



# Application to become an **APPROVED ORGANISATION** under the *Security Industry Act 1997*

OFFICE USE ONLY												
Application No:	-											
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Applications will only be accepted from organisations that are an NVR Registered Training Organisation with the current Certificate II in Security Operations and/or Certificate III in Security Operations qualification/s on their scope of registration for NSW and hold, or have applied for, a current NSW Master security licence.

Please provide all requested information. Attach a separate sheet if insufficient space is provided for any response.

For further information refer to Security Licensing & Enforcement Directorate (SLED) Fact Sheet 9 – *How to become an Approved Organisation* – available from the SLED’s website ([www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled)).

Please use a BLACK or BLUE PEN. Print clearly within the boxes in CAPITAL LETTERS.

## 1 APPLICANT DETAILS

1.1 Provide the organisation’s NVR Registered Training Organisation (NVR RTO) details.

LEGAL NAME

REGISTERED BUSINESS/TRADING NAME (if applicable)

ABN

ACN

NVR RTO No.

PERIOD OF REGISTRATION

 to 

1.2 Provide details of the NVR RTO’s Executive Officer and high managerial agents (as defined in section 3 of the *National Vocational Education and Training Regulator Act 2011*).

Executive Officer

LAST NAME

GIVEN NAME(S)

High managerial agents

1. LAST NAME

GIVEN NAME(S)

POSITION IN ORGANISATION

2. LAST NAME

GIVEN NAME(S)

POSITION IN ORGANISATION

3. LAST NAME

GIVEN NAME(S)

POSITION IN ORGANISATION

4. LAST NAME

GIVEN NAME(S)

POSITION IN ORGANISATION

1.3 Provide details of any conditions that apply to the registration of the NVR RTO.

1.4 Provide the organisation's NSW Master security licence details

MASTER SECURITY LICENCE No.  SUBCLASS  EXPIRY DATE  /  /

If the organisation does not hold a current NSW Master security licence, has an application for the grant of such a licence been submitted?

Yes (This application will be accepted but cannot be fully assessed until the Master licence application is finalised.)  
 No (This application cannot be accepted and will be returned.)

1.5 Provide the organisation's business location details

PRINCIPAL PLACE OF BUSINESS ADDRESS

SUBURB/TOWN  STATE  POSTCODE

EMAIL  TELEPHONE

POSTAL ADDRESS (Write "As above" if the same as the principal business address)

SUBURB/TOWN  STATE  POSTCODE

1.6 What type/s of security licensees does the organisation provide or intend to provide under the authority of its NSW Master security licence?  
 (Please place an X in the relevant box/es)

<b>Licence Sub-Class</b>		<b>Licence Sub-Class</b>	
Unarmed Guards	<input type="checkbox"/>	Security Consultants	<input type="checkbox"/>
Bodyguards	<input type="checkbox"/>	Security Sellers	<input type="checkbox"/>
Crowd Controllers	<input type="checkbox"/>	Security Equipment Specialists	<input type="checkbox"/>
Guard Dog Handlers	<input type="checkbox"/>	Security Trainers	<input type="checkbox"/>
Monitoring Centre Operators	<input type="checkbox"/>		
Armed Guards	<input type="checkbox"/>		

**2 PROPOSED TRAINING/ASSESSMENT**

2.1 Which Security Licence Course/s does the organisation intend to deliver if approval is granted?  
 (Please place an X in the relevant box/es)

**Security Licence Course**

Class 1AC – Unarmed Guard/Crowd Controller	<input type="checkbox"/>	Class 1E – Monitoring Centre Operator	<input type="checkbox"/>
Class 1B – Bodyguard	<input type="checkbox"/>	Class 1F – Armed Guard	<input type="checkbox"/>
Class 1D – Guard Dog Handler	<input type="checkbox"/>		



3.3 Outline how the organisation will ensure compliance with all conditions imposed by the Commissioner under section 15 of the *Security Industry Act 1997*.

(A copy of the NSW Police Force document *Approved Organisation Conditions of Approval* is available from the SLED's website [www.police.nsw.gov.au/sled](http://www.police.nsw.gov.au/sled))

3.4 Outline the organisation's experience, including that of its close associates (as defined by section 5 of the *Security Industry Act 1997*) and other management team members, in managing an NVR RTO.

3.5 Outline the organisation's experience, including that of its close associates (as defined by section 5 of the *Security Industry Act 1997*) and other management team members, in the security industry or a closely related industry.

3.6 List any professional bodies or associations of which the organisation, or its key personnel (including close associates and management team), are members.

## 4 DECLARATION AND CONSENT

4.1 This Declaration and Consent must be completed by the NVR RTO's Executive Officer or the nominated person for the organisation's Master security licence. There are severe penalties for providing information that is false and/or misleading.

I, ,

(Executive Officer/Nominated person)

the Executive Officer/Nominated person for

(Organisation)

- certify that the information contained in this application is true and correct in every detail;
- understand that giving false or misleading information is a serious offence;
- consent to the disclosure by the relevant authority of information needed to verify any details I have given in this application;
- have attached a separate Approved Organisation Trainer/Assessor Nomination Form (P1128) for each proposed trainer/assessor;
- confirm that close associate details listed on the organisation's Master security licence are current and correct; and
- agree to comply with all conditions imposed by the Commissioner pursuant to section 15(2A) of the *Security Industry Act 1997*.

The above declaration and consent does not alter any rights I may have under legislation.

SIGNATURE

DATE (dd/mm/yyyy)

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**Forward the completed application form to:**

Security Licensing & Enforcement Directorate  
 NSW Police Force  
 Locked Bag 5099  
 PARRAMATTA NSW 2124

**IMPORTANT:**

**The application will be delayed if it is not fully completed.**

**All applicant organisations will be subject to a comprehensive assessment by the SLED to determine suitability to be an approved organisation, whether they have the resources and capability to meet the SLED regulatory requirements, and whether they are compliant with security industry legislation. The assessment process will include:**

- **Interviews with, and an assessment of, the organisation's management team and close associates;**
- **An assessment of each nominated trainer/assessor;**
- **An assessment of the organisation's training and assessment facilities; and**
- **An audit of the organisation to ensure it is compliant with security industry legislation, and remains suitable to hold a master security licence.**