

ARA Retail Institute – Enrolment Requirements

Before proceeding, please ensure that you have the following information with you

1. Unique Student Identifier (Mandatory)

Reference number that linked to 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 provision of USI.
- To apply for one, please go to 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 no to ARA RI once you have obtained one. For step by step guide, go to: <https://www.usi.gov.au/video/create-your-own-usi-student-video>
- As we need to validate your USI, please ensure the name and Date of Birth you provided to us is **the same** as the name you use for your USI application.

2. Proof of Age (Mandatory)

Document that shows your full date of birth. (For example, Driver Licence, Australian or Non-Australian Passport, Birth Certificate)

3. Australian Residency Status (Mandatory)

(For example, Green Medicare, Australian Passport, Passport VISA (with Non-Australian Passport), Birth Certificate (Australian), Certificate of Registration by Descent, Citizenship Certificate or Immicard)

4. State Residency Status (Mandatory)

Document that shows your current address. (For example, Driver Licence, Bills, Bank Statement)

5. Concession (If Applicable)

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
- Newstart Allowance: 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))

6. No certificates will be issued until all mandatory documentation has been received along with enrolment fees.

7. This form **can be saved**, in case you would like to return to partially completed form in the future. To do so, please **use SAVE PARTIAL WORK button at the bottom of the page** to save your form.

Terms and Conditions

ARA Retail Institute - Obligations

ARA Retail Institute will ensure the delivery of quality training and assessment that is within ASQA's Scope of Registration. ARA Retail Institute will comply at all times with the following standards and regulations:

- Comply with the Standards for Registered Training Organisations (RTOs) 2015, including the Data Provision, Fit and Proper Person and Financial Viability Requirements
- Comply with the Australian Qualifications Framework (AQF) including the issuance of the AQF Certification Documentations upon successful fulfilment of all course and enrolment requirements.
- Comply with relevant Commonwealth, state or territory legislation and regulatory requirements

Participant's Obligations

- Once the student commences the nominated course, ARA will deliver the Training Program using competency based training principles and practices in accordance with the Standards for NVR Registered Training Organisations.
- Application submitted without mandatory evidence will be considered incomplete and may affect your eligibility to enrol to the course and the associated fee
- Please also note that your eligibility and value of government funding may be invalid if any of the information you have provided to us is inaccurate or misleading. They cannot be confirmed until all validations are undertaken by ARA Retail Institute and relevant State Government bodies.
- Please note that by enrolling in the chosen qualification/s will affect your future training options and eligibility for further government subsidised training under the respective state government's funding program
- You may be contacted by the Department or an agent to participate in a student survey, interview or other questionnaire
- The RTO and the student agree to work together to produce a unified approach in the student achieving the relevant qualification.
- The RTO reserves the right to accept or reject any application for enrolment at its discretion.
- Please note that in order for a Certificate/Statement of Attainment to be issued, all enrolment requirements including any documentations, USI and outstanding fees need to be finalised on top of all Course Requirements (assessment and/or work placement)

Participant's Rights

For any Complaints or Grievances, please refer to Participant Handbook's Complaint and Appeals section



ARA
Retail Institute

Division of Australian Retailers Association

Enrolment Requirements and Terms & Conditions

For any Refund or Fee Protection Policy, please refer to Participant Handbook's Refund and Fee Protection Policy

For Student Support, please refer to Participant Handbook's Student Support section

For Credit Transfer, please refer to Participant Handbook's Credit Transfer section or contact our Student Management division at 1300 368 041 (*Press 2 for Training and Education Program*)