

Thank you for enquiring about the **SITHFAB002 Provide responsible service of alcohol (RSA)** training by correspondence. After you have enrolled, this course may be completed by either of the following methods:

- providing your email address for Austrain Academy to send you PDF versions of the course materials and completing and returning them via email or post.

**OR**

- we can post the materials to you for completion and you can return them via post.

To complete this course via correspondence requires the following:

- **completion of the enrolment form and return to our office**
- **payment in full of \$135**
- **100 points of certified identification** (*See the following pages for information on the type of ID documents accepted and the Certification procedure.*)
- **A computer, internet connection, Adobe software and printer (if utilising the email option)**
- **literacy skills to read and interpret documents such as identification (ID) cards, proof of age cards, driver's licences, statutory signage, warning signs and wording within advertising or promotional material, in-house policies and procedures and any general plain English regulatory and advisory information issued by local, or state and territory liquor licensing authorities\***
- **numeracy skills to measure and calculate standard drinks or samples and calculate blood alcohol levels to determine alcohol consumption\***
- **your signed declaration that the documents and information submitted are your own work**

*\*Please advise us prior to booking if you require support with literacy, numeracy or any disability. We will endeavour to accommodate your needs where possible or refer you to an appropriate provider. Our trainer will be available to assist you via email or telephone during office hours or we may recommend a face to face course as an alternative.*

**Please read the Austrain Academy Handbook located on our website or contact us for a hard copy.**

Payment of \$135 per person can be made via Credit Card payment over the phone, Internet Transfer or Direct Deposit at your bank.

For any of these methods above **please call our office on 1300 20 40 20 for payment instructions.**

Certified copies can be faxed to the office on 02 4227 5640 with a cover letter or emailed to [info@austrainacademy.com.au](mailto:info@austrainacademy.com.au)

Original documents may be presented to Austrain personnel for certification at our offices:  
Level 2, 65 Market Street Wollongong NSW.

For successful completion of the RSA course, the assessment must be completed using the reference materials/course notes, PowerPoint presentation & workbook provided, and returned to the office within 20 working days. (Please note – your booking will expire with no refund payable if you fail to complete the course within 12 months.)

If you require assistance whilst completing this assessment or if you have any further questions please do not hesitate to contact us on 1300 20 40 20.

Regards,  
Austrain Academy

100 points of I.D may include:

Identification Type	Points
Birth Certificate	70
Passport	70
Current Drivers License	40
Centre Link Card	25
Credit Card	25
Bank Statement	25
Medicare card	25

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The following guidelines are applicable to the certification of any documents being submitted to Austrain Academy for the purposes of enrolment / identification or application for recognition of prior learning.

Supporting documents must be provided to Austrain Academy personnel as either an original document (ie original transcript or identification) or a certified copy. A certified copy of a document is a photocopy of the original that has been certified as a true copy of the original by an authorised officer.

**People from the following professional and occupational groups may certify copies of your original documents:**

- an accountant – member of a recognised professional accounting body or a Registered Tax Agent
- a person listed on the roll of the Supreme Court of a State or Territory or the High Court of Australia as a legal practitioner
- a barrister, solicitor or patent attorney
- a police officer
- a postal manager
- a principal of an Australian secondary college, high school or primary school
- a medical practitioner
- a Justice of the Peace (with a registration number in the State in which they are registered)
- a minister of religion

**An authorised officer at:**

- Austrain Academy
- a tertiary admissions centre: UAC, VTAC, QTAC, SATAC, TISC;
- the Admissions Officer or Student Services Office at any Australian university or TAFE college
- the official records department of the institution that originally issued the document(s)

## Procedure

The original document must be viewed by the certifying officer and the officer must personally copy the original document and verify it by doing the following:

- Use a stamp or write by hand on the copy “This is to Certify that this is a True Copy of the Original “on each page of the document
- Sign the statement
- Affix the official stamp or seal of the verifier's organisation on the copy, if the organisation has such a stamp, and
  - print the following details:
  - Name and business address
  - Contact telephone number
  - Profession or occupational group (as listed above)
  - Date verified
- If the certifying officer is a Justice of the Peace the certifying officer must list the registration number and Australian state/territory of registration

## Documents not certified or not certified correctly:

These are examples of documents that we can't accept because they haven't been certified properly.

- documents that have been verified by an immediate relative or a person residing at the same address as the applicant.
- documents that are just photocopies without certification
- documents that are certified copies of copies. It must be clear that the certifying authority/person has sighted the original document.
- documents that have not been correctly verified
- documents verified by a Justice of the Peace without a registration number

Austrain Academy accepts scanned documents submitted online in the following circumstances:

- All of your supporting documents must be true and complete records.
- You should be prepared to provide original documents or original certified copies of supporting documents upon request at any time.
- Checking of supporting documents may involve contacting the original issuing authority, or relevant tertiary admissions centre, educational or other relevant organisation or individual, whether in Australia or overseas, to verify documents.
- A failure to provide documents on request, or the discovery of either fraudulent documents or a misrepresentation of true circumstances in association with your application, may lead to the rejection of your application or the cancellation of your enrolment.