

# Security Industry Training Providers - Business Guidelines for Applicants

## Who needs to be licensed?

If you **carry on a business** of providing security industry training you must be approved by the Commissioner as a *Security Industry Training Provider*.

## Security Industry Training

Security Industry Training is defined as:

- training designed to provide a person with a qualification determined by the Commissioner to be required for a person to be eligible to hold a security agents licence (other than a licence authorising only the performance of functions relating to security alarm or surveillance systems); or
- training required by the Commissioner to be completed by the holder of a security agents licence that authorises the licensee to perform the function of controlling crowds; or
- training of a kind prescribed by the regulations;

## Requirement to employ or engage a licensed security industry trainer.

From 27 September 2013, it will be an offence for a person to employ or engage another to personally provide security industry training unless that other person holds a *Security Industry Trainers Licence* authorising them to personally provide training of the kind to be provided.

## Am I eligible to obtain a licence?

You are entitled to be licensed as an security industry training provider if you meet the following criteria:

### Individuals (including partners in a partnership)

- You hold or are applying to hold a licence which allows you to personally perform the functions of an agent (refer to the ISL Security Agent Employee Guidelines)
- You are not an insolvent under administration (eg bankrupt) within the meaning of the *Corporations Act 2001* of the Commonwealth
- You are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law
- During the last 5 years they have not been a director of a body corporate wound up for the benefit of creditors when it was being wound up or within 6 months before it commenced winding up
- You have sufficient business knowledge and experience to properly carry on the business to be authorised by the licence
- You have not been convicted of a Prescribed Offence (refer to the Prescribed Offence guideline for more information)
- You are a fit and proper person
- You have sufficient financial resources

If you do not have the required qualifications, business knowledge or financial resources, you may be eligible for a licence restricted to carrying on business in partnership with a specified licensee.

### Body corporate

- The body corporate and each of its directors are not suspended or disqualified from practicing or carrying on an occupation, trade or business under Australian law
- It is not being wound up and is not under official management or receivership
- During the last 5 years no director has been a director of a body corporate wound up for the benefit of creditors when it was being wound up or within 6 months before it commenced winding up
- The directors have sufficient business knowledge and experience to properly direct the business to be authorised by the licence
- No director has been convicted of a Prescribed Offence (refer to the Prescribed Offence guideline for more information)
- Each director is a fit and proper person
- The body corporate has sufficient financial resources

## How do I apply?

Visit our website [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) and apply on line, or come in to our customer service centre at 91 Grenfell Street Adelaide.

All applications need to be printed, signed and submitted with the appropriate supporting documentation.

## Management Requirements (Body corporate only)

To become a security industry training provider the Commissioner must be satisfied that the person, or if the person is a body corporate, each director of the body corporate, would be a fit and proper person to hold a security industry trainers licence if the person were to apply for such a licence.

## What information do I need to provide to complete an application?

### Fees

The application and pre-grant fee specified in the fee schedule.

### Personal Information Declaration (PID)

The applicant or in the case of a body corporate; each director must complete a Personal Information Declaration (provided at the time of application).

You will also need to be fingerprinted by the South Australian Police. Fingerprinting arrangements are made after lodgement of your application.

Please note, if you have resided in another country, apart from a country from which you have migrated to Australia from, for at least 12 months in the last 10 years (and were over 17 years of age at the time), you will need to provide a Police Certificate (Statement of Offence History) from the local Law Enforcement Agency of each country with your Personal Information Declaration form. You must also include a translated copy of the certificate if it is not in English.

An overseas Police Certificate is not required from the country from which you have migrated to Australia from in relation to the period before the migration.

A PID is not required if you hold a **current** security agents licence (e.g. as an employee only) or are the director of another company that is **currently** licensed as a security agent and you have been through this process previously.

## Fee schedule

Fees and charges effective 1 July 2017

No GST is applicable - our ABN is 15 088 976 178

## Application and pre-grant fees

	Application Fee	Pre-grant Fee	Total
Application fee - body corporate	\$756.00	\$830.00	\$1586.00
Application fee - natural person	\$467.00	\$635.00	\$1102.00

## Annual fees

For a body corporate	\$830.00
For a natural person (employee only)	\$635.00

## Other fees

Application to vary licence conditions	\$284.00
Replacement licence / registration	\$ 26.50

Annual renewal fees can be made online at [www.cbs.sa.gov.au](http://www.cbs.sa.gov.au) or by phone  
Cheques should be made payable to the Commissioner for Consumer Affairs.  
Credit cards accepted are: Visa and MasterCard.  
Eftpos facilities are available at our Customer Service Centre in Adelaide.

## For more information

Email	Website	Phone	In person
<a href="mailto:occupational@sa.gov.au">occupational@sa.gov.au</a>	<a href="http://www.cbs.sa.gov.au">www.cbs.sa.gov.au</a>	Ph: 131 882	Customer Service Centre 91 Grenfell Street ADELAIDE SA 5000