



**Personal Details**

Surname: \_\_\_\_\_ D.O.B: \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Given Names: \_\_\_\_\_ Gender: \_\_\_\_\_  
 \_\_\_\_\_ Home Phone: \_\_\_\_\_  
 Preferred Name: \_\_\_\_\_ Mobile: \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Email: \_\_\_\_\_  
 \_\_\_\_\_ Drivers License: \_\_\_\_\_  
 Suburb/Town: \_\_\_\_\_ Do you give ATA consent to access your USI number?  
 Yes/No  
 Postcode: \_\_\_\_\_ State: \_\_\_\_\_ USI number: \_\_\_\_\_

**Next Of Kin/Emergency Contact\***

Name of Emergency Contact: \_\_\_\_\_  
 Relationship to Emergency Contact: \_\_\_\_\_  
 Phone of Emergency Contact: \_\_\_\_\_

**Language and Cultural Diversity**

Country of Birth: \_\_\_\_\_ Town/City of Birth: \_\_\_\_\_  
 Language/s Spoken: \_\_\_\_\_

How well do you speak English?	Very Well	Well	Not Well	Not at All
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Indigenous Status:	No	Yes - Aboriginal	Yes - Torres Strait Islander
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**Disability**

Do you have a disability, impairment or long term condition?	Yes	No
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If yes please indicate one of the following:

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

Other: \_\_\_\_\_

**What is your highest completed school level?**

Year 12 or Equivalent	Year 11 or Equivalent	Year 10 or Equivalent
Year 9	Year 8 or Below	Never attended school

In what year did you complete high school? \_\_\_\_\_

Are you currently attending secondary school? \_\_\_\_\_

**Prior Qualifications**

Have you ever completed any of the following?

Bachelor Degree or Higher	Advanced Diploma or Associate	
Diploma or Associate	Cert IV or Advanced Cert	
Cert III or Trade Cert	Cert II	
None of the above	Cert I	
Other		

**Employment Category**

Full-time employee	Casual/part-time employee
Employer	Employed – unpaid worker in family business
Unemployed – Seeking part-time employment	Unemployed - not seeking employment
Self Employed	Unemployed – Seeking full time work

**Reason For Study**

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

**How did you hear about The Australian Training Academy?**

Local paper	Internet	Word of mouth	ATA Website	Returning student
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Other (please specify) \_\_\_\_\_

<b><u>I Request Enrolment in the Following Courses:</u></b>		
	Course Code	Course Name
	CPP2012	Cert II in Security Operations
	4 Cert III Units	Cert II in Security Operations – (Unarmed & CC)
	Full Course	Crowd Controller (CC)
	CPP30411	Cert III Security Operations
	Units	Cert II Units
	CPP30607	Cert III Investigative Services (P.I.)
	Units	Cert III Units
	HLT AID003	Provide First Aid
	HLTAID001	Provide Cardiopulmonary Resuscitation
	LVR	Low Voltage Rescue
	LVR+CPR	Low Voltage Rescue & Cardiopulmonary Resuscitation
	Level 1	Signage Awareness
	RIIWH205D	Control Traffic with a Stop/Slow Bat(inc Level 1)
	RIIWH205D	<b>PPE</b> Equipment
	RIIWH205D	Control Traffic with a Stop/Slow Bat ( <b>Refresher</b> )
	RIIWH302D Level 2	Implement Traffic Management Plan
	RIIWH302D	Implement Traffic Management Plan ( <b>Refresher</b> )

***Government funded courses/Cert III Guarantee Courses – Cert II Security, Cert III Security, Investigative Services (P.I.) Course.***

Please note –

- Prices may vary without notice
- As of January 1<sup>st</sup> 2015 no certificates or statements of attainment can be issued by the Australian Training Academy without a Unique Student Identifier (USI Number).
- Traffic Control on site final assessment may incur additional costs, to be paid by trainee, if the assessment is conducted further than 80 klms from 4049 Pacific Highway Loganholme Qld 4129.
- Classes are held subject to minimum numbers. Please ring the office the day before your class to confirm.
- First Aid is a required unit of competency to obtain your Security Licence. If you have a current First Aid Certificate, you must produce this when enrolling.
- A current driving licence is required to complete CPPSEC2015A – Patrol Premises
- A copy of your driver’s licence, passport and or Medicare card will be required on enrolment for identification purposes.

## **REFUND POLICY**

1. Full payment of course fees to be made on enrolment.
2. No certificates or statement of attainments will be issued until full training fees are paid
3. The company will refund 100% of any funds paid, for any withdrawal by a student, at least 2 days prior to commencement of a training course.
4. If a student withdraws from a training course once training has commenced and within 90 days of enrolment, then all fees paid will be refunded with the exception of \$200 to cover administration and course material costs.
5. Training is considered to have commenced once training materials are received by the student
- 6. If the student fails to complete his/her course within 6 months of enrolment without prior arrangements made with ATA for an extension, then, it will be deemed that the student has cancelled their course and will forfeit all fees paid.**
7. In certain circumstances instead of withdrawing from a course students may defer their training until a later date. This option needs to be discussed and agreed to by the Company. We will try and find a solution where possible.
8. Should a student be unable to complete a course due to illness then arrangements will be made for that student to complete their training at a later date at no additional cost.
9. If a training program is cancelled for whatever reason by The Company then the Company will then make arrangements for that student to complete their training at a later date at no additional cost to them. Failing this the student will be entitled 100% refund.

## **Certificate 3 Guarantee Program 2015-2016**

The objective of the Certificate 3 Guarantee is the delivery and completion of Certificate III qualifications which lead to job outcomes or career progression. The Queensland Government has begun introducing the Certificate 3 Guarantee - a new investment and procurement model for the delivery of training to Queensland Participants. The Certificate 3 Guarantee will provide a Government subsidy towards the training cost for eligible Participants undertaking an Australian Qualifications Framework (AQF) certificate level III qualification from 1 July 2013. The Government Contribution or subsidy for each qualification will be reviewed periodically by the Department and may be adjusted based on industry advice and Government objectives.

### **Student Contribution Fees**

Non Concessional - \$50

Concessional - \$50

### **Concessional Participants**

Concessional Participants are defined as follows:

- ✓ The Participant holds a Health Care concession card or Pensioner concession card issued under Commonwealth law, or is the partner or a dependant of a person who holds a Health Care concession card or Pensioner concession card, and is named on the card; *or*
- ✓ The Participant issues the PQS with an official form under Commonwealth law confirming that the Participant, his or her partner or the person of whom the Participant is a dependant, is entitled to concessions under a Health Care or Pensioner concession card; *or*
- ✓ The Participant is an Aboriginal and Torres Strait Islander person. Acceptable evidence is as stated on the AVETMISS VET Enrolment Form.

**You will have to provide proof of the above if you wish to claim concessional funding.**

## **Participant Eligibility**

To be eligible to receive a Government Contribution under the Certificate 3 Guarantee, prospective Participants must meet the following eligibility criteria:

The Program is for any Queensland resident who does not already hold, or is not already enrolled in, a post-school certificate III or higher level qualification from 1 July 2013 (this includes any equivalent certificate III or higher level qualification irrespective of whether the qualification is through a university degree, apprenticeship or traineeship pathway)

### **Note:**

- Certificate III qualifications completed at secondary schools are not counted
- Participants are eligible for only one subsidised training course under the Certificate III Guarantee program.
- Participants under the Single and Teenage Parent Program (STPP), a jointly funded State and Commonwealth initiative under the *National Partnership Agreement for Training Places for Single and Teenage Parents*, are exempt from the eligibility criteria relating to previous qualification attained);

### **Prospective Participants must also be:**

1. Aged 15 years of age or above
2. No longer at school
3. Not currently enrolled or have completed a Certificate III or above.
4. A Queensland resident i.e. Australian citizen or Australian permanent resident residing in Queensland or New Zealand citizen permanently residing in Queensland.
5. Employment status does not matter - a Participant can be unemployed and seeking work, or working on a full-time, part-time or casual basis.
6. There is no minimum education requirement, other than the standard entry requirements specified for the selected qualification.

## STUDENT AGREEMENT FORM

Welcome to the Australian Training Academy (ATA) and congratulations on selecting this academy to qualify in your chosen course.

We believe in providing quality training to all of our students and are proud to say that graduates from our academy usually obtain employment within their chosen career upon successful graduation of our courses.

In order to enable us to provide quality of service to you, we request that you read the following information carefully, sign and date it and return this with your enrolment form.

### **As a student of the Australian Training Academy Pty Ltd, I agree to:**

1. Arrive on time for all sessions and be ready to start at the appropriate time
2. Please come to class suitably dressed for the interactive classroom sessions with enclosed footwear
3. Contact the academy if you are going to be late; absent or sick
4. Switch off all mobile phones during course sessions
5. Do not bring food into the training rooms unless authorised by instruction staff
6. No smoking in the training rooms or the common areas of the building
7. Observe all Workplace Health and Safety guidelines
8. Students will fulfil all assessments, assignments and study requirements and agree to perform honestly in all examinations, all assessments are to be completed by the student.
9. It is the responsibility of the student to ensure that ATA is advised of any changes that may occur to the students contact details.
10. Each student will be given a class attendance date as discussed and agreed between the student and ATA.
11. **Your dates for class attendance are:** \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ , \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_ , \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

### **DECLARATION**

In consideration of the Australian Training Academy Pty Ltd accepting this enrolment application, I hereby agree that the Australian Training Academy Pty Ltd and its owners, agents and employees shall not be liable for any loss, damage or injury whatsoever received or sustained by me, caused by or as a result of any act or omission of, or negligence of the Australian Training Academy Pty Ltd or its owners; agents or employees whilst I shall be attending this training course.

I am aware of the Disqualifying Offences [see attached] and understand that I may not be granted a licence if I have been convicted on any of these within the last 10 years and it is my responsibility to determine the probability of success in applying for a licence.

I also hereby give permission to ATA to discuss details and progress of my course with the Course Coordinator; Management; my employer and the Department of Employment and Training, TMR [for external audit purposes], including the potential use of completed assessment work for moderation purposes.

**I understand that to apply for a Traffic Controller Accreditation licence, I must have held an open or provisional driving licence (Australian or foreign) for at least one year continuously in the last five years.**

I \_\_\_\_\_ agree to abide by the above terms; conditions and declaration.

[Full Name]

Signature: \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / 20\_\_\_\_

Thank you for respecting the wishes of the academy and we hope that you will enjoy your training with us.

**FORM 2.3 LANGUAGE, LITERACY AND NUMERACY**

Our training requires students to have attained a minimum standard of language, literacy and numeracy. Completing this form ensures us you have the required skills to successfully complete our training course.

If you have any difficulties with reading and writing English please speak to the training manger, we are here to help you through your course.

This form will be kept in your file.

Full Name: \_\_\_\_\_

Date: \_\_\_/\_\_\_/\_\_\_

**SECTION 1**

Correct any spelling errors that appear in the following words. Note that some words may be correct. Write your answers in the space provided.

housing \_\_\_\_\_ address \_\_\_\_\_

Thursday \_\_\_\_\_ attainment \_\_\_\_\_

fourty \_\_\_\_\_ receive \_\_\_\_\_

**SECTION 2**

Correct any errors in the following sentences. Some sentences may be correct.

Me and my brother went to the soccer on Sunday. \_\_\_\_\_

I'll pick yous up after work. \_\_\_\_\_

I dunno if I can make it to the party next week. \_\_\_\_\_

Is David and Michael coming into the city tomorrow? \_\_\_\_\_

**SECTION 3**

In the following sentences circle the correct word in the bracket.

Would you like to join John and [me / I] for lunch tomorrow?

[Who's / whose] notes are these on the table?

To [who / whom] is the letter addressed?

The team [is / are] very pleased with the new coach.

**SECTION 4**

Calculate the following mathematic equations. Write your answer in the space provided:

1. Add 21 and 15 =
  
2. Add \$4.99 and \$13.80 =
  
3. Subtract \$19.43 from \$83.00 =
  
4. What is 10% of \$17.30 =
  
5. Multiply 13 by 3 =
  
6. Divide 102 by 8 =

**SECTION 5**

In a minimum of 30 words, please tell us why you would like to work in your selected industry, and what sort of work you intend to pursue when your course is completed.

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## **DISQUALIFYING OFFENCES – Security and Traffic Control Licensing**

**Persons under the age of 18 years are not eligible for licensing in the industry.**

As part of the licensing process, a national criminal history check is conducted by the Department of Justice and Attorney-General when the licence is first applied for and each time it is renewed.

The department also relies on information supplied to it by the Queensland Police Service and the general public to monitor the integrity of the industry.

If you have been found guilty of an offence it can affect your licence in a number of ways.

The department looks at all criminal history checks on a case-by-case basis. Depending on the seriousness of the offence and its relevance to working in the security industry, your criminal history may mean that you cannot obtain a licence or are no longer eligible to work in the industry.

If you have been found guilty of a disqualifying offence within 10 years of applying for a licence and the court recorded a conviction, your application will be refused.

If you have been found guilty of a disqualifying offence within five years of applying for a licence but the court did not record a conviction, the finding of guilt will be taken into consideration when deciding to grant or refuse your application.

If you have been found guilty of any other offence within the past 10 years and a conviction was recorded, the conviction will be taken into account when deciding to grant or refuse your application.

If you have been convicted of one of the following offences you are disqualified from holding a security licence for 10 years from the date of conviction:

Please see the following extract from the Queensland Security Providers “Application for a Security Provider Licence Individual – Class 1” Form 1-1

If you have a conviction and would like to know whether you will obtain a licence you, then I suggest that you contact the following, and discuss your conviction with them.

**Security Licencing: 13 74 04 or 07 3008 5802**

**Traffic Control Licencing: 07 3066 8672**

### **ATA Payment Details**

You can pay by Credit Card over the phone; by Internet Banking; or normal banking methods.

**[Please use your surname as a reference]**

**Methods of payment - Bank card/ MasterCard/Visa**

Disqualifying Offences for Security and Traffic Control Licence					
Definition	Disqualifying offence provisions under the Criminal Code				
<p>A person is not an appropriate person to hold a licence if the person, within <b>ten years</b> of applying for a licence, has been convicted of a qualifying offence; or an offence that would be a disqualifying offence if committed in Queensland.</p> <p><b>Disqualifying offence</b> means an offence:</p> <p>a) under the <i>Weapons Act 1990</i> that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative</p> <p>b) under the <i>Drugs Misuse Act 1986</i> that is punishable by imprisonment for one year or more, even if a fine may be imposed in addition or as an alternative</p> <p>c) against the <i>Police Service Administration Act 1990</i>, section 10.19(b), (c), (d), (e) or (f)</p> <p>d) against a provision of the Criminal Code mentioned at the right.</p>	Chapter 9	(Unlawful assemblies—breaches of the peace)	Chapter 38	(Stealing with violence—Extortion by threats)	
	Chapter 16	(Offences relating to administration of justice)	Chapter 39	(Burglary—Housebreaking—and like offences)	
	Chapter 20	(Miscellaneous offences against public authority)	Chapter 40	(Other fraudulent practices)	
	Chapter 22	(Offences against morality)	Chapter 41	(Receiving property stolen or fraudulently obtained and like offences)	
	Chapter 28	(Homicide—Suicide—Concealment of birth)	Chapter 42	(Frauds by trustees and officers of companies and corporations—false accounting)	
	Chapter 29	(Offences endangering life or health)	Chapter 42A	(Secret commissions)	
	Chapter 30	(Assaults)	Chapter 46	(Offences)	
	Chapter 32	(Rape and sexual assaults)	Chapter 49	(Punishment of forgery and like offences)	
	Chapter 33	(Offences against liberty)	Chapter 52	(Personation)	
	Chapter 33A	(Unlawful stalking)	Chapter 56	(Conspiracy)	
	Chapter 36	(Stealing)			
	Chapter 37	(Offences analogous to stealing)			
	<b>Disqualifying offence under repealed provisions of the Criminal Code</b>				
	Section 343A	(Assault occasioning bodily harm)	Section 344	(Aggravated assaults)	

## Accredited Traffic Controller Suitability checks

Accredited traffic controllers undertake a very important road safety function.

In giving directions to motorists to "STOP" or drive "SLOW", they manage the efficient traffic flow around road worksites to keep road workers and motorists safe.

Road works can be dangerous places to work, and traffic controllers must be alert at all times, and be physically capable of carrying out their tasks in a safe and efficient manner.

When a traffic controller is standing in charge of a line of traffic, the controller must be able to respond quickly and appropriately when faced with unforeseen circumstances such as when a driver does not see them, or chooses to disobey their directions.

Traffic controllers regularly interact with police, motorists and other road workers. They must be polite and have an even temperament and exercise their authority in a responsible way.

To be suitable for the role, the person must be road safety conscious and be a responsible road user themselves.

Queensland motorists must have confidence in the department's selection processes therefore a full traffic and criminal offence history check is performed on all people applying to become accredited traffic controllers.

### Criminal Offence history

Criminal offences that would generally make an applicant unsuitable for accreditation as a traffic controller include:

- Offences of a violence nature [such as serious assault, rape, attempted homicide]; manslaughter; burglary; and major drug offences
  - where convictions were recorded in a Magistrate's Court in the past 5 years, or
  - where convictions were recorded in a District Court or higher court in the past 10 years.
- Offences such as fraud, assault, drug possession, theft, break and enter
  - where convictions were recorded in a Magistrate's Court or higher court within the past three years.

Any offences under *Queensland Criminal Code*; the *Summary Offences Act 2005(Old)*; the *Drugs Misuse Act 1986 (Old)*; the *Weapons Act 1990 (Old)*; the *Police Powers and Responsibilities Act 2000 (Old)*; the *Transport Operations (Road Use Management) Act 1995* and regulations, can be considered by the department in making a decision about the person's suitability.

The department will also consider any similar offences (to the above) committed outside Queensland.

## **Traffic Offence history**

*A traffic controller applicant must have held a provisional or open driver licence (Australian or Foreign) for at least one year within the past 5 years.*

An adverse traffic history can indicate that the person is not road safety conscious or has a disregard for the road rules. Accordingly, their suitability to control traffic around road works sites in potentially dangerous situations would be questioned.

Therefore, applicants may be rejected for Accreditation on the basis of an adverse traffic history.

Persons with the following history would be considered unsuitable for accreditation:

- an established pattern of serious offences such as unlicensed driving, dangerous driving, or driving under the influence,
- multiple licence suspensions over the past few years on account of points accumulation.

## **Assessment of offence history by the department**

In conducting an assessment of a person's offence history record, the following factors are considered:

- The nature of offences committed, the relationship between these offences and the requirements of the accredited role.
- When the offence occurred (more recent offences are generally more relevant than earlier offences).
- The type and severity of the penalty imposed (such as: prison term, community order, fine).

- If the penalty was imposed by a Magistrate's Court, or a higher court such as a District Court or the Supreme Court.
- Any pattern of re-offending / frequency of offences
- Community expectations about people accredited to perform the role, and public safety considerations.
- Whether the person made truthful declarations on the application form in declaring offences.

## **Timeframes for receiving offence history reports**

All traffic controller applicants should be aware that the time period for the department to acquire a criminal history report through the Queensland Police Service can range from several days to six weeks. However, about 85% of criminal history reports take less than 2 weeks to obtain.

Applicants should make an allowance for this before they apply for accreditation as a traffic controller.