

Important instructions

1. Enrolment form must be filled by the enrolling student.
2. Read and understand the information provided on Course Information Brochures and Student Handbook carefully prior to enrolment.
3. If you have any special learning needs and/or have any doubt about your language literacy and numeracy (LLN) skills please mention in this form, VIGIL staff will contact you to discuss further.
4. Please verify the course date and location for the course you wish to undertake.
5. After completing the form attach relevant supporting documents, fee and then send it back to us by email / fax / mail or drop in.
6. For students enrolling in multiple courses must note that separate declaration is needed to be signed for each course. So, copy the declaration page as per requirement. For any further assistance please call 02 8677 9062 or 0420 844 453
7. You can use this form to book into one or more of our courses. Please select the course/s, date and location corresponding to the course.

Course Undertaking (Mention/select date & Location corresponding to course undertaking)

NSW Security Licensing Course 1AC (CPP20212 Certificate II in Security Operations)	Location	Date	<input type="text"/>
First Aid (HLTFAID003 Provide First Aid)	Location	Date	<input type="text"/>
CPR (HLTAID001 Provide Cardiopulmonary Resuscitation)	Location	Date	<input type="text"/>
Diploma of Security & Risk Management	Location	Date	<input type="text"/>
RSA (SITHFAB201 Provide Responsible Service of Alcohol)	Location	Date	<input type="text"/>
RCG (SITHGAM201 Provide Responsible Gambling Services)	Location	Date	<input type="text"/>
Other Course Name & Code	Location	Date	<input type="text"/>

Students Personal Details

Student title (e.g. Mr, Mrs, Dr, etc)

Students Last Name

Students First Name

Students Middle Name (if any)

Students Date of Birth

Gender Male Female

E-mail

Phone Number

Residential Address

Building Name / Property Name

Flat / Unit Detail

Street No

Street Name

Suburb/Locality/Town

Post Code

Mailing Address (If different to Residential)

Building Name / Property Name

Flat / Unit Detail

Street No.

Street Name:

Suburb/Locality/Tow

Post Code

Language and Cultural Diversity

Are you Australian citizen Permanent resident
 Other

	Country of Birth	City /Suburb of birth
Do you speak a language OTHER THAN English at home?	No only English Other(Specify)	
How well do you speak English?	Very well Well	Not very well Not at all
Are you of Aboriginal or Torres Strait Islander origin?	No Yes, Torres Strait Islander	Yes Aboriginal

Disability

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 area.)

Hearing/Deaf	Physical	Intellectual	Learning
Mental Illness	Acquired Brain Impairment	Brain	Medical Condition
Other			

Schooling

What is your highest COMPLETED school level? (Tick ONE box only.)

Year 12 or equivalent	Year 11 or equivalent	Year 10 or equivalent
Year 9 or equivalent	Year 8 or below	Never Attended school

In which YEAR did you complete that school level? (If you answered Never attended school – Go to next Question)

Are you still attending secondary school?

Yes No

Previous Qualifications Achieved

Have you SUCCESSFULLY completed any of the qualifications in the following question?

Yes
No

If YES, then tick ANY applicable boxes.

Bachelor 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
Certificates other than the above

Employment

Of the following categories, which BEST describes your current employment status?

Full-time employee	Part-time employee
Self employed - not employing others	Employe
Employed - unpaid worker in a family business	Unemployed - seeking full-time work
Unemployed - seeking part-time work	Not employed - not seeking employment

Study Reason

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

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

Recognition of Prior Learning

Are you seeking Recognition of Prior Learning?

Yes No

In your own words please describe why you are undertaking this course and what you hope to achieve from it:

Payment

I would like to pay by Money-Order Bank-Cheque Credit-Card
Electronic-Transfer

Money Order / Bank Cheque Number

Credit Card Type Visa Credit Card Holder Name
Master

Credit Card Number: Expiry Date CV I

Card Holder Signature

For electronic transfer our account Details are Vigil Groups Pty Ltd, ANZ Bank; BSB No: 012097, A/C No: 289339418)

FOR OFFICE USE ONLY

Application Status Accepted Reason Rejected(give reason)

Course Enrolled First Aid Security CPR RSA RCG White Card

Security Course (Date) Location

First Aid Course (Date) Location

CPR Course (Date) Location

CPR Refresher (Date) Location

RSA Course (Date) Location

RCG Course (Date) Location

White Card (Date) Location

Entry requirements met yes no over 18 confirmed yes no

LLN Test attached (For Security Course only) Yes No Form P1016 acknowledgment of Fact sheet - 6 attached Choice 1 Choice 2

Proof of ID presented Passport Medicare Card Drivers License Other RMS Card Birth Certificate

Administrator Notes

Administration Staff Name

Signature

Terms & Conditions

1. I have filled out the application form provided by Vigil Training College and await application acceptance. Vigil will make contact by phone or email to confirm your enrolment.
2. I have confirmed the duration of course, date, timings and location of the course.
3. The Students Handbook provides details of my rights and obligations. I have read and understood the information provided in it.
4. The Course Information Brochure received by me provides the information about the course overview contents, pre-requisites and other entry requirements, outcome, assessment strategies, pathways and awards. I have read and understood the information provided in Course Information Brochure.
5. I need to inform Vigil Training College if I have a medical condition or disability or any other special needs or assistance in attending a class.
6. I need to inform Vigil Training College if I cannot speak, read or write well in English, so that Vigil can help me.
7. Courses with insufficient enrolments may be cancelled at which time Vigil Training College will provide a full refund within 48 hours, or with your permission allocate those fees to a replacement course. Every effort will be made to contact Students so please ensure we have your home and/or work telephone numbers and email address.
8. A request for variation in the refund fees for personal circumstances or in the interest of "fairness" is possible. All applications for fee terms variances should be directed in writing to the CEO.
9. Vigil Training College reserves the right to decline admission to a course, terminate a Student's enrolment in a class at any time or change a course or tutor at any time without notice to course Students if required to. Students whom have their enrolment terminated will be entitled to a full refund within 48 hours.
10. Students participating in courses involving physical activity, practical assessments, demonstrations etc. do so at their own risk.
11. Certificates and Statements of Attainment are only issued to Students who are assessed as competent. The cost for all certificates is included in the course fee. Statements of attainment or Certificates can be reissued by us for a fee of \$30 each.
12. Vigil Training College recognises qualifications and statements of attainment issued by any other Registered Training Organisation under the Australian Qualifications Framework.
13. The students failing to attend due to illness or other unavoidable circumstances must provide relevant evidence e.g. a medical certificate verifying illness or bereavement notice etc. Vigil Training College will offer a transfer of course at no penalty in this instance.
14. Vigil Training College collects and stores your personal details and during training we record your progress to measure performance. Training evaluation comments are also used for internal management purposes to ensure training and assessment strategies are regularly validated.
15. The information provided by students will remain private and confidential. We do not share, rent, or sell personal information that you provide us. The confidentiality of the information we collect from you is protected under the Privacy Act.
16. A surcharge of 2.9% applies on all the payments made via PayPal and need to be borne by the student/customer.
17. Cheques must be cleared to be considered as payment.
18. Credit/savings card numbers are deleted or destroyed from our system once course fees have been processed to ensure the confidentiality of these details and to eliminate any possibility of misuse or fraud.
19. The complaints and appeals policy of Vigil provide an avenue for students to address their complaints and appeals to Vigil Training College and have them dealt with in a constructive and timely manner.
20. I give permission for Vigil Training College to discuss my training progress and results with my employer, ASQA, Department of Education and staff members and contractors responsible for the quality of Vigil Training College programs.
21. I give permission for Vigil Training College to record evidence of my participation and assessment, in written, verbal, photographic (including video) formats. I also give permission for Vigil Training College to use any recorded evidence for future promotional, commercial and educational purposes.
22. Vigil is committed to providing training and assessment services to all clients regardless of race religion sex socio-economic status, disability, language, literacy or numeracy.
23. All students have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should contact college via email or drop at our office.
24. Vigil Training College Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO's including but not limited to WH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation.
25. Recognition of Prior Learning (RPL) is not available in Class 1AC Security licensing course (NSW). However VIGIL will seek approval from the Security Licensing and Enforcement Directorate (SLED) in exceptional circumstances.
26. I understand that Vigil Training College will make every effort to deliver the course to me as promised and that in the event of Vigil not doing so, that I may be entitled to a refund or other options as detailed in Fee and Refund Policy detailed in the Student Handbook.
27. Students who are unruly, offensive or conduct themselves in a disrespectful manner toward Vigil staff or fellow students may be warned, suspended or expelled, required to pay for damage or loss, be reported to the police.
28. I understand that student must provide their USI to their training provider before the person can receive a statement of attainment or qualification.
29. Additional Information may be found at www.vigiltrainingcollege.nsw.edu.au

Please provide your USI Number if you have any

PERMISSION TO CREATE USI ON BEHALF OF STUDENT

Please note this section of form is only required to be filled out if you don't have a USI and you want our organisation to create USI on your behalf

I give permission to VIGIL Training College to make an application on my behalf to register to obtain a Unique Student Identifier (USI). I have read understood and signed **Privacy Notice** provided to me.

STUDENT NAME: _____ DATE: _____

STUDENT SIGNATURE: _____

I agree to provide the following details:

First Name: _____ Last/Given Name: _____

Middle Name: _____ DATE OF BIRTH: _____

Country of Birth: _____ City / Suburb of Birth: _____

HOME-ADDRESS:

MOBILE TELEPHONE NUMBER: _____

EMAIL ADDRESS: _____

Please circle at least one of the following ID and provide details:

Driver's Licence No (issued in Australia), Medicare card No (current and issued in Australia), Passport No (Australian passport), Birth Certificate (issued in Australia), Certificate of Registration by Descent, Citizenship Certificate, Visa (the international passport number is required to link to the visa), Or Immi Card (issued in Australia): _____

Student's Signature: _____

Date: _____

What is UNIQUE STUDENT IDENTIFIER (USI)?

If you're studying nationally recognised training in Australia from 1 January 2015, you will be required to have a Unique Student Identifier (USI).

Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards. Your results from 2015 will be available in your USI account in 2016.

The USI will provide students with the ability to obtain a complete record of their Vocational Education and Training (VET) enrolments and achievements from a single online source.

Students often required to provide evidence of their academic achievements, for example when applying for a job or to undertake further study. The USI enables students to obtain a full transcript of all of the accredited VET training they have undertaken from the time the USI comes into effect, or an extract of it that shows the particular achievements they want it to. You can access your USI account online from your computer, tablet or smart phone anytime

A student must provide their USI to their training provider before the person can receive a statement of attainment or qualification.

Until 1st January 2016 training organisations delivering single day training courses are permitted to issue a qualification or a statement of attainment to students who have not been able to provide a USI before completion of training. However, during 2015 the training organisations must still record and verify a USI where it is provided by the student before completion of training; and submit AVETMISS compliant data in respect of all nationally recognised training delivered, including to those students who do not provide a USI.

The USI is available online at no cost to the student. While students can apply for their own USI, we can also apply on behalf of students with the student's permission. Students required at least one suggested form of ID to create the USI.

The following documents are acceptable forms of ID in the USI Registry system and can be verified through the Document Verification Service:

- Driver's Licence – issued in Australia
- Medicare card – current and issued in Australia
- Passport – Australian passport
- Birth Certificate – issued in Australia
- Certificate of Registration by Descent
- Citizenship Certificate
- Visa – the international passport number is required to link to the visa
- Immi Card – issued in Australia.

Further information about the USI is available at:

<http://www.usi.gov.au/Students/Pages/default.aspx>

Students Declaration

(To be completed by the participant at enrolment for every course)

I _____ agree to undertake training in (Insert course name) _____
_____ with Vigil Groups Pty Ltd (Trading as Vigil Training College)
commencing on (date) _____ at (location) _____ with compliance to policy,
procedures of the Vigil Training College. I understand and acknowledge that:

1. I have read and understood the Terms & Conditions provided at the end of course enrolment form and accepts these terms and conditions.
2. I have read and understood my rights and obligations defined in in the Student handbook
3. I will adhere to Vigil Training College Policies and Procedures all the time.
4. It's my obligation at all times to conduct myself safely and in adherence to all relevant legislation. That I will comply with all safe and lawful requests
5. I will actively attempt all training and assessment tasks with serious effort.
6. I will arrive on time and will return on time from all breaks.
7. I will not bully, abuse, vilify or fail to treat people participating, associated with, or in the vicinity of Vigil Training College training venues.
8. I will disclose to Vigil Training College prior to training commencement or at a time that is appropriate any disabilities or learning needs that may affect my ability to participate in the training.
9. Vigil Training College will provide quality training and assessment services in a competent manner through the provision of quality resources and staff.
10. Training at Vigil Training College will be performed by qualified trainers with the required knowledge and current in the needs of industry.
11. Vigil Training College guarantees to provide training and assessment services to customers whom have met their obligations with regard to completion of enrolment details, financial payments and any other course requirement. We guarantee to complete training that has commenced.
12. Training will not be offered to participants whom fail to pay for the course.
13. That Vigil Training College can choose to terminate my training if I fail to uphold the College training standards.

Student's Signature: _____ Date: _____