.

Parental/Guardian Signature:

Date:

	_____ / _____ / 20____
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**Please complete this page for any course except
CPP20218 – Certificate II in Security Operations**

Write what the letter is in Phonetics

A		J	
Y		L	
X		F	
G		W	
S		R	

Your first name in phonetics

What is spelt below in phonetics?

Whiskey echo lima Charlie Oscar mike echo

Score ____ / 12

Students Name: _____ **Students Signature:** _____

Trainers Name: _____ **Trainers Signature:** _____



Advance-Forward Pty Ltd

RTO#45256

Identification