

ARC Retail Institute - Enrolment Requirements, Terms and Conditions

- ***Before proceeding, all prospective students must read the following.***
- ***The below sections refer to the Terms and Conditions of enrolment, as well as the documents and information required for a fully completed enrolment.***

Requirement – Signed Declarations (Mandatory)

Prospective students will be required to sign an Enrolment Form which includes several declarations/acknowledgements. These may include the following:

- Understanding of the implications of admission to government-subsidised training,
- No guarantee of employment following the course and any unpaid work placements,
- Enrolment Requirements and Terms and Conditions,
- The ARC RI Participant Handbook,
- Terms and Conditions for Digital Usage
- VET Student Privacy Notice
- Consent to disclosure of personal information for the purposes of specialised student support, applications for state government funding (if applicable) and any potential auditing conducted by government bodies.
- Consent to provided personal information being verified and confirmed with document issuers and authorised third parties.

Requirement – Valid Unique Student Identifier (Mandatory)

A valid Unique Student Identifier (USI) number is linked to an individual's nationally recognised training and qualifications gained anywhere in Australia.

- Please note that ARC Retail Institute **will NOT** be able to issue a certificate or Statement of Attainment (SoA) without the student providing a valid USI.
- If you do not have a USI number, you can directly apply for one via <https://www.usi.gov.au/students/create-your-usi>, this site also provides a step-by-step guide.
- Please provide your USI number to ARC RI once you have obtained one.
- As we need to validate your USI, please ensure that all personal details you provide to ARC RI are **the same** as what you use to create your USI. This principally includes your full name and date of birth, which must be formatted exactly as they appear on the legal ID document you use to create your USI.
- If you are unsure whether or not you have a USI already, you can provide permission for the ARC RI to search for or create your USI on your behalf via the final page of your Enrolment Form. This is recommended even if you provide a USI, as it allows admin staff to search for it if you make an error.

Requirement – Proof of Age (Mandatory)

A document that shows your full name and date of birth.

For example:

- Driver Licence

- Australian Passport
- Non-Australian Passport
- Birth Certificate

Requirement – Evidence of Australian Residency Status (Mandatory)

For example:

- Green Medicare Card
- Australian Passport
- Passport visa (with Non-Australian Passport)
- Australian Birth Certificate
- Certificate of Registration by Descent
- Australian Citizenship Certificate
- Immicard

Requirement – Evidence of State Residency Status (Mandatory)

A document that shows your current address.

For example:

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

Requirement – Concessional Proof (If applicable)

A document that shows your concession status.

Acceptable documents:

- Current Health Care Card indicating your concession type (or your status as a dependent of a person receiving a concession payment) as issued by Services Australia/Centrelink
- Any other current card denoting you/your guardian's concession type, as issued by Services Australia/Centrelink
- Age Pension recipients: Commonwealth Seniors Health Card or Low-Income Health Care Card
- Disability Support Pension recipients: Low Income Health Care Card
- Carer Payment recipients: Seniors Card
- A letter from Centrelink confirming receipt of concession payment showing Centrelink Reference Number (CRN).

ARC Retail Institute - Obligations

1. ARC Retail Institute will ensure the delivery of quality training and assessment within its Scope of Registration. ARC Retail Institute will always comply with the following standards and regulations:
2. Comply with the Standards for Registered Training Organisations (RTOs) 2025, 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 ARC RI will not issue a Certificate or Statement of Attainment (SoA) until all entry requirements are received, any required course fees paid, and all course requirements (assessments and required work placements) are finalised.

Participant – Obligations

1. Once the student commences the nominated Training course, ARC RI will deliver the Training course using competency-based training and Nationally Recognised Training principles and practices following the Standards for RTOs.
2. Applications submitted must provide all mandatory details and evidence. Failure to do so will result in your application being considered incomplete. This may affect your eligibility to enrol in the course and your associated fee.
3. All provided information must be fully accurate and not misleading. Failure to ensure this may result in your eligibility and value of government funding being invalid. Funding cannot be confirmed until all authentication is undertaken by ARC RI using related state government bodies' processes.
4. Students must acknowledge that enrolling in their chosen qualification/s will affect their future training options and eligibility for further government-subsidised training under their 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 ARC RI and the student agree to work together to produce a unified approach to the student achieving the relevant qualification.

Participant - Your Rights

1. Please refer to the ARC RI Participant Handbook for general information about your rights as a student. If you require more in-depth information, please refer to the following Policies and Procedures:
 - Complaints and Appeals – Policy and Procedure
 - Fees, Charges and Refunds – Policy and Procedure
 - Student Support and Services – Policy and Procedure
 - Student Wellbeing – Policy and Procedure
 - Credit Transfer – Policy and Procedure
2. If you are unsure about anything else, please contact the ARC RI directly via training@retail.org.au for further information.