



INTERCEPT GROUP PTY LTD

Email: admin@intercepttraining.com ~ Web: www.intercepttraining.com
M/L 407237392, NTIS ID 90719, RTO ID 332156

APPLICATION FORM – RSA / RCG TRAINING

FIRST NAME :		SURNAME :	
No / STREET :			
SUBURB :		POST CODE :	
TELEPHONE : (HOME)		MOBILE :	
EMAIL ADDRESS :			
DATE OF BIRTH : ____/____/____		Are you an AUSTRALIAN CITIZEN or PERMANENT RESIDENT : (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	
(✓) MALE : <input type="checkbox"/> FEMALE : <input type="checkbox"/>		Are you an ABORIGINAL or TORRES STRAIT ISLANDER : (✓) YES <input type="checkbox"/> NO <input type="checkbox"/>	

(✓)	RSA / RCG TRAINING COURSE - Please tick ✓ your choice	\$ Cost
	RSA - RESPONSIBLE SERVICE OF ALCOHOL IN NSW - SITHFAB009A	\$75.00
	RCG - RESPONSIBLE CONDUCT OF GAMBLING IN NSW - SITHGAM006A	\$75.00
	RSA & RCG – Combined Training Package	\$140.00

IMPORTANT : Please ensure you provide Photo ID and a Self Addressed A4 Sized Envelope, so that your Certificate can be mailed (posted) to you upon successful completion of your course.

TRAINING LOCATION - Please tick ✓ your choice

<input type="checkbox"/> TUGGERAH 1 st Floor, 86 Pacific Hwy Tuggerah NSW 2259 PO BOX 3531 TEL: 4353 0922 FAX: 4353 0920	<input type="checkbox"/> AUBURN 1/1 Station Road Auburn NSW 2141 TEL: 9646 2404 FAX: 9646 2405	<input type="checkbox"/> NEWCASTLE 184 Parry Street Newcastle West NSW 2302 TEL: 4965 3464 FAX: 4965 3484
---	---	--

TRAINING COURSE DATE :

PROOF OF IDENTIFICATION

Do you have any of the following forms of identification – Please tick ✓

DRIVERS LICENCE / PHOTO ID YES <input type="checkbox"/> NO <input type="checkbox"/>	MEDICARE CARD YES <input type="checkbox"/> NO <input type="checkbox"/>	PASSPORT YES <input type="checkbox"/> NO <input type="checkbox"/>	BIRTH CERTIFICATE YES <input type="checkbox"/> NO <input type="checkbox"/>	SECURITY LICENCE YES <input type="checkbox"/> NO <input type="checkbox"/>
---	---	--	---	--

<input type="checkbox"/> By Credit Card – (please see details below)	<input type="checkbox"/> With Cash/Money order/Cheque) on the day I start my course
<input type="checkbox"/> By Money Order or Cheque – (please see my attached payment) All Payments are to be made payable to: "Intercept Group Pty Ltd"	<input type="checkbox"/> With Purchase Order - (please see my attached purchase order)

CREDIT CARD PAYMENT AUTHORITY

Please tick ✓ : Bankcard Master Card Visa

Card Number : Expiry Date: / Amount of payment: \$

Cardholder's Name (Please Print) : _____

Cardholder's Signature : _____ Date : / /

Authority No: (office use only)

APPLICANTS DECLARATION OF UNDERSTANDING

- I understand if I have any special requirements, I will need to contact the Intercept Training Office and discuss prior to my course commencing.
- I have read and agree that I understand the Intercept Group Pty Ltd Code of Practice on the reverse of this form
- If participating in Security Training – I have read and agree with the NSW Police Force Fact Sheet No. 6 (Grounds for Refusing or Revoking a Provisional, Class 1 or Class 2 Licence) and completed the P1016 Form.
- If participating in Aged Care Work – I understand Student Requirements and have completed the Pre-History Criminal Record Check Form.
- I understand and agree that by signing this document that I am liable for all Course Fees, unless participating in a Government Funded Program.

Signature : _____ Date : _____



INTERCEPT GROUP PTY LTD

Email: admin@intercepttraining.com ~ Web: www.intercepttraining.com
M/L 407237392, NTIS ID 90719, RTO ID 332156

Code of Practice

Educational Standards – The Intercept Group has developed a Code of Practice. We maintain policies and management practices, which provide for the highest delivery of educational standards within New South Wales. It also covers the marketing and delivery of vocational education and training services, which safeguard the interests and welfare of our students and trainees.

The Intercept Group is accredited in New South Wales by the N.S.W. Security Industry Registry, which is a division of the New South Wales Police Service. The N.S.W. Security Industry Registry must give authorisation before a company can commence security industry training.

The Intercept Group is also a Registered Training Organisation (RTO). This accreditation is given by the Vocation Education Training and Accreditation Board (VETAB). This government organisation controls the registration of companies wishing to deliver training of any kind in New South Wales. All standards laid out by VETAB, the Australian Qualification Training Framework (AQTF) are constantly being adhered to by The Intercept Group.

At all our venues we maintain a learning environment that is conducive to the success of the students. We have the capacity to deliver the nominated course(s) and we provide adequate facilities including tea, coffee and available parking. We use the appropriate methods and materials. There are no hidden costs in the training and all applicable fees are stated in the Student Pack.

Refund Policy – The Intercept Group has a policy of 100% refund of any money paid prior to the commencement of any course, if a request for refund is received in writing 14 days prior to the course. This refund is voided if the student transfers the original course or defers the commencement of their course.

Between 13 days and 7 days prior to the course there is a 75% refund and up to 6 days prior to the course commencement a 50% refund of money paid. If a student withdraws during a course there will be no refund.

Enrolment / Admission – Enrolment is finalised upon receipt of a completed application form with payment lodged at either the course or The Intercept Group's office.

The only admission criteria is that you are of an age near to licensing age and you do not have any criminal convictions that would stop you obtaining a licence.

Award – On successful completion of the course each student is awarded a Certificate as well as an Academic Statement. The Academic Record shows which units of competence that have been completed. (Should a student not complete all the required units in the course then a Statement of Attainment is awarded listing the units of competence that have been successfully completed.)

Marketing – The Intercept Group markets all vocational education and training products with integrity, accuracy and professionalism, avoiding vague and ambiguous statements. In the provision of this information, no false or misleading comparisons will be drawn with any other provider or course.

Manuals / Facilities – The tuition fee includes all relevant manuals and training materials. The only materials each participant is required to bring are notebooks and pen.

The lecturers use overhead projectors or videos where required. The training venues are conference facilities or educational classrooms.

Recognition of Prior Learning (RPL)– Students can apply for exemptions from units contained within a course where they can demonstrate that they have the skills or knowledge already. These skills or knowledge may have been obtained from prior study (especially in similar courses) or even from life experience. Recognition of prior learning is a way of recognising these skills and knowledge. Obviously the prior learning must be relevant to a course of study offered by The Intercept Group. Apply to your course lecturer or through the Intercept Group's office.

You must provide **documentary evidence** of your prior learning for **each unit** you claim an exemption, and be assessed by the instructors or a panel established by The Intercept Group.

This assessment can only commence after the **application fee** is paid.

In the event that you are successful, you will not need to complete the unit / us you have been exempted from. This means you will not be graded by the Intercept Group for this unit, but will be recognised as having completed the unit. If you are unsuccessful, you have the opportunity to appeal to an appeal panel or to the Chief Executive of The Intercept Group as outlined in **Appeals on Assessment**.

Outcomes – On successful completion of our courses you will:

- Have demonstrated the necessary knowledge to satisfy licensing authorities in order to obtain any relevant licence (where applicable) and
- Be able to appropriately represent the industry in accordance with any legal requirements and
- Be able to protect the interests of yourself and your employer.

Appeals on Assessments – Any participant who is not satisfied with the outcome of their training may make an appeal. This appeal should be made directly to the course lecturer. The appeal period is 6 weeks from the completion of a course.

Complaints – If at any time during the course that you are attending you are unhappy over any facet of the training that we are delivering, and then a complaint may be logged with either the course lecturer or the Director of Training. They will organise a meeting to hear your complaint. If you are unhappy with the result of this meeting then you may lodge an appeal to the Chief Executive of The Intercept Group.

If the outcome of this appeal is not to your satisfaction then you should contact the **Institute of Security Executives (ISE)** for further assistance. ISE may be contacted on **(02) 9676 2766**. The **Department of Fair Trading** may also be of assistance they can be contacted on **(02) 9895 0111** or at 1 Fitzwilliam St Parramatta NSW. If the individual wishes to take the matter further, refer to: www.training.com.au, or to the National Training complaints hotline on 1800 000 674 or email DEST nationalcomplaintshotline@dest.gov.au.

Support Services – If any student has difficulty with any aspect of the course, you will be able to ask the instructor for extra assistance at any non-lecturing time.

If required you may also ring our office with any queries relating to the course or any difficulties you may have regarding your participation on any course.

Between the hours of 8.30am and 9.00pm Sydney time you can call our head office on 1300 302 444 and speak to one of our Instructors.

- If this is not convenient then you can email your questions to admin@intercepttraining.com. Our email is checked at least four times per day so an answer is never far away.
- Questions can be written down and faxed to our head office on (02) 4353 0920.**
- Questions can also be mailed.

In all cases if you would like an Instructor to contact you please let us know a convenient contact time.

Credit Transfer – Students completing certain units in a course offered by The Intercept Group may be eligible for credits in other courses. Contact the trainer / assessor or the office of The Intercept Group for assistance.

Entry / Exit Points – A student can complete any section(s) of a course or join a course at various entry points. Some students may only need to complete certain units of a course and are welcome to attend for these sections only.

Guarantee – The Intercept Group honors all guarantees outlined in our code of practice. Non - compliance can result in withdrawal of our registration.