

Candidate Details

*ALL fields are mandatory for completion*

Name \_\_\_\_\_

Address \_\_\_\_\_

City/Suburb \_\_\_\_\_ State \_\_\_\_\_ Postcode \_\_\_\_\_

Date Of Birth \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Mobile \_\_\_\_\_

Tel: Home \_\_\_\_\_ Work \_\_\_\_\_

Email \_\_\_\_\_

Organisation \_\_\_\_\_

Position \_\_\_\_\_

Security Lic # \_\_\_\_\_ Expiry date \_\_\_\_\_

Prior UOF Training  Empty Hand  Restraint & Control  Handcuff  Baton  Firearm

Prior RBT Training  Law Enforcement  Military  Corrections  Government  Security

Training Qualification  No  Yes  TAE  TAA  BSZ  Cat 1&2  Other

Training Experience \_\_\_\_\_

Marketing

How did you hear about us?  Our Website  Industry Publications  Referral  Network

Other \_\_\_\_\_

Course Details

*Ensure your application AND payment is submitted by the closing date*

Select	Code	Course Dates	Duration	Times	Cost	Closing Date
<input type="checkbox"/>	SIC #117	18-22 Nov 2017	5 days	0800-1700	\$1190	10 Nov 2017

**Venue** Modern Combatives Facility: 116 Northgate Drive Thomastown, Melbourne VIC (MelRef: 9 C10)

Payment

*Payment of FULL course fee is required to secure your place*

Paid: \$ \_\_\_\_\_ Method:  EFT  Cheque  Money Order  Cash

EFT: BSB: 704-191 Account #: 251998 Account Name: RK Projects Pty Ltd

Proof of EFT payment required. Cheques payable to **RK Projects Pty Ltd**. Tax invoice issued for course payments.

Declaration

*I understand and agree to abide by the conditions outlined in the Briefing Bulletin and listed overleaf.*

Signature \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

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## Terms & Conditions

**Enrolment Procedure** - Complete the application and make payment to secure your place. You will receive notification confirming enrolment and receipt of payment. If confirmation has not been received please phone to check attendance details.

**Refund Policy** – We have a policy of 100% refund of monies paid prior to commencement of any course, if a request is received in writing at least 21 days prior to course commencement. Between 21 and 7 days prior to the course there is a 60% refund, and between 7 days and course commencement there is a 30% refund. If a candidate withdraws during a course, no refund is available. Monies paid in advance for a course are kept separate to ensure refunds are available. Refunds may be granted on a case-by-case basis in certain circumstances, under the discretion of management. Refunds are provided within 4 weeks.

**Course Cancellations** - If insufficient enrolments are obtained by the closing date, notification of cancellation will be provided before course commencement. Please provide a contact number and email so you can be contacted for course fee refund.

**Program Induction** - Each program commences with a course induction, which outlines course requirements including format, timings, assessment strategies, qualifications and candidate facilities.

**Facilities and Equipment** - We aim to make the learning process as comfortable as possible. Our facilities are compliant with relevant OH&S requirements and equipment used in training is safe and appropriate to the competencies.

**Issuing Certifications** - Certifications will be issued once all payments have been made and all competencies attained. Candidates who satisfactorily complete courses will receive a certificate containing the training provider name, candidate name, course title, competencies achieved, date of issue and authorised signatory of the training provider.

**General Conditions** - Specific criteria are issued to the candidate in the *Briefing Bulletin*. This outline, being specific to the particular training program, will contain information about the program of study. All training and assessment occurs in accordance with the requirements of the quality training framework.

**Literacy, Numeracy and Disability** - Where our training programs impose specific literacy and numeracy standards, candidates will be informed of this before enrolment and guided through the process of meeting such standards. Where we cannot fulfill this service, candidates will be referred to an appropriate body that can. Candidates with disability, whether physical or mental, will be given equal opportunity to enroll and complete a qualification.

**Confidentiality** - We make every effort to ensure confidentiality occurs through the collection of information, storage and security of information, access to correction, quality of information and the use and disclosure of information.

**Privacy** - By undertaking training with us, you give your consent for us to collect and store information relevant to your application and to hold information necessary for the administration and maintenance of your candidate record. We collect only what is necessary for these processes and store information securely. Only authorised staff have access to this information.

**Grievances** - We deal with grievances and appeals in a constructive and timely manner. It is our policy to ensure that each appellant has an opportunity to present their case and is given a statement of outcomes, including reasons for the decision.

**Equal Opportunity** - We are committed to the provisions of the Equal Opportunity Act and this is reflected in our vision, mission and values. We promote equal opportunity, prevent unlawful discrimination (direct and indirect), including sexual harassment and adopt policies and procedures consistent with equal opportunity and anti-discrimination principles.

**Ethics** - In promoting our services we strive to ensure that our marketing material accurately represents our training services to prospective clients and ensure that the advertised outcomes are consistent with these certifications.

**IN CONSIDERATION** of the Organiser permitting me to participate in the training course I agree with it as follows:

1. **I WILL** abide by the Rules & Regulations of the Organiser for training and use of the Organiser's facilities and the directions of the Organiser's officials including the right to terminate my training and use of the Organiser's facilities at any time and for any reason.
2. **THE PERSONAL INFORMATION** I have supplied to the Organiser regarding my qualifications, experience and any other matter associated with the training is true and correct and I have **READ AND UNDERSTOOD** all of the clauses of this agreement before signing the same and before my use of the Organiser's facilities or before any training.
3. Intending that this agreement be legally binding upon me, my heirs, executors, administrators and assigns, the candidate hereby waive, release and forever discharge the Organiser, and all of their agents, representatives, heirs, executors, administrators, successors, and assigns, of and from any and all claims, demands, rights and causes of action of whatsoever kind and nature, arising, and by reason of any and all known and unknown, foreseen and unforeseen physical and mental injuries and consequences thereof, suffered by me during any and all training and related activities undertaken with or in conjunction with the Organiser.
4. In signing this release, I assert that (a) I am presently in good physical and mental health; (b) I have no reason to believe that I am not in good physical and mental health; (c) I am fully aware of, and do acknowledge and assume all risk of injury inherent in my participation in this training seminar; (d) I have read and fully understood the terms and conditions of this Agreement.
5. **IN THIS AGREEMENT** the following words shall respectively mean:

**the Candidate** - the person named as such on this application form

**the Organiser** – Modern Combatives and any instructors, directors, officers, advisors, employees, agents, sub-contractors, associates, or any person associated with the organiser in any way.

**the Organiser's facilities** - the land and buildings associated with any part of the training, accommodation or training venue

**use of the Organiser's facilities** - the use or attempted use of the Organiser's facilities by candidates whether such use or access is in breach of this agreement or the Organiser's Rules & Regulations or authorised or otherwise and whether intended to be so used or not

**damage** - all loss or damage, costs or expenses, whether direct or indirect flowing from any legal liability, claim, demand, right of action, proceedings or judgment of whatever nature and whether arising at law or in equity and whether suffered to the person or property of the Organiser, the Candidate, or any other person or corporation and whether arising out of or consequent upon the negligence of the Organiser, the Candidate or otherwise.

**Rules & Regulations** - the Rules & Regulations are those relating to any training which are available from the Organiser, and include all amendments or alterations to the Rules & Regulations made from time to time.