



APPLICATION FOR A SECURITY TRAINER LICENCE

Security Industry Act 2003
Security Industry Regulation 2003

MANDATORY DISQUALIFYING OFFENCES APPLY

IMPORTANT INFORMATION	LICENCE NUMBER (Office Use Only)
Applicants should be aware of their responsibilities under the <i>Security Industry Act 2003</i> . You can access the Act at www.legislation.act.gov.au . You may also obtain further information and forms at www.ors.act.gov.au .	

PRIVACY INFORMATION
The <i>Information Privacy Act 2014</i> applies in the ACT. The <i>Security Industry Act 2003</i> authorises the Commissioner for Fair Trading (the Commissioner) to collect the information required by this form for the purpose of issuing a licence . The JACS Privacy Policy contains information on how you can access or seek to correct any of your personal information that is held by the Directorate, as well as the process for lodging a complaint about an alleged breach of the <i>Information Privacy Act 2014</i> . The Privacy Policy can be found on the JACS website at http://www.justice.act.gov.au/privacy . The <i>Security Industry Act 2003</i> also authorises the Commissioner, pursuant to Section 34 and 35 of the Act, to keep a register of licences issued under that Act. The Commissioner may provide additional information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

CONTACT INFORMATION	
Lodge in person at the Office of Regulatory Services	255 Canberra Avenue, Fyshwick ACT 2609
Office Hours:	9:00am to 4:30pm Monday to Friday
General enquiries telephone number:	(02) 6207 3000
Fax number:	(02) 6207 0424
Website address:	www.ors.act.gov.au

IMPORTANT INFORMATION	
<ul style="list-style-type: none"> You must complete and submit ALL parts of this application form and provide the required supporting documentation before your application will be processed and a decision made on the application. Before submitting this form you MUST have obtained a fingerprint-verified Police Check, or have provided one to ORS previously. More details on next page. The licence will only be issued if you prove that you are, or will be, employed by the holder of an ACT Security Master Licence You will need to attend our office to have your photograph and signature recorded to be reproduced on your photo ID Security Trainer Licence. A Security Trainer Licence issued in the ACT is only valid for security training activities carried out by you in the ACT. You may only conduct security training activities whilst employed or engaged by a Registered Training Organisation. 	

YOU MUST PROVIDE THE FOLLOWING SUPPORTING DOCUMENTATION (in addition to each Part) AS PART OF YOUR APPLICATION
Supporting documentation must be either the original (to be sighted by ORS officer and returned to you) or a certified copy. Please tick what is attached.

All applicant MUST provide:	<input type="checkbox"/>	A fingerprint-verified Police Certificate from the Australian Federal Police or State Police force or, if a fingerprint-verified police check was previously provided to the ORS, a name only Police Certificate issued not more than 2 months before the application is made.
	<input type="checkbox"/>	100 points of ID - see list contained in Part A
	<input type="checkbox"/>	Evidence of Citizenship if you were not born in Australia (Naturalisation, passport, certificate or evidence of residential status)
	<input type="checkbox"/>	Evidence of qualifications for the subclass/es of licence requested

IMPORTANT INFORMATION

SUBCLASSES OF LICENCE

A security trainer licence has up to 12 subclasses; you may apply for one or more subclasses.

QUALIFICATIONS

To be eligible for a trainer licence, you must have completed the prescribed training course (or higher qualification) you propose to teach AND a Certificate IV in Assessment and Workplace Training. You will be required to provide documentary proof that you have attained competency in those qualifications from the Registered Training Organisation that trained you.

POLICE CERTIFICATE

You must provide the original or a certified copy of a fingerprint-verified Police Certificate, or, if a fingerprint-verified police check was previously provided to the ORS, a name only Police Certificate from the **Australian Federal Police** or State Police force with your application. Fingerprints can be taken at a **Police Station or by officers at the ORS Fyshwick office**. You will need to provide the image of the fingerprints to the AFP/Police when applying for the police certificate. The application form and details of fees can be found on the AFP website at: www.afp.gov.au/business/national_police_checks.html. Detailed procedures for fingerprinting can be found on the ORS website.

Police certificates must not be dated more than 2 months before the date of lodging your licence application with us.

If you have lived outside of Australia continuously for more than 1 year, as an adult, in the last 5 years the Commissioner may request you to obtain a criminal history record from that country.

MANDATORY DISQUALIFYING OFFENCES

The Commissioner must refuse an application if you, a partner for the licence, a close associate or an executive officer have been convicted in the last 10 years, or found guilty in the last 5 years of an offence:

- involving robbery;
- against the *Criminal Code Act 1995* (Commonwealth) schedule, Part 5.3 (Terrorism);
- committed outside of the ACT involving terrorism that is an offence against a law of that place;
- involving assault, violence against another person, dishonesty or theft (penalty must have been imprisonment, a fine of \$500 or more, or both);
- relating to the possession, storage or use of a firearm or other weapon (penalty must have been imprisonment, a fine of \$500 or more, or both);
- other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the *Criminal Code 2002* (penalty must have been imprisonment, a fine of \$500 or more, or both).

A finding of guilt means that a Court found you guilty of a charge but did not record a conviction against you (for example – you may have been released on a bond or similar, without conviction).

If you think you may be affected by these provisions please talk to our staff.

OTHER CONSIDERATIONS

In deciding an application for a security licence the Commissioner is authorised to consider information provided by the Chief Police Officer relating to actual or suspected criminal activity. You will not be told if criminal information has been considered in making a decision.

The Commissioner must also consider whether issuing this licence is in the public interest, including whether any other findings of guilt or convictions affect your suitability to hold a licence. Any other relevant information can also be considered.

Any information provided to the Commissioner that is classified as criminal intelligence will be kept confidential until a decision is made by the Supreme Court, on appeal, that the information is not criminal intelligence.

LICENCE FEES

You can ascertain the relevant fees by contacting us or by visiting our website. Licence fees are GST exempt.



ACT
Government

Justice and Community Safety

PART A - APPLICATION FOR A SECURITY TRAINER LICENCE

Security Industry Act 2003

Security Industry Regulation 2003

PERSONAL PARTICULARS

TITLE (<i>Ms, Mr, Dr</i>)	FIRST GIVEN NAME	SECOND GIVEN NAME	FAMILY NAME / SURNAME

DATE OF BIRTH	CITY / TOWN OF BIRTH	COUNTRY OF BIRTH	NATIONALITY
/ /			

RESIDENTIAL STATUS (*Evidence required if not born in Australia*)

<input type="checkbox"/> Australian Citizen	<input type="checkbox"/> Permanent Resident
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HOME ADDRESS (*Property Name, Unit, Flat No, Street Number, Street Name*)

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CITY / SUBURB / TOWN	STATE	POSTCODE	COUNTRY

POSTAL ADDRESS DETAILS (*If different to home address*)

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CITY/ SUBURB/ TOWN	STATE / TERRITORY	POSTCODE	COUNTRY

HOME TELEPHONE NUMBER	WORK TELEPHONE NUMBER	WORK TELEPHONE NUMBER

EMAIL ADDRESS	PREFERRED METHOD OF CONTACT
	<input type="checkbox"/> POSTAL ADDRESS <input type="checkbox"/> EMAIL ADDRESS

ACT EMPLOYER (MASTER LICENSEE NAME)	MASTER LICENCE NUMBER
	1750

MASTER LICENCE REGISTERED ADDRESS	CONTACT PHONE NUMBER

DECLARATION BY APPLICANT

I confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.	<input type="checkbox"/>
I am aware the Commissioner for Fair Trading has the ability to consider all relevant information, including criminal intelligence, when assessing my application.	<input type="checkbox"/>

Applicant Signature _____	Date Received Details (ORS Stamp)
Dated _____ / _____ / 20_____	

ACCEPTABLE FORMS OF IDENTIFICATION - You may bring in the original identification documents to be sighted at ORS, or provide a certified copy. Faxed or emailed copies cannot be accepted.

You may provide documentation in accordance with the requirements below to reach 100 points of identification

Primary Identification Documents You may use one of the following:	Points
<ul style="list-style-type: none"> • Passport – Australian or International (<i>current or expired within the last two years, but not cancelled</i>) • Birth Certificate (<i>or certified copy</i>). • Citizenship Certificate (<i>or certified copy</i>). • United Nations approved document for international travel. 	70
Secondary Identification Documents You may use several current documents of the following:	Points
<ul style="list-style-type: none"> • Drivers Licence. • ID card issued to a public servant (<i>with picture or signature</i>). • A licence or permit issued under a law. <i>eg: Builders Licence, Electrical Licence, Boat Licence, etc.</i> • ID card issued by the Commonwealth, a State or Territory as evidence of a person’s entitlements to a financial benefit (with picture or signature). <i>eg: Pensioner Concession Card, Health Care Card, Concession card, etc.</i> • Tertiary Education ID card (<i>with picture or signature</i>). 	40/25#
#If you wish to use more than one document from this group, the first acceptable document scores 40 points, but subsequent documents only score 25 points each	
Evidence of Identifying Operation in the Community You may use several of the following:	Points
<ul style="list-style-type: none"> • Bank Statement, Letter from Bank, Credit or Account Card • Record held under a law, other than a law relating to Land Titles. <i>eg: Court records, Births, Deaths & Marriages issued Marriage Certificate, etc.</i> • Written reference from an acceptable referee, nominated by person, who would have known the person for at least 12 months • Records from a primary, secondary or tertiary education institution (<i>no more than 10 years old</i>). • Membership of a professional Trade Association <i>eg: HIA, NIBA, ACEA, AARE, etc.</i> 	25
Evidence of Residential Address You may use several of the following:	Points
<ul style="list-style-type: none"> • Extract from the electoral roll • Letter from real estate agent, owner, landlord of premises the person may be living in/occupying for business purposes • Gas, Electricity, Water, Phone bill. 	25

IDENTITY SUPPORTING DOCUMENTATION

	Type	Number	Expiry Date	Copy Attached
100 points of ID documentation				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
Evidence of Citizenship (if applicable)				<input type="checkbox"/>

OFFICE USE ONLY

Entered into IBS by		Date Entered into IBS	
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PART B - APPLICATION FOR A SECURITY TRAINER LICENCE

Security Industry Act 2003

Security Industry Regulation 2003

STATUTORY DECLARATION – APPLICANT

Statutory Declarations Act 1959 (Commonwealth)

I, Name in full

of Full residential address

whose current occupation is

make the following declaration under the *Statutory Declarations Act 1959* in support of an application for a licence under the *Security Industry Act 2003*;

- That I will give true answers to all questions in this statutory declaration by ticking the corresponding YES or NO box indicating my answer; and
- That for each question I answer YES, I will provide full and accurate details of the facts or matters specified or associated with the question, attaching additional details on an annexure form.

1	Do you have any conviction(s) or finding(s) of guilt for <u>any offence(s)</u> recorded against your name, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2	Are you the subject of any charge(s) for <u>any offence(s)</u> still pending before a court, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3	Have you been convicted of, had a finding of guilt or a pecuniary penalty imposed, had an order made against you or been issued with a reprimand or direction, in relation to a “relevant offence*” (as defined on the next page) before a court, tribunal, board or similar, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4	Are charges still pending against you in relation to a “relevant offence”* before a court, tribunal, board or similar, either in Australia or any other country?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5	Are you now, or have you been, either in Australia or any other country, a director, secretary, executive officer or manager of a company which has been the subject of a conviction, finding of guilt or pecuniary penalty, or has charges still pending against it, before a court, tribunal or board, for any offence?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6	Have you previously applied for a security industry licence or registration in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7	Have you ever been refused a security industry licence or registration in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8	Have you ever had a security industry licence or registration suspended, cancelled or revoked, in the ACT or any other State or Territory?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
9	Have you lived outside of Australia for a continuous period of 1 year, in the last 5 years?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

I understand that a **person who intentionally makes a false statement** in a statutory declaration is **guilty of an offence** under section 11 of the **Statutory Declarations Act 1959**, and I believe that the statements in this declaration are true in every particular.

I have read the privacy statement in this form and agree that the Commissioner for Fair Trading provide my information to law enforcement agencies and authorised organisations that have legal authority to request information under circumstances prescribed by law. I consent to the Australian Federal Police providing information to the Commissioner for Fair Trading in relation to criminal charges that may be laid against me. I understand that this may affect my continued eligibility to hold a security industry licence.

I understand that a **person who intentionally makes a false statement** in a statutory declaration is **guilty of an offence** under section 11 of the **Statutory Declarations Act 1959**, and I believe that the statements in this declaration are true in every particular.

✘

Signature of person making the declaration

Declared at _____ On the _____ Day of _____ 20____

Before me ✘

Signature of witness

Full name of witness

of Full residential address _____

whose qualification is _____

Note: A person who makes a false statement in a statutory declaration is guilty of an offence under the *Statutory Declarations Act 1959* (C'wlth) and the *Criminal Code 2002* (ACT). A Court can impose substantial fines and/or a term of imprisonment for these offences.

The list of persons before whom a statutory declaration may be made are in schedule 2 of the *Statutory Declarations Regulation 1993*, found at:

<http://www.comlaw.gov.au/comlaw/legislation/legislativeinstrumentcompilation1.nsf/current/bytitle/BAF4F2D92E09F45ACA256F71004C14F1?OpenDocument&mostrecent=1>

***'RELEVANT OFFENCE' under the Security Industry Act 2003 means an offence prescribed in Section 21.**

Section 21(3):

- (a) if the stated circumstances apply—an offence involving assault, violence against a person, dishonesty or theft;
- (b) if the stated circumstances apply—an offence relating to the possession, storage or use of a firearm or other weapon;
- (c) if the stated circumstances apply—an offence, other than for possession, involving a controlled drug, controlled plant or controlled precursor within the meaning of the *Criminal Code 2002*;
- (d) an offence involving robbery;
- (e) an offence against the *Criminal Code Act 1995* (Cwlth), schedule, part 5.3 (Terrorism);
- (f) an offence committed outside the ACT involving terrorism that is an offence against a law of the place where the offence is committed.

"Stated circumstances" for an offence listed above means that:

- a penalty is imposed on the applicant for the offence; and
- the penalty is imprisonment, a fine of \$500 or more, or both.

A **'Relevant offence'** also includes other offences under the *Security Industry Act 2003*, the *Criminal Code*, the *Crimes Act 1900*, the *Firearms Act 1996*, the *Crimes Act 1914* (Cwlth) or as prescribed under other prescribed Commonwealth and State legislation.

"PUBLIC INTEREST" –

In deciding whether it is in the **public interest** to issue a licence to an applicant, the Commissioner **must** consider any 'relevant offences' and **may** consider any other relevant matter.



PART C - APPLICATION FOR A SECURITY TRAINER LICENCE

Security Industry Act 2003

Security Industry Regulation 2003

REQUESTED LICENCE PERIOD

1 Year

3 Years

PRESCRIBED QUALIFICATIONS

QUALIFICATIONS HELD	DESCRIPTION OF RELEVANT SUBCLASS	Tick subclass required	Qualification attached
Certificate II in Security Operations	1A Patrol, guard, watch or protect property (including cash in transit)	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II in Security Operations, with electives in: <ul style="list-style-type: none"> protecting people; and protecting self & others using basic defensive tactics. 	1B Act as bodyguard	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II in Security Operations, with electives in: <ul style="list-style-type: none"> protecting self & others using basic defensive tactics; monitoring and controlling individual and crowd behaviour; and controlling access to and from premises. 	1C Act as crowd controller	<input type="checkbox"/>	<input type="checkbox"/>
Certificate II in Security Operations with electives about— <ul style="list-style-type: none"> control and accesses to and exit from premises; operating basic security equipment; patrolling premises; managing dogs for security functions; and handling dogs for security patrol. 	1D Guard with a dog	<input type="checkbox"/>	<input type="checkbox"/>
Statement of Attainment in Security Operations with electives about— <ul style="list-style-type: none"> communicating effectively in the security industry; following workplace safety procedures in the security industry; working as part of a security team; providing security services to clients; and monitoring electronic reporting facilities. 	1E Act as monitoring centre operator	<input type="checkbox"/>	<input type="checkbox"/>

<p>Certificate III in Security Operations with electives about—</p> <ul style="list-style-type: none"> controlling security risk situations using firearms; controlling people using empty hand techniques; implementing cash in transit security procedures; undertaking cash in transit loading and unloading in an unsecured environment; and testing and inspecting cash in transit security equipment. 	<p>1FC Guard with a firearm for cash in transit</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Certificate III in Security Operations with electives about—</p> <ul style="list-style-type: none"> security risk situations using firearms; preparing and presenting evidence in court; controlling people using empty hand techniques; and planning and conducting evacuations from premises. 	<p>1FP Guard with a firearm for protecting property</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Certificate IV in Security and Risk Management</p>	<p>2A Act as a security consultant</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Certificate II in Technical Security</p>	<p>2B Sell security equipment 2C Carry out surveys and inspections of security equipment 2D Give advice about security equipment</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Certificate III in Engineering Technology (Locksmithing Stream); or Certificate III in Engineering-Mechanical Trade (Locksmithing)</p>	<p>2B Sell security equipment (IF A LOCKSMITH) 2C Carry out surveys and inspections of security equipment (IF A LOCKSMITH) 2D Give advice about security equipment (IF A LOCKSMITH) 2E Install, maintain, monitor, repair or service security equipment (IF A LOCKSMITH)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p>Certificate III in Technical Security</p>	<p>2E Install, maintain, monitor, repair or service security equipment</p>	<input type="checkbox"/>	<input type="checkbox"/>



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PART E - APPLICATION FOR A SECURITY EMPLOYEE LICENCE

Security Industry Act 2003
Security Industry Regulation 2003

PAYMENT AUTHORITY

Name/Corporation:

Provide a mailing address for the tax invoice/receipt:

LICENSING FEE QUERIES

There is an initial fee, plus additional fee for further subclasses. For queries regarding the relevant licence fee, please contact ORS Business and Industry Licensing during business hours quoting 'Security Trainer Licensing Fee'.

Office of Regulatory Services
255 Canberra Avenue,
FYSHWICK, ACT 2609

Telephone: (02) 6207 0562
Email: ors.bil@act.gov.au

The fee for this licence is \$.00 (GST exempt)

The JACS ABN is: 41 562 230 918

APPLICATION SUBMISSION DETAILS

In Person

Office of Regulatory Services
255 Canberra Avenue
FYSHWICK ACT 2609

CREDIT CARD PAYMENT AUTHORITY

This part is provided for your convenience for payment of the relevant licence fee when the application has been approved. You will be advised of the actual fee to be paid.

Please note that the licence fee is GST exempt.

Please charge payment of the application fee to my:

VISA card

MasterCard

Credit Card Number

□ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □

Expiry date

□ □ / □ □

CARD HOLDER'S AUTHORISATION: I consent to the Office of Regulatory Services debiting the following amount from my credit card to the value of \$ □ □, □ □ □ .00

Card holder's full name

Card holder's signature

____ / ____ / ____
Date