

Thank you for enquiring about the **SITHFAB002 Provide responsible service of alcohol (RSA)** training by correspondence. Austrain Academy is approved by Liquor and Gaming NSW to provide this course in NSW. The RSA Course is a minimum requirement for all staff involved in the sale, supply service or promotion of alcohol. For further information about RSA requirements in States and Territories other than NSW please contact the relevant state authority. **All RSA Correspondence courses WILL CLOSE FRIDAY 8TH JUNE 2018. You MUST return your completed course materials to our office by this date. No certificates or refunds will be offered after this date.****

Please Note: If you already hold a valid competency card that is not more than 28 days past expiry, Liquor & Gaming NSW will contact you by email and/or SMS about how to renew your card. Renewal and online refresher training is only available via the links sent by Liquor & Gaming NSW when your renewal period opens. You may still enrol in this course if you hold a valid competency card for RSA, but will be required to sign a declaration that you understand your competency card endorsement will not be renewed. Also, if this course is an additional competency endorsement, all current competencies expire on the same day, five years after the first competency course was completed.

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 - includes Interim Certificate & Competency Card**
- **an acceptable form of original or certified identification** (See the following pages for information on the type of ID documents accepted and the Certification procedure.)
- **a computer, internet connection and (Adobe software 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.**

For successful completion of the RSA course, the assessment must be completed using the Student Notes, PowerPoint presentation & Workbook provided, and returned to our office by **Friday 8th June 2018**.

If you have difficulty with completing any of the materials, a trainer will be available to assist with student enquiries Monday to Friday 8.30am - 4.30pm. Queries will be answered within two (2) hours of receipt.

**** Fee Administration Policy does not apply to this course due to course delivery changes mandated by Liquor & Gaming NSW.**

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Acceptable forms of current identification include:

- a motor vehicle driver or rider's licence or permit issued by Roads and Maritime Services or by the corresponding public authority of another State or Territory or under the law of another country,
- a Photo Card issued under the *Photo Card Act 2005*,
- a proof of age card (however described) issued by a public authority of the Commonwealth or of another State or Territory for the purpose of attesting to a person's identity and age,
- an Australian or foreign passport,

Certified copies may be emailed to info@austrainacademy.com.au

Original documents may be presented to Austrain personnel for certification at our offices at:
Unit 7, 77 Montague Street North Wollongong NSW.

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)

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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 previous page)
 - 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.

If you have any further questions please do not hesitate to contact us on 1300 20 40 20.

Kind Regards,
Austrain Academy
RTO # 91269