



# 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 and/or Certificate III in Close Protection Operations or relevant Certificate III skill sets 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 ORGANISATION 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 Please provide an explanation for any regulatory decisions and conditions placed on the NVR RTO. Please provide the most recent audit report received by the VET Regulator in relation to these decisions and conditions.

1.4 Provide the organisation’s NSW Master security licence details

MASTER SECURITY LICENCE No.	SUBCLASS	EXPIRY DATE
<input type="text"/>	<input type="text"/>	<input type="text"/> /

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.)

Provide the organisation’s business location details

PRINCIPAL PLACE OF BUSINESS ADDRESS

SUBURB/TOWN	STATE	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

EMAIL:	TELEPHONE:
<input type="text"/>	<input type="text"/>

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

SUBURB/TOWN	STATE	POSTCODE
<input type="text"/>	<input type="text"/>	<input type="text"/>

## 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**

- 1A – Security Officer Licence Course
- 1B – Bodyguard Licence Course
- 1C – Cash-in-Transit Guard Licence Course
- 1D – Guard Dog Handler Licence Course
- 1F – Armed Guard Licence Course

2.2 List the organisation’s proposed training venues and the maximum number of candidates each venue can accommodate. Include venues for the training, assessment and instruction of Basic Defensive Techniques.

Venue	Address	No. of Candidates

2.3 List details of the organisation’s proposed trainers/assessors.  
 (Note: A separate *Approved Organisation Trainer/Assessor Nomination Form* (P1128) for each proposed trainer/assessor must be submitted with this application.

Full Name	Class 2D licence No.
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**3 SUPPORTING INFORMATION**

3.1 Has any close associate of the organisation (as defined by section 5 of the *Security Industry Act 1997*) ever had an application for a Master, Class 1 or Class 2 security licence refused in New South Wales or elsewhere?

- Yes
- No (Provide details below)

3.2 Has any close associate of the organisation (as defined by section 5 of the *Security Industry Act 1997*) ever had a Master, Class 1 or Class 2 security licence suspended, cancelled or revoked in New South Wales or elsewhere?

- Yes
- No (Provide details below)

3.3 Outline how the organisation will ensure compliance with all conditions imposed by the Commissioner under 27A(2)(a) of the *Security Industry Act 1997* of the *Security Industry Act 1997*.  
(A copy of the NSW Police Force document **NSW Security Licence Course Conditions of Approval** document 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 or Master licence application are current and correct; and
- agree to comply with all conditions imposed by the Commissioner pursuant to section 27A(2) 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:**

email: SLEDRTOS@police.gov.nsw.au  
 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.