



The Security Agents Institute of Western Australia

'The Professionals in Crime Prevention'

INSTRUCTIONS AND REQUIREMENTS TO BOOK AND SIT COMPETENCY TEST

After you have finished your course and receive your certificates you need to:

1. Go to SAIWA web site: www.saiwastc.com.au to book your appointment.

> If you live in Perth Metropolitan area, you **MUST** select **BOOK AN APPOINTMENT FOR PERTH METROPOLITAN AREA**, refer to www.saiwastc.com.au. (WA Country Stations are **NOT** an option)

> Select the day and time available there > fill out your personal details. Enter certificate number, make your payment.

> Certificate number: You **MUST** provide a valid Certificate number.

IMPORTANT: READ ALL INFORMATION PROVIDED ON THE Testing WEBSITE!

When attending SAIWA on the day of your test make sure you have **all Identification** required and **original hard copies of Certificates**, if you don't have all required documents, your appointment will be cancelled and you will have to book and pay again.

Identification Requirements:

You MUST provide 100 points of identification from the following, but one MUST include PHOTO Identification.

PASSPORT: 50 POINTS

AUSTRALIAN DRIVER'S LICENCE: 50 POINTS

BIRTH CERTIFICATE: (Issued under Australian Law) 50 POINTS

PROOF OF AGE CARD (ISSUED IN AUSTRALIA): 50 POINTS

ANY PHOTO ID ISSUED IN AUSTRALIA: 50 POINTS (It must contain your Date of Birth and full name.)

BIRTH CERTIFICATE: (Not Australian) 25 POINTS

INTERNATIONAL DRIVER'S LICENCE: 25 POINTS

STUDENT ID: (Issued within the last 5 years by an Australia Institution) 25 POINTS

OVERSEAS NATIONAL IDENTITY CARD: 25 POINTS

MEDICARE CARD: 25 POINTS

PS: Bank Card is NOT an Identification!

> Only arrive 15 min before your appointment, or you will be requested to come back later.

> There is street parking available in the area but not inside the SAIWA grounds.

PS: Be prepared for your test day to avoid cancellations! Double check the test centre address, how long you take to arrive so you don't get late or too early, test day and time. Pack all your documents and certificates.

If you cannot attend you need to reschedule your appointment, you MUST give 48hrs notice, failure to do so, will result in the cancellation of your test, loss of fee and you will be required to book and pay again.

> If you live in any country region and you can prove your address to the police officer then you need to select **BOOK AN APPOINTMENT FOR WA COUNTRY.**

IMPORTANT:

BEFORE YOU SELECT A DATE AND TIME - you must first speak to the Duty Officer at the WA Country/Regional Police Station.

Only enter the date and time given to you by the Duty Officer of the WA Country/Regional Police Station where you are testing.

The Identification required is the same for Perth Metropolitan area.

IMPORTANT:

- Cheating will not be tolerated during the test, if you get caught cheating, your test will be cancelled and you will not be allowed to do the test again.
- Please refrain from eating and drinking while waiting and during the test.
- Country tests are only applicable for those whose place of residence is in country WA.