



TF0005

ENROLMENT APPLICATION FORM

PLEASE ENSURE YOU HAVE READ THE ACES TRAINING INFORMATION SHEET PRIOR TO ENROLMENT. IF YOU NEED HELP to fill out this form please ask the Training Administration Manager for assistance. SEPARATE FORMS are required for every course you apply to enrol in.

PART A: PARTICIPANT DETAILS Please print clearly – in block LETTERS.

Personal Details

Surname _____ Given Name/s _____

Residential Address _____ Postcode _____

Postal Address _____ Postcode _____

Telephone _____ Fax _____

Email _____ Mobile _____

Sex (Tick one box only) Male Female Date of Birth DD / MM / YYYY

ENROLMENT MUST BE IDENTIFIED BY 100 POINTS OF ID – PLEASE ATTACH ID TO ENROLMENT AND TICK IF ATTACHED.

Company Name (if relevant) _____ ABN _____

Company Contact Name (if relevant) _____ Company Telephone (if relevant) _____

PART B: ENROLMENT DETAILS [one course per enrolment form only]

Course Code _____ Course Name _____

Course Start Date _____ Course End Date _____

Enrolment Type [Classroom / RPL / Credit] _____ Course Fee [per enrolment] _____

Note: You should discuss your selections with ACES Training Manager to ensure your selections are suitable to your objectives. If you are enrolling in a security licensing course or qualification additional enrolment forms must be completed and a pre-enrolment interview undertaken.

PART C: PAYMENT DETAILS

- Please find attached a cheque for \$ _____ (payable to Australian Concert & Entertainment Security Pty Ltd)
- Please find attached a remittance for payment of \$ _____ via EFT ACES P/L : BSB 032 082: A/C – 552557245..
- Please debit my VISA Master Card in the amount of \$ _____

Card Number _____ CCV* _____ Expiry Date of Card _____

Cardholder's Name _____ Cardholder's Signature _____

*Credit Card Verification number. In order to process payments with a credit card, we need your credit card verification number. The verification number is a 3 digit number printed on the back of your credit card. It appears after and to the right of your credit card number.

- Please send an invoice via return email.
- My employer as detailed in Part A above has previously completed a group enrolment and paid enrolment fees.
- I am a **Current ACES Employee**, I understand that enrolment is in accordance with ACES EMPLOYEE TRAINING POLICY (AP0015), ACES EMPLOYEE SPECIFICATIONS BY SITE (HF0088) and SCHEDULE OF FEES (TF0006) and Part G ACES Employee Payment Agreement (as relevant).
Please deduct fees from the following number of payrolls [x box] 1 2 3 4 for total fees up to \$160
5 6 7 8 for total fees above \$160 (if not ticked repayment will be deducted from 1 payroll).

Print Name _____ Sign _____

Date _____

- I am an individual personally enrolling, please proceed to **Section D**.
- I am a company representative enrolling a group of participants or booking a whole course on a dedicated basis, and each participant will complete individual enrolment forms on the day of the course, please also complete **Section E**.

Australian Concert and Entertainment Security Pty Ltd - T/as : Event Force | Avert Risk Management Services | Assure Event Safety Services | Secure Domain | Alleviate Event Administration and Logistics.

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ENROLMENT APPLICATION FORM [continued]

PART D: ENROLMENT PERSONAL INFORMATION

Surname _____

Given Name/s _____

Language and Cultural Diversity

In which country were you born? (Tick one box only) Australia Other, please specify _____

Do you speak a language other than English at home? NO YES, please specify _____

If you speak a language other than English at home, please also complete the next question

How well do you speak English? (Tick one box only) Very Well Well Not Well Not at All

Are you of Aboriginal or Torres Strait Islander origin? (Tick one box only) No Yes, Aboriginal Yes, Torres Strait Islander

Disability

Do you consider yourself to have a disability, impairment or long term condition? (Tick one box only) Yes No, proceed to Schooling section.

If YES, then please indicate the areas of disability, impairment or long term condition?

Hearing / Deaf Physical Intellectual Learning Mental Illness

Acquired Brain Impairment Vision 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 Completed School, if you have not completed school are you still attend school Yes No

Previous Qualifications Achieved

Have you SUCCESSFULLY completed any of the following qualifications? Yes No, If NO proceed to Employment Section.

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 Certificate/s other than the above

Employment

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

Full-time employee Part-time employee Self-employed – not employing others Employed – unpaid worker in family business

Employer

Unemployed – seeking full time work Unemployed – seeking part time work Unemployed – not seeking employment

Study Reason

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

To get a job 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

RETURN THIS FORM WITH 100 POINTS ID AND PAYMENT TO Australian Concert and Entertainment Security Pty Ltd

By Mail: 79-81 Regent Street Redfern NSW 2016 By Fax: 02 96997755 Via Email: training@acesecurity.com.au [must be signed and scanned]

ENROLMENT APPLICATION FORM [continued]

PART E: GROUP ENROLMENT DETAILS [COMPANY ENROLMENT]

For group or company enrolment, note individual enrolment forms will be required to be completed at commencement of course]

1.	Participant's Name	DOB	Telephone
2.	Participant's Name	DOB	Telephone
3.	Participant's Name	DOB	Telephone
4.	Participant's Name	DOB	Telephone
5.	Participant's Name	DOB	Telephone
6.	Participant's Name	DOB	Telephone

If you are enrolling more students please attach a full list of participant names.

PART F: TERMS AND CONDITIONS The following conditions apply:

In consideration, ACES Pty Ltd accepting this Enrolment Application, I hereby agree that ACES Pty Ltd, its contractors, servants or agents shall not be liable for any loss, damage or injury whatsoever received by or sustained by me, caused by, or as a result of any act of omission, or the negligence of ACES Pty Ltd and/or its contractors, servants or agents while I shall be attending this Training Course(s).

Bookings

- All courses must be booked in advance as course numbers are limited
- All bookings must be pre-paid at least 48 hours before course commencement
- Bookings can be paid via EFT, Cheque, Cash or Credit Card (Visa and Mastercard only)
- Courses are run subject to demand. If there are insufficient numbers, courses may be cancelled or deferred to another date. In this case, course fees can either be refunded or credited towards another course. Places in courses are allocated on receipt of payment.
- This application does not guarantee you a place in the course.

Refunds

- ACES does not offer refunds once course fees are paid
- Courses may be rescheduled or transferred to another person on condition that 2 working days notice (48 hours) is given to ACES Training Department. Working days do not include Saturday or Sunday

Punctuality

- Any attendee who is more than 10 minutes late to the course based on start time specified in the booking will not be allowed entry into the course.
- Attendees may be provided with breaks (course dependant). Attendees arriving more than 10 minutes late from the allocated break will be refused re-entry to the course and must arrange to re-attend the entire course at full cost.

Refusal of Entry

- ACES reserve the right to refuse entry or request students to leave or be removed if in breach of terms and conditions, or if being objectionable to other students for any reason. This includes, but is not limited to;
 - Course dress requirement (course dependant). Students are required to be neat and tidy at all courses
 - Disturbing, causing discomfort, threatening the safety and security of other students, staff patrons or the property of the provider of the venue
 - If the student is under the influence of alcohol or non prescription drugs

- If the student is breaching the laws of the Commonwealth or State
- If the student does not bring 100 points of identification.

Failure to Complete

- If the attendee is found to be "Not Competent" (failed) at the conclusion of the training and assessment then ACES may choose to re-schedule the student into the next available course at full course cost
- If the attendee commences the course but is unable to complete the course they will be found "Not Competent" (failed). ACES may choose to re-schedule the student into the next available course at full course cost

Replacement Certificates

- ACES is happy to issue replacement certificates upon the provision of "Replacement Certificate Form" and the payment of a \$30 certificate fee

Identification

- All students are required to bring 100 points of identification to every ACES course they attend. Please refer to acceptable evidence of identity information sheet if required

Course Cancellation

- ACES reserves the right to cancel any courses without prior notice. However every reasonable endeavor is taken to notify our students as soon as practical should any unforeseen circumstances force the cancellation of a course

Privacy

- The information provided by you on this application form will be used by ACES for the purposes of general administration, planning and communication. The provision of this information is essential to determine your eligibility for enrolment. Information will not be distributed for any other purposes than to authorise enrolment. Any request for ACES to supply information to others will not be made without your authorisation and or notification.

PART G ACES EMPLOYEE REIMBURSEMENT TERMS & CONDITIONS The following ADDITIONAL conditions apply:

Policy and Terms

- I have read ACES Training Policy and understand that ACES does not require me to make pre-payment before course commencement [contrary to Bookings Terms and Conditions above].
- I understand that ACES is offering discounted at course fees on my behalf on the basis that the qualification is required for my employment role and will assist both ACES and my future employment development.

Repayment Declaration

- I agree that I am responsible for payment of course fees and that they will be automatically deducted from my future payrolls in accordance with Part C Payment Details.
- I also understand that attendance at training is subject to normal rostered shift provisions and failure to CANCEL or RESCHEDULE with 48 hours of course commencement, attend a course or to complete a course without an explanation acceptable to ACES will result in deduction of course fees on an immediate pay deduction or repayment basis
- I understand and agree the payment and reimbursement obligations will be determined at the absolute discretion of ACES.

Repayment Method

- I authorise payment to be deducted;
 - from the next wages/salary payment due to me [as per Part C Payment Details], or
 - if I am no longer employed by ACES the deduction may be made out of any payment due to me upon ceasing my current employment with ACES, and/or
 - should there be insufficient funds to meet the total amount to be paid, ACES may deduct the amount from any subsequent wages/salary payment due to me (if any) until full payment is made, and/or
 - should future pays owed to me not cover the costs within 4 weeks of the payment being due or if my employment with ACES has ceased, then I agree to make immediate payment of any money then owing.