

INTERNATIONAL SECURITY TRAINING ACADEMY - APPLICATION FORM

SURNAME (print).....FIRST NAME (print).....
 ADDRESS.....SUBURB.....
 POSTCODE.....TELEPHONE(AH).....
 TELEPHONE (BH).....TELEPHONE(MOBILE).....
 DATE OF BIRTHEMAIL

✓(Tick) which Course(s) you are to be enrolled in.

- | | | | |
|---------------------------------|---|--|--|
| Cert II in Security Operations | <input type="checkbox"/> Unarmed Guard | <input type="checkbox"/> Crowd Controller | <input type="checkbox"/> Monitoring Centre |
| Cert III in Security Operations | <input type="checkbox"/> Crowd Control | <input type="checkbox"/> Armed Guard/CIT | <input type="checkbox"/> Cash in Transit |
| | <input type="checkbox"/> Bodyguard | <input type="checkbox"/> Control Room | <input type="checkbox"/> Investigator |
| | <input type="checkbox"/> Dog Handling | | |
| Cert IV | <input type="checkbox"/> Security & Risk Management | <input type="checkbox"/> Training and Assessment | |
| | <input type="checkbox"/> Firearms Re-qualification | <input type="checkbox"/> Executive Protection | |
| | <input type="checkbox"/> First Aid | <input type="checkbox"/> RPL | |
| | <input type="checkbox"/> OH&S | <input type="checkbox"/> Tactical Response | |

Start.....Location.....Cost \$.....

✓(tick) DAY NIGHT WEEKEND

Have you ever been convicted of an offence, charges pending or found guilty without conviction?
 (This may warrant a refusal of licence) YES/NO
 Are you an Australian citizen or a permanent resident? YES/NO
Do you have any mental health issues? YES/NO
 Would you like to register with our free employment register - security ONLINE or ISF YES/NO
Can you read, write and speak English? YES/NO
 How did you hear about I.S.T.A?

Card No:.....
 Expiry Date:/..... Name on card:..... CCV No:..... STAMP
 Type of card: ✓(tick) Mastercard Bankcard Visa Card Amount

Office Use Only

PLEASE NOTE – REFUND POLICY Staff Read Over Phone: Name..... Sign..... Date...../...../.....

If you cancel your course 2 weeks prior to the commencement date a full refund of the monies paid will be issued. If you cancel your course one week prior to the commencement date a refund of half the monies paid will be issued. If you cancel within the week leading up to the course you will forfeit all monies paid. All requests for refunds must be in writing. The refund policy only becomes effective when ISTA receives the letter of refund. If you cancel any course you can transfer at no extra cost. Transfer more than once I.S.T.A will charge \$50. If I.S.T.A cancels a full refund will be issued or you can transfer to the next scheduled course. I understand the refund policy and the information supplied by me on this form is correct to the best of my knowledge: IF YOU DECIDE TO DISCONTINUE ANY COURSE INCLUDING ALL PACKAGES (1-2-3-4 OR 5) FROM THE FIRST DAY OF COMMENCEMENT, PLEASE NOTE, THERE ARE NO REFUNDS AND THE FULL AMOUNT OF THE COURSE WILL STILL BE CHARGED & ALL EXPENSES OCCURED WILL BE PAYABLE BY THE APPLICANT. All approved refunds incur a \$10 admin fee. PLEASE NOTE: All expenses incurred by debt collection will also be payable by the applicant.

SIGNATURE DRIVERS Lic No..... DATE.....

CONTACT IN CASE OF EMERGENCY

SURNAME (print).....FIRST NAME (print).....
 RELATIONSHIP.....
 ADDRESS.....SUBURB.....
 POSTCODE..... TELEPHONE(AH).....
 TELEPHONE (BH)..... TELEPHONE(MOBILE).....



I.S.T.A STUDENT CHARTER

The Student Charter sets out rights and responsibilities of students in relation to training at and membership of International Security Training Academy. ISTA plays an important role in the Security Industry and is committed to the creation, transmission, preservation and application of knowledge and skills. ISTA has a particular interest in fostering lifelong learning for the professional workforce, in Australia and overseas. It places high value on the quality of teaching and learning and research, and on personal and institutional integrity.

YOUR RIGHTS

In pursuing its mission, ISTA recognises the following rights of its students:

- To experience high quality teaching;
- To expect that learning experiences provided will be challenging and stimulating;
- To expect that course content will be up-to-date;
- To be treated with respect and courtesy by staff and fellow students, in an environment free from harassment;
- To know what is expected of them in each area of study;
- To know how and when their work will be assessed;
- To receive fair, timely and useful feedback on their performance and progress;
- To have a say about the value, relevance and effectiveness of their academic programs and the teaching they experience;
- To be informed about how their views are taken into consideration in enhancing the teaching and content of programs;
- To have predictable and reasonable access to staff;
- To have access to supportive staff who are able to assist them in times of need;
- To have access to quality facilities and resources necessary for achievement of their training goals;
- To expect that courses satisfy the requirements of relevant authorities and organisations;
- To be excluded from activities that far exceed the physical or medical capabilities of the student;
- To learn in an environment free from prejudice, discrimination, and harassment;
- To have access to adequate procedures for dealing with grievances

YOUR RESPONSIBILITIES

In exercising their rights, ISTA students are expected to accept the following responsibilities:

- To enforce and extend to all students the reciprocal rights outlined above;
- To participate fully in the range of experiences which make up their course of training;
- To become self-motivated and self-directed learners;
- To prepare for class and to be on time;
- To make the best possible use of opportunities ISTA provides;
- To be professional, punctual, and honest and carry out their duties fairly and efficiently;
- To submit work which is their own;
- To provide to the instructing staff, feedback which is honest and fair;
- To treat fellow students and staff with openness, honesty and courtesy;
- To enhance the learning experience of other students by participating in a positive and learning conducive environment;
- To respect and be courteous to staff, other students and members of the public that they may meet.
- To respect the property of other students and ISTA;
- To behave at all times in such a way that does not bring ISTA in to disrepute.
- To abide to all lawful instructions given by staff;
- To disclose all details which may be relevant to the instructing staff's decision to include students in certain activities and/or the course;
- To notify staff immediately of any medical or health conditions old or otherwise that will inhibit or restrict me carrying out the training.
- To advise the instructors prior to participating in activities of any injuries a student has had in the past or has sustained, so as an informed decision can be made by both parties on whether that students participation will be allowed.
- To take responsibility for the safety and welfare of all students, staff and public and to not engage in conduct that may impede on the safety and welfare of all students, staff and public.

GENERAL OBLIGATIONS

- To accept and be bound by the above Students Charter and fulfil the responsibilities outlined;
- To accept and be bound by any credit or payment arrangement that has been entered into by ISTA and that particular student, and that they take full responsibility for any debit;
- To understand that I will not receive any certificate of attainment until all outstanding monies are paid in full and all assigned assessment is completed;
- To understand that if paying a final payment via cheque I.S.T.A has the right to hold onto any certificate until payment has been cleared by any financial institution.
- To authorise and consent to the video surveillance of students during the course being undertaken and that if required the information gathered may be used by an authorised agent;
- To accept and understand that if I am caught cheating or of not suitable character that a report will be submitted to the Licensing Services Division.
- To understand and accept that if a student does not adhere to any responsibility or obligation set out here within that they may be asked to leave ISTA, resulting in the termination of their participation in a course of training;
- To submit to the complaints policy in place at ISTA this is overseen by Prosolve Consulting Pty Ltd.

Please list below any injuries you have before the commencement of training.

.....

I hereby declare that I have read, had explained, received and have fully understood the " Student Charter" and agree to be bound by the requirements.

NAMEDATE / / SIGNATURE.....