

## ARA Retail Institute - Enrolment Requirements, Terms and Conditions

- **Before proceeding, all prospective students must read the following:**

### Signed declarations (Mandatory)

Prospective students will be required to sign an Enrolment Form which includes several declarations, including but not limited to:

- Participant Handbook
- Enrolment requirements and Terms and
- Student Privacy Notice
- Terms and Conditions for Digital Usage

### Unique Student Identifier (Mandatory)

A USI Reference number is linked to an individual's nationally recognised training and qualifications gained anywhere in Australia.

- Please note that ARA Retail Institute **will NOT** be able to issue any Certificate without providing a USI.
- To apply for one, please go to [www.usi.gov.au](http://www.usi.gov.au).
- If you do not have a Unique Student Identifier (USI) number yet, you can obtain one from <http://www.usi.gov.au/create-your-USI/Pages/default.aspx>.
- Please provide your USI number to ARARI once you have obtained one.
- For a step-by-step guide, go to: <https://www.usi.gov.au/students/get-a-usi#panel2421>.
- As we need to validate your USI, please ensure that the name and Date of Birth you provided to us are **the same** as the name you use for your USI application.

### Proof of Age (Mandatory)

A document that shows your full date of birth.

For example:

- Driver Licence
- Australian Passport
- Non-Australian Passport
- Birth Certificate

### Australian Residency Status (Mandatory)

For example:

- Green Medicare Card
- Australian Passport
- Passport VISA (with Non-Australian Passport)
- Birth Certificate (Australian)
- Certificate of Registration by Descent
- Citizenship Certificate
- Immi card

State Residency Status (Mandatory)

A document that shows your current address.

For example:

- Driver Licence
- Bill (Service provider Tax Invoice)
- Bank Statement

Concession (If applicable)

A document that shows your concession status.

Acceptable documents:

- Any card where it is clearly marked Concession or Health Care and issued by either the Australian Department of Human Services or Centrelink)
- Age Pension: Commonwealth Seniors Health Card or Low-Income Health Care Card
- Disability Support Pension: Low Income Health Care Card
- Carer Payment: Seniors Card
- Jobseeker Payments: Pensioner Concession Card (Department of Veterans Affairs (DVA))
- Sickness Allowance: Mobility Allowance
- Widow Allowance: Partner Allowance
- Special Benefit: Commonwealth Seniors Health Card
- Or a letter from Centrelink confirming receipt of benefits showing Centrelink Reference Number (CRN)

**ARA Retail Institute - Obligations**

1. ARA Retail Institute will ensure the delivery of quality training and assessment within its Scope of Registration. ARA Retail Institute will always comply with the following standards and regulations:
2. Comply with the Standards for Registered Training Organisations (RTOs) 2015, including the Data Provision, Fit and Proper Person and Financial Viability Requirements.
3. Comply with the Australian Qualifications Framework (AQF), including issuing an AQF Certification upon fulfilling all the mandatory training program and enrolment requirements.
4. Comply with the relevant Commonwealth, state or territory legislation and regulatory requirements.
5. The RTO reserves the right to accept or reject any application for enrolment at its discretion.
6. The ARARI will not issue a Certificate of Qualification (CoQ) or Statement of Attainment (SoA) until all entry requirements are received, any course fees paid, and all course requirements (assessments and work placement) finalised.

**Participant Obligations**

1. Once the student commences the nominated Training course, ARARI will deliver the Training course using competency-based training and Nationally Recognised Training principles and practices following the Standards for Nationally Recognised Training Organisations (RTOs).

2. Applications submitted without mandatory evidence will be considered incomplete and may affect your eligibility to enrol in the course and may affect the associated fee.
3. Please also note that your eligibility and value of government funding may be invalid if any information you provide is inaccurate or misleading. Funding cannot be confirmed until all authentication is undertaken by ARARI using related state government bodies' processes.
4. Please note that enrolling in the chosen qualification/s will affect your future training options and eligibility for further government-subsidised training under the state government's funding program.
5. The Department or an agent may contact you to participate in a student survey, interview, or another questionnaire.
6. The ARARI and the student agree to work together to produce a unified approach to the student achieving the relevant qualification.

#### **Participant's Rights**

1. Please refer to Participant Handbook's Complaint and Appeals for any complaints or grievances.
2. Please refer to Participant Handbook's Refund and Fee Protection Policy for any Refund or Fee Protection Policy.
3. For Participant Support, please refer to Participant Handbook's Student Support section
4. For Credit Transfers, please refer to Participant Handbook's Credit Transfer section or contact our Student Services division via [training@retail.org.au](mailto:training@retail.org.au).