

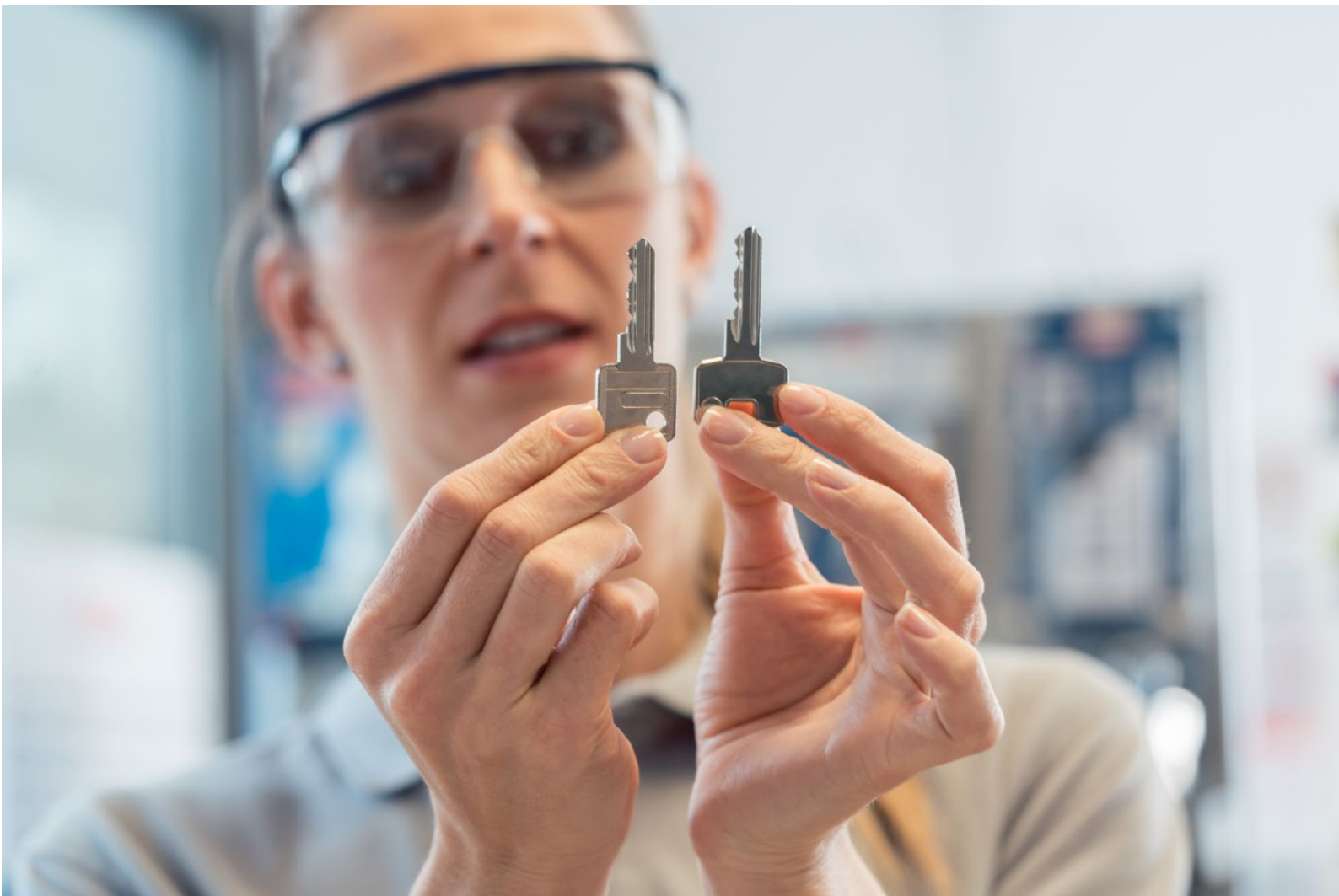
Official



**Australian Government**  
**Security Construction and**  
**Equipment Committee**

## **SCEC-approved locksmith scheme**

### **Application form**



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## Inquiries

Inquiries should be addressed to:

Chair of the Security Construction and Equipment Committee (SCEC)  
GPO Box 1508  
Canberra, ACT, 2601  
Ph: 02 6234 1217  
Email: [scec@scec.gov.au](mailto:scec@scec.gov.au)

## Release history

Version No.	Release date	Amendment
1.00	2019	Initial Policy
2.00	2019	Review
3.00	2025	Review – Reporting obligations (A16996490)

## 1 Introduction

This application is for the Security Construction Equipment Committee (SCEC) approved locksmith's scheme. Further information on the scheme can be found in the *SCEC-approved locksmith scheme policy* (A16615288), available at [www.scec.gov.au](http://www.scec.gov.au).

## 2 Personal details

Applicant first name			
Applicant middle names			
Applicant last name			
Date of birth (DD/MM/YYYY)			
City of birth		State of birth	
Country of birth			
Are you an Australian citizen?	Y/N	Other citizenships	

### 2.1 Current residential address (must not be a PO box)

Unit number		Street No.			
Street name					
Suburb		State		Postcode	

### 2.2 Mailing address (PO box is acceptable)

Same as residential address	YES/NO	*If yes, go to section 2.3			
Unit number		Street No.		PO box No.	
Street name					
Suburb		State		Postcode	

### 2.3 Contact information

Personal No.		Work No.	
Email address - NOTE: You must use a personal email address. This will become your login to the SCEC website, and must not be a shared/group email address (i.e. sales@locks.com.au is not acceptable).			

### 3 Employment information

Employer (company) name	
Trading name (if different)	
ABN/ACN	
Supervisor name	
Supervisor contact phone number	
Supervisor contact email address	

#### 3.1 Employer address

Unit number		Street No.		PO box No.	
Street name					
Suburb		State		Postcode	

#### 3.2 Required documentation

You must provide a signed letter from your current employer describing the nature of your current position, particularly:

- a) Length of service with employer;
- b) Current position with employer;
- c) Statement of requirement to obtain SCEC approval; and,
- d) Statement to whether you work with safe combination locks and commercial grade hardware in your daily duties and, if so, for how long.

#### 3.3 Required documentation – If self-employed or the owner/director of the company

You must provide two written references from commercial clients you have completed work for installing and maintaining safe locks, high security locks and keying systems within in the last six months; and,

A signed Statutory Declaration detailing:

- The length of time you have been self-employed or the owner/director of the company;
- Statement of requirement to obtain SCEC approval; and,
- A detailed summary of the locksmith work you complete, including whether you work with combination locks and commercial grade hardware in your daily duties, and for how long.

## 4 SCEC-approved locksmith register details

The details provided here will appear on the SCEC-approved locksmiths register

Company name	
Company address	
Company phone number	
Company email address	
Company website address	

## 5 Locksmith qualifications

Please describe your locksmith qualifications

Institution (include state) where formal locksmith qualifications were obtained	
Year that formal locksmith qualifications were obtained	
Title of formal locksmith qualifications	

### 5.1 Required documentation

You must provide evidence of your formal locksmithing qualification(s). This evidence must be certified by a justice of the peace, or a person defined under the *Statutory Declarations Act 1959*.

Where the applicant does not hold the above proof of their qualification, they may apply to Trades Recognition Australia to undergo a skills assessment for an Australian Recognised Trade Certificate, or have a relevant TAFE institute or industry association confirm the applicant's qualification via recognition of prior learning for a Certificate III

## 6 Character references

Please provide the following contact information for two character referees, one who knows you in a professional context but is **not a manager or supervisor**, and the other who knows you in a personal context but is **not a relative**. Character referees will be contacted by SCEC.

### 6.1 Referee # 1

First name			
Middle names			
Last name			
Date of birth			
City of birth		State of birth	
Country of birth			
Phone number			
Email address			
Nature of your relationship			
Length of your relationship			

### 6.2 Referee # 2

First name			
Middle names			
Last name			
Date of birth			
City of birth		State of birth	
Country of birth			
Phone number			
Email address			
Nature of your relationship			
Length of your relationship			

## 7 Identification photo

You must provide a printed passport photograph of yourself, taken within the last 6 months. Details of acceptable photos can be found at [www.passports.gov.au/PhotoGuidelines](http://www.passports.gov.au/PhotoGuidelines).

This photo must be certified by a justice of the peace, or a person defined under the *Statutory Declarations Act 1959*.

## 8 Security license

You must provide evidence of your current Australian state or territory security license (unless the state or territory does not issue security licenses to locksmiths)

This evidence must be certified by a justice of the peace, or a person defined under the *Statutory Declarations Act 1959*.

## 9 Criminal history

Have you ever been charged or convicted of an offence?	Y/N
If yes, please provide details	

### 9.1 Australian Federal Police - National police check

You must provide a completed Australian Federal Police (AFP) - National Police Check (NPC) with this application. To obtain the appropriate national police check:

- a) The national police check application form is available from:  
<https://afpnationalpolicechecks.converga.com.au/>
- b) Under Purpose of Check select the following options from the drop down menu:
  - a. Purpose Type: Commonwealth Employment/Purpose; and,
  - b. Purpose of check: 40 – “Other Commonwealth purpose ONLY”

The certificate provided as the results of the national police check must be included with this application. A printout of the digital copy provided by AFP is acceptable. State or Territory police checks will not be accepted.

9.2 Other disciplinary action

Have you ever been subject to investigation or disciplinary action by an employer or professional body? If yes please provide details.



## 10 Declaration and signature

Once satisfied that all elements of this application have been completed as thoroughly as possible, please select the appropriate response for all sections of the required documentation checklist, and then print the completed application, and sign the declaration.

### 10.1 Required documentation checklist

Documentation / Material	Attached with this completed application?
Letter from employer, or statutory declaration if self employed	Yes/No
If self-employed, two references from businesses for whom have performed commercial work using high security locks and keying systems.	Yes/No
Certified passport photo	Yes/No
Certified copy of State/Territory security license(s) (if applicable)	Yes/No/Not applicable
AFP National police check certificate (dated within the last 12 months)	Yes/No
Certified copy of locksmith qualifications	Yes/No

\*Applications will not be accepted without the required documentation attached.

## 10.2 Declaration

I hereby:

- a) Declare that, as at the date of my signature below, all answers and statements in this application and the supporting documents provided are true and accurate to the best of my knowledge;
- b) Acknowledge that should SCEC become aware of any misrepresentation or falsification by me in relation to my application for SCEC Locksmith Approval, SCEC may reject my application or revoke my SCEC Approval;
- c) Consent to security checks by ASIO in relation to my application;
- d) Acknowledge that SCEC may revoke my approval at any time if SCEC, at its absolute discretion, considers that I am no longer a fit and proper person to be a SCEC-approved locksmith, and that the circumstances which may indicate a locksmith is no longer a fit and proper person include:
  1. Providing false or misleading information to SCEC as part of the application process or after being approved;
  2. Breaching any of the conditions of approval as per the SCEC Code of Conduct or the SCEC Locksmith Policy;
  3. Being charged or convicted of an offence;
  4. No longer being employed as a locksmith;
  5. Not having the necessary current State or Territory certification or license (as required in the place of employment);
  6. Acknowledge that failure to advise of a change of circumstances in a timely manner may result in revocation of my SCEC approval
    - *Within 21 days SCEC-approved locksmiths must advise SCEC of any changes in circumstances that may affect their continued approval. Changes can be advised **via the SCEC-approved locksmith scheme - change of circumstance form found at [www.scec.gov.au](http://www.scec.gov.au),***
  7. Failure to advise of previous breaches of the SCEC Locksmith Policy or Code of Conduct when seeking recertification as a SCEC Approved Locksmith.
- e) Certify that I have read and fully understand the terms and conditions in the SCEC-approved locksmith scheme policy (A16615288), and accept all the conditions detailed in that document.

Signature of applicant:

Applicant full name	
Applicant signature	
Date of signature	

Signature of witness:

Witness full name	
Witness signature	
Date of signature	

Please post this completed application form, including all required and certified documentation, to the Chair of SCEC at:

Chair of the Security Construction and Equipment Committee (SCEC)  
GPO Box 1508  
Canberra, ACT, 2601

Once received SCEC will process your application. For any further inquiries please contact [scec@scec.gov.au](mailto:scec@scec.gov.au)