

APPLICATION FOR PARTICIPATION IN THE

PRODUCTIVITY PLACES PROGRAM

WITH

ASSET TRAINING AUSTRALIA

RTO # 31718

About the Productivity Places Program

The Productivity Places Program (PPP) is part of the Commonwealth Governments Skilling Australia for the future initiative and aims to address higher level skills shortages and increase workforce participation and productivity. The Queensland Government Department of Education and Training is responsible for managing PPP job seeker and existing worker strategies under the national partnership agreement on PPP. Implementation of PPP has focussed on industry needs with industry taking a leadership role in identifying training priorities.

Asset Training Australia is a contracted Preferred Provider of training to job seekers and existing workers under PPP. Funding under this program is limited; applicants will be advised in writing if their allocation of funding has been approved.

More information about the PPP is available on www.productivityplaces.deewr.gov.au and www.trainindemploy.qld.gov.au or by contacting Asset Training Australia on 1300 731 602.

Important information for Applicants

- Original Application Forms **MUST** be submitted prior to receiving an enrolment confirmation. FAX AND EMAIL APPLICATIONS CANNOT BE ACCEPTED
- Supporting documentation (Proof of ID, Citizenship and Income Support) **MUST** be submitted with the Application and must be certified as a True Copy by a Justice of the Peace or Commissioner for Declarations.
- Licence Application fees are not funded by PPP.** These must be paid by the applicant to the Office of Fair Trading on successful completion of the course; the licence application fee is \$329.05 (based on a 1 Year Unrestricted, Multiple Functions Security Providers Licence initial application).

POSTAL ADDRESS FOR APPLICATIONS

BRISBANE NORTH
GOLD COAST

PO BOX 350 NORTH LAKES QLD 4509
PO BOX 159 BURLEIGH HEADS QLD 4220

ASSET TRAINING AUSTRALIA
PRODUCTIVITY PLACES PROGRAM – APPLICATION FORM

THIS VERSION IS ACCEPTED FROM 20 OCTOBER 2010

SECTION 1 – APPLICANT DETAILS						
FULL NAME				DATE OF BIRTH		
ADDRESS						
SUBURB		STATE	QLD	POSTCODE		
PHONE (H)			PHONE (M)			
EMAIL						
PROOF OF IDENTITY Attach at least one of these documents. (Must be a certified copy)	<input type="checkbox"/> Australian Drivers Licence <input type="checkbox"/> Australian Proof of Age / 18+ Card <input type="checkbox"/> Government Issued Photo ID Card (eg. Security Licence, Firearms Licence) <input type="checkbox"/> Other Verifiable Photo ID					
SECTION 2 – PPP ELIGIBILITY						
RESIDENCY STATUS	<input type="checkbox"/> Australian Citizen living in Queensland <input type="checkbox"/> Permanent Resident Living in Queensland <input type="checkbox"/> Humanitarian Refugee living in Queensland <input type="checkbox"/> None of the above – NOT ELIGIBLE FOR THIS PROGRAM					
PROOF OF RESIDENCY Attach at least one of these documents. (Must be a certified copy)	<input type="checkbox"/> Australian Birth Certificate <input type="checkbox"/> Australian Passport <input type="checkbox"/> Australian Naturalisation Certificate <input type="checkbox"/> Australian (Green) Medicare Card					
JOB SEEKER CRITERIA (Note: Applicants who are not registered with an ESP and/or receiving income support from Centrelink may still apply for PPP)	Are you intending to seek paid employment or self employment after completing this course?			<input type="checkbox"/> YES <input type="checkbox"/> NO (Not Eligible for PPP)		
Are you registered with an Employment Services Provider?		<input type="checkbox"/> YES <input type="checkbox"/> NO		Job Seeker ID Number		
Are you receiving income support from Centrelink?		<input type="checkbox"/> YES <input type="checkbox"/> NO		Centrelink Reference Number (CRN)		
PROOF OF JOB SEEKER CRITERIA	<input type="checkbox"/> All applicants are to complete the Statutory Declaration in this application <input type="checkbox"/> Applicants registered with an ESP must request their ESP to complete Section 4 <input type="checkbox"/> Applicants who are in receipt of income support must attach an Income Statement (available from Centrelink)					

SECTION 3 – SECURITY INDUSTRY ELIGIBILITY			
EXISTING LICENCE	Do you currently hold a Security Industry Licence in Queensland or any other Australian State / Territory?	<input type="checkbox"/> YES (Contact ATA to confirm eligibility) <input type="checkbox"/> NO	
PREVIOUS QUALIFICATION	Have you previously completed a Certificate 2 or 3 in Security Operations?	<input type="checkbox"/> YES (Contact ATA to confirm eligibility) <input type="checkbox"/> NO	
CRIMINAL HISTORY	Do you have any convictions in the past 10 years that constitute a disqualifying offence under the Security Providers Act 1993? Note: These are generally serious offences relating to drugs, violence, weapons, fraud, etc. Most driving offences are (eg speeding, drink driving) are not normally disqualifying offences.	<input type="checkbox"/> YES <input type="checkbox"/> NO	Contact ATA for assistance if you are unsure
SECTION 4 – REFERRAL DETAILS			
TYPE OF REFERRAL	<input type="checkbox"/> REFERRED BY EMPLOYMENT SERVICES PROVIDER / JOB SERVICES AUSTRALIA <input type="checkbox"/> REFERRED BY POTENTIAL EMPLOYER <input type="checkbox"/> SELF REFERRED (CONTINUE TO SECTION 5)		
REFERRER'S DETAILS This section is to be completed by the ESP or Employer referring the client to this program.	ORGANISATION NAME		
	CONTACT NAME		
	PHONE		FAX
	EMAIL		
REFERRER'S DECLARATION	By completing this section you declare that you have assessed the applicant stated on this document as a suitable candidate for this program and employment in the security industry. You acknowledge that assistance with this assessment is available, at no cost, from Asset Training Australia and/or its consultants prior to making this declaration.		
	SIGNATURE	DATE	
SECTION 5 – COURSE DETAILS			
COURSE NAME	<input type="checkbox"/> CPP20207 CERTIFICATE 2 IN SECURITY OPERATIONS <input type="checkbox"/> CPP30407 CERTIFICATE 3 IN SECURITY OPERATIONS		
COURSE LOCATION	<input type="checkbox"/> BRISBANE NORTH Suite 3 Westfield Shopping Centre, North Lakes Drive (above Commonwealth Bank) North Lakes QLD 4509 <input type="checkbox"/> GOLD COAST Level 3 Parkrise Building, 3 Alison Street Surfers Paradise QLD 4217 <input type="checkbox"/> OTHER (Specify) _____		
PREFERRED COMMENCEMENT DATE		STUDY MODE	FULL TIME

SECTION 6 – STATUTORY DECLARATION (REQUIRED BY ALL APPLICANTS)

I

[address]

[occupation]

make the following declaration under the *Statutory Declarations Act 1959*

1. All of the details provided on this application form are accurate; and
2. I am not in receipt of additional or separate funds under any other Australian Government or State and Territory Government program in relation to the training that will be covered by the Productivity Places Program.; and
3. I am not currently an apprentice, trainee or secondary school student studying full time; and
4. I am seeking or intending to seek paid employment or self employment after completing the qualification.

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: (place) _____ on (day) _____ of (month) _____ (year)

Before me (Authorised Person, see over), i.e. – JP, Pharmacist, Police Officer

Authorised persons signature: _____

Full Name:

Address:

Qualification:

Note 1 A person who intentionally makes a false statement in a statutory declaration is guilty of an offence, the punishment for which is imprisonment for a term of 4 years — see section 11 of the Statutory Declarations Act 1959.

Note 2 Chapter 2 of the Criminal Code applies to all offences against the Statutory Declarations Act 1959 — see section 5A of the Statutory Declarations Act 1959.

A statutory declaration under the *Statutory Declarations Act 1959* may be made before –

Chiropractor	Marriage celebrant registered under Subdivision C of Division 1 of Part IV of the <i>Marriage Act 1961</i>
Dentist	Master of a court
Legal practitioner	Member of Chartered Secretaries Australia
Medical practitioner	Member of Engineers Australia, other than at the grade of student
Nurse	A statutory declaration under the <i>Statutory Declarations Act 1959</i> may be made before – (Continue)
Optometrist	Member of Engineers Australia, other than at the grade of student
Patent attorney	Member of the Association of Taxation and Management Accountants
Pharmacist	Member of the Australian Defence Force who is:
Physiotherapist	(a) an officer; or
Psychologist	(b) a non-commissioned officer within the meaning of the <i>Defence Force Discipline Act 1982</i> with 5 or more years of continuous service; or
Trade marks attorney	(c) a warrant officer within the meaning of that Act
Veterinary surgeon	Member of the Institute of Chartered Accountants in Australia, the Australian Society of Certified Practising Accountants or the National Institute of Accountants
Agent of the Australian Postal Corporation who is in charge of an office supplying postal services to the public	Member of:
Australian Consular Officer or Australian Diplomatic Officer (within the meaning of the <i>Consular Fees Act 1955</i>)	(a) the Parliament of the Commonwealth; or
Bailiff	(b) the Parliament of a State; or
Bank officer with 5 or more continuous years of service	(c) a Territory legislature; or
Building society officer with 5 or more years of continuous service	(d) a local government authority of a State or Territory
Chief executive officer of a Commonwealth court	Minister of religion registered under Subdivision A of Division 1 of Part IV of the <i>Marriage Act 1961</i>
Clerk of a court	Notary public
Commissioner for Affidavits	Permanent employee of the Australian Postal Corporation with 5 or more years of continuous service who is employed in an office supplying postal services to the public
Commissioner for Declarations	Permanent employee of:
Credit union officer with 5 or more years of continuous service	(a) the Commonwealth or a Commonwealth authority; or
Employee of the Australian Trade Commission who is:	(b) a State or Territory or a State or Territory authority; or
(a) in a country or place outside Australia; and	(c) a local government authority;
(b) authorised under paragraph 3 (d) of the <i>Consular Fees Act 1955</i> ;	with 5 or more years of continuous service who is not specified in another item in Part 2 of the <i>Statutory Declarations Regulations 1993</i>
and	Person before whom a statutory declaration may be made under the law of the State or Territory in which the declaration is made
(c) exercising his or her function in that place	Police officer
Employee of the Commonwealth who is:	Registrar, or Deputy Registrar, of a court
(a) in a country or place outside Australia; and	Senior Executive Service employee of:
(b) authorised under paragraph 3 (c) of the <i>Consular Fees Act 1955</i> ;	(a) the Commonwealth or a Commonwealth authority; or
and	(b) a State or Territory or a State or Territory authority
(c) exercising his or her function in that place	Sheriff
Fellow of the National Tax Accountants' Association	Sheriff's officer
Finance company officer with 5 or more years of continuous service	Teacher employed on a full-time basis at a school or tertiary education institution
Holder of a statutory office not specified in another item in Part 2 of the <i>Statutory Declarations Regulations 1993</i>	Member of the Australasian Institute of Mining and Metallurgy
Judge of a court	
Justice of the Peace	
Magistrate	

SECTION 7 – PRIVACY NOTICE (REQUIRED BY ALL APPLICANTS)

The Australian Government and Queensland Government allocate training places for participants to undertake qualifications under the Productivity Places Program. **Asset Training Australia** has been approved to deliver a qualification which participants will be entitled to undertake under the Productivity Places Program which is funded by the Australian and Queensland Governments. The personal information you provide on this form will be collected and used by **Asset Training Australia** for the purposes of:

- assessing your eligibility for the Productivity Places Program;
- if you are eligible to participate in the Productivity Places Program, all aspects of enrolment, administration and delivery of the qualification; and
- advising your employment service provider (if appropriate) of your participation and attendance in training.

Asset Training Australia may also collect and disclose your personal information to the Australian Government's Department of Education, Employment and Workplace Relations (DEEWR), Queensland Government Department of Education and Training (DET) and other Australian Government agencies, including but not limited to Centrelink, for the purposes of:

- DEEWR and DET confirming your eligibility for a training place;
- informing DEEWR and DET that you have enrolled in an approved qualification;
- informing DEEWR and DET of your completion, non completion or withdrawal from an approved qualification;
- reporting to DEEWR and DET's Ministers and other Member of Parliament on the Productivity Places Program;
- monitoring the service given by **Asset Training Australia** to you and your satisfaction with the Productivity Places Program; and
- DEEWR and DET generally administering the Productivity Places Program.

Asset Training Australia, DEEWR and DET may also disclose your personal information to another person, body or agency without your consent where authorised or required by law.

APPLICANTS DECLARATION

- I have read and understand the above Privacy Notice
- I have completed the Statutory Declaration
- I have been fully informed of Asset Training Australia Policy and Procedures.
- I have been fully informed about the qualification to be undertaken
- I have attached proof of my identity as per Section 1 of this form
- I have attached proof of residency as per Section 2 of this form
- I have attached proof of Job Seeker criteria as per section 2 of this form
- My Employment Service Provider (or potential Employer) has completed Section 4 of this form (if applicable)

I declare that, to the best of my knowledge, the information on this form and the supporting evidence supplied by me is true and correct in all regards. I understand that it is a criminal offence to provide false or misleading information.

Name:

Signature:

Date: