



Photo: Tourism NT/Nick Pincott

## Responsible Service of Alcohol (RSA)

RSA means serving and supplying alcohol in a responsible manner and in accordance with the law. This course covers details applicable to all levels of personnel involved in the sale, service and promotion of alcohol in licenced premises. Any person involved in the sale, service or supply of alcohol in the Northern Territory must have a responsible service of alcohol certificate.

Charles Darwin University (CDU) is now offering the Responsible Service of Alcohol (RSA) course to all current International VISA Holders.

**Dates:** 23 June 2020\* 13 August 2020\*  
18 September 2020\* 15 October 2020\*  
13 November 2020\*

**Location:** Building B – Karawa Training Restaurant,  
CDU Palmerston Campus

**Time:** 9:00am – 3:00pm

**Duration:** 1 day

**Fee:** \$150

**What to bring on the day:** Student ID

\*minimum class numbers are required for the class to go ahead.

To achieve competency in this course, students are required to do a short written and practical test. At the end of this course students will receive a Statement of Attainment for the Nationally Accredited Unit of Competency - SITHFAB002: Provide responsible service of alcohol.

For more information about the course, please contact Jessica Darcy:  
8946 7525 or email: [tour\\_hosp\\_recreation-topend@cdu.edu.au](mailto:tour_hosp_recreation-topend@cdu.edu.au).

**SECTION 1 - PERSONAL DETAILS - All students must complete**
**USE BLACK OR BLUE PEN ONLY**
**Tick status where applicable**

Student Number

☐ **CDU Staff**
☐ **Apprentice**

Title

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Dr

**Domestic**
☐ NT  
☐ Interstate

**International Visa holder**
☐ Student Visa  
☐ Other Visa

Surname

Given Names

If you have selected international visa holder provide evidence of your passport, visa and COE (CoE -applicable to student visa holder)

Gender

☐ Male ☐ Female  
☐ Indeterminate/Intersex/Unspecified

**Have you previously provided CDU with a USI number?**
☐ Yes ☐ No

Date of Birth  
(dd/mm/yyyy)

If no, please provide your USI number in the space provided below. If you do not have a USI, visit [www.usi.gov.au](http://www.usi.gov.au) to apply for your USI and activate your USI account.

Former Surname

**Mailing Address (during training) – All students must complete**

Number & Street  
or PO Box

Suburb/Town

State

Post Code

Country

Home Phone  
(including area code)

Work Phone  
(including area code)

Mobile Phone

Email\*

**Usual Residential Address – If different to your Mailing Address**

Number & Street  
(Cannot be a PO Box)

Suburb/Town

State

Post Code

Country

Fax number  
(including area code)

**Emergency Contact – All students must complete**

Contact Name

Contact Phone 1  
(including area code)

Contact Phone 2  
(including area code)

\*Email correspondence issued by CDU will be sent to your official CDU email address once your CDU student account is activated. To set up your preferred email address go to MyStudentInfo . All hard copy correspondence will be posted to your nominated mailing address. For more information refer to the VET Student Guide [www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide)

**OFFICE USE ONLY**

Date received:

Date processed:

Team Code:

Processed by:

**SECTION 2 - COURSE DETAILS – Must be completed with a Team Leader/Delegate at the time of enrolment**Course code  Commencing course in TP1 ☐ TP2 ☐ TP3 ☐ TP ☐Course name Course Cost Course Duration Unit Set Descriptor Course mode Internal ☐ External ☐ Mixed ☐ Team code 

Campus where this course will be delivered: Palmerston

**SECTION 3 - UNIT DETAILS – Must be completed with a Team Leader/Delegate at the time of enrolment**

List all the units you plan to start or seek RPL for in 2020. Teaching periods indicate the period in which you are starting a particular unit.

**Teaching periods in 2020 start on: Teaching Period 1 – 1 January; Teaching Period 2 – 1 April; Teaching Period 3 – 1 July; Teaching Period 4 – 1 October.**

Unit Code	Teaching Period	Delivery Location	Mode I, M, E	Seeking RPL (X)	Unit Name	Training Start Date	Training End Date

**TEAM USE ONLY**Fee category  Learnline ☐ AFB ☐ Funding source: 11H ☐ 11J ☐ 11K ☐ 20A ☐ Other ☐  
(CSO to complete) (specify)Lecturer Name  Lecturer Signature  Date



## SECTION 4 - STATISTICAL INFORMATION - All students must complete

### Q1. Citizenship and Residence status during this teaching period?

- ☐ Australian citizen including Australian citizens with dual citizenship
- ☐ Permanent Resident
- ☐ Temporary Entry Permit including student visa or diplomat or a dependant of a diplomat
- ☐ Status other than one of the above

### Q2. What is the postcode of the residential area in which you usually live? (Not a PO Box Postcode)

- ☐ Australian postcode
- ☐ Overseas address (You do not need to provide a postcode)

### Q3. Do you speak a language other than English at home?

1201 ☐ No, English only. Proceed to Q4.

☐ Yes, other. Name the language that is spoken most often.

How well do you speak English?

- 1 ☐ Very well    2 ☐ Well    3 ☐ Not well    4 ☐ Not at all

### Q4. In what country were you born?

1100 ☐ Australia    ☐ Other Country

(please specify)

### Q5. Are you of Australian Aboriginal or Torres Strait Islander origin?

- 1 ☐ Yes, Aboriginal
- 2 ☐ Yes, Torres Strait Islander
- 3 ☐ Yes, Aboriginal and Torres Strait Islander
- 4 ☐ Neither Aboriginal nor Torres Strait Islander

### Q6. Which of the following categories, best describes your current employment status? (Tick one box only)

- 01 ☐ Full-time employee
- 02 ☐ Part-time employee
- 03 ☐ Self-employed - not employing others
- 04 ☐ Employer
- 05 ☐ Employed - unpaid worker in a family business
- 06 ☐ Unemployed - seeking full-time work
- 07 ☐ Unemployed - seeking part-time work
- 08 ☐ Not employed - not seeking employment

### Q7. Are you still attending secondary school?

- ☐ No
- ☐ Yes, Name of school

### Q8. In which year did you complete your highest school level?

Years 8 - 12 ONLY

(Leave blank if you did not go to school)

### Q9. What is your highest completed school level?

- ☐ Year 12 Completed    ☐ Year 9 or equivalent Completed
- ☐ Year 11 Completed    ☐ Year 8 or lower Completed
- ☐ Year 10 Completed    ☐ Did not go to school

### Q10. Have you successfully completed any of the following qualifications? Please tick all applicable boxes:

- 008 ☐ Bachelor Degree or Higher Education
- 410 ☐ Advanced Diploma or Associate Degree
- 420 ☐ Diploma (or Associate Diploma)
- 511 ☐ Certificate IV (or Advanced Certificate/Technician)
- 514 ☐ Certificate III (or Trade Certificate)
- 521 ☐ Certificate II
- 524 ☐ Certificate I
- 990 ☐ Certificate other than the above
- ☐ No, I have not completed any of the above qualifications.

### Q11. Do you consider yourself to have a disability, impairment or long-term medical condition which is likely to affect your study? Disclosing a disability is confidential.

- ☐ Yes    ☐ No. Proceed to Q12.

If yes, then please indicate the areas of disability, impairment or long-term condition.

- ☐ Hearing/deaf    ☐ Mental illness
- ☐ Physical    ☐ Acquired brain impairment
- ☐ Intellectual    ☐ Vision
- ☐ Learning    ☐ Medical condition
- ☐ Other

Students are encouraged to contact the Disability Liaison Officer if adjustments are required to undertake studies. Please indicate if you would like to be contacted in regards to services available for students with disabilities.

- ☐ Yes    ☐ No

### Q12. Of the following categories, which best describes your main reason for undertaking this study. (Tick one box only)

- 01 ☐ To get a job
- 02 ☐ To develop existing business
- 03 ☐ To start my own business
- 04 ☐ To try for a different career
- 05 ☐ To get a better job/promotion
- 06 ☐ It was a requirement of my job
- 07 ☐ I wanted extra skills for my job
- 08 ☐ To get into another course of study
- 11 ☐ Other reasons
- 12 ☐ For personal interest or self-development
- 13 ☐ To get skills for community/voluntary work

### Q13. Do you intend to complete the whole qualification/course or do you intend to complete a set of units? (Tick one box only)

- ☐ Qualification
- ☐ Units

## SECTION 5 - PRIVACY STATEMENT & DECLARATION - All students must complete

### Student Declaration

I, ....., accept a place in the unit SITHFAB002 Provide responsible service of Alcohol.

1. I declare that the information I have supplied on this form is, to the best of my knowledge, correct and complete.
2. I understand that the giving of forged, false or misleading information may lead to the cancellation of my enrolment.
3. I am aware of what is required for entry into this course.
4. I have been informed of fees & charges associated with this course, including the requirements and timelines to withdraw without incurring fees.
5. I further undertake to pay the prescribed fees and charges (if any) within the time allowed by Charles Darwin University for such payment.
7. I acknowledge that I have access to, and have read the information supplied in the VET Student Guide. [www.cdu.edu.au/cdu-vet/student-guide](http://www.cdu.edu.au/cdu-vet/student-guide)
9. I declare that if this course is supplied under NTG recurrent funding (including the entitlement) and if I am an NT or Commonwealth Government employee, I am undertaking this training for personal reasons and it is not professional development requested by my employer.
10. I acknowledge that while I am enrolled I will comply with the rules, policies, procedures and by-laws of Charles Darwin University.
11. I understand that Charles Darwin University will not disclose the information provided by me on this form to third parties, without my written consent, in accordance with Charles Darwin University's Privacy Policy, which is available at: [www.cdu.edu.au/governance/doclibrary/pol-032.pdf](http://www.cdu.edu.au/governance/doclibrary/pol-032.pdf)
12. I agree to be contacted via electronic means while I am a student at Charles Darwin University.
13. I acknowledge that it is my responsibility to provide a Unique Student Identifier (USI).  
I authorise Charles Darwin University to verify a USI supplied by me; or search for and locate an existing USI; or obtain a USI on my behalf, and view my training records and results on the USI website. I understand that if my USI is not recorded, no qualifications or statements of attainment can be issued.
14. I acknowledge that I may be photographed, recorded and/or filmed while I am enrolled at Charles Darwin University (CDU). I hereby consent to the use of any photographs, film, videos and audio recording of my appearance for promotional, commercial and marketing purposes on any present or future media or means known or unknown by CDU. CDU will, wherever possible have regard to my cultural, family and personal sensitivities. I also acknowledge that I may cancel this consent at any time by contacting [vet-enquiries@cdu.edu.au](mailto:vet-enquiries@cdu.edu.au).
15. I acknowledge that CDU provides integrated student support throughout training, and authorise CDU to enrol me in student support modules as part of the enrolment process or on commencement of training if required.
16. I am responsible for keeping a copy of this written agreement as supplied by the registered provider, and receipts of any payments of tuition fees or non-tuition fees.

### Course Information

RSA means serving and supplying alcohol in a responsible manner and in accordance with the law. This course covers details applicable to all levels of personnel involved in the sale, service and promotion of alcohol in licensed premises. Any person involved in the sale, service or supply of alcohol in the Northern Territory must have a responsible service of alcohol certificate. Further information of this course is detailed in the flyer attached to this enrolment form.

### Refund of Fees

I understand that refunds are governed by the University [Student Refund Policy](#) and [International Students – Refund of Fees Procedures](#), which form part of the written agreement between myself and the University, and acknowledge that refunds are not automatic.

### Tuition Protection Service

The Tuition Protection Service (TPS) is an initiative of the Australian Government to assist international students whose education providers are unable to fully deliver their course of study. The TPS ensures that international students are able to either:

- complete their studies in another course or with another education provider or
- receive a refund of their unspent tuition fees.

In the unlikely event Charles Darwin University is unable to deliver a course you have paid for and does not meet their obligations to either offer you an alternative course that you accept or pay you a refund of your unspent prepaid tuition fees (this is called a provider's 'default obligations'), the TPS will assist you in finding an alternative course or to get a refund if a suitable alternative is not found.

More information about the Tuition Protection Services is available at [www.tps.gov.au](http://www.tps.gov.au).

### Complaints and Appeals

The University is committed to providing a fair and transparent procedure through which students may seek to lodge a complaint or appeal.

The University will commence assessment of the complaint or appeal within 10 working days of it being made. Our aim is to ensure that student complaints are addressed quickly and resolved fairly. You are expected to make all reasonable attempts to resolve your concerns locally, preferably with the person/s directly concerned. However, where this does not result in satisfactory resolution, or your concern is of a serious nature, you may pursue the matter through a more formal complaint process.

Formal complaints can be submitted via email to the Complaints Management Unit [complaints@cdu.edu.au](mailto:complaints@cdu.edu.au). If a decision has been made on a matter and you want advice on avenues for appeal or review, you can contact the Complaints Management Unit for more information. Further information about the complaints and appeals process is available <http://www.cdu.edu.au/strategicservices-governance/complaints>

This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies

### Collection of Personal Information

I understand that the information collected on this form and during my enrolment is in order for the University to meet its obligations under the Education Services for Overseas Students (ESOS) Act and the National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2018; to ensure my compliance with the conditions of my visa and my obligations under Australian immigration laws generally. The authority to collect this information is contained in the ESOS Act 2000, the ESOS Regulations 2001 and the National Code 2018. Information collected about me on this form and during my enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities, including the Tuition Protection Service in accordance with the Privacy Act 1988. In other instances, information collected on this form or during my enrolment can be disclosed without my consent where authorised or required by law.

The Terms of Agreement, Student Refund Policy and Refund of Fees for International Students Procedure constitute a written agreement between Charles Darwin University and the student in accordance with section 47B of the Education Services for Overseas Students (ESOS) Act. This written agreement and the right to make complaints and seek appeals of decisions and action under various processes do not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies.

### Privacy Notice

I understand that under the *Data Provision Requirements 2012* Charles Darwin University (CDU) is required to collect my personal information and disclose that personal information to the National Centre for Vocational Education Research Ltd (NCVER).

My information (including the personal information contained on this enrolment form), may be used or disclosed by CDU for statistical, administrative, regulatory and research purposes. CDU may disclose my personal information for these purposes to:

- Commonwealth and State or Territory government departments and authorised agencies; and
- NCVER.

Personal information disclosed to NCVER may be used or disclosed by NCVER for the following purposes:

- populating authenticated VET transcripts;
- facilitating statistics and research relating to education, including surveys and data linkage;
- pre-populating RTO student enrolment forms;
- understanding how the VET market operates, for policy, workforce planning and consumer information;
- administering VET, including program administration, regulation, monitoring and evaluation.

I understand that I may receive a student survey which may be administered by a government department or NCVER employee, agent or third party contractor or other authorised agencies, and that I may opt out of the survey at the time of being contacted.

NCVER will collect, hold, use and disclose your personal information in accordance with the *Privacy Act 1988*(Cth), the National VET Data Policy and all NCVER policies and protocols (including those published on NCVER's website at [www.ncver.edu.au](http://www.ncver.edu.au))

**I declare that I have understood and accept the above privacy statement and student declaration terms and conditions.**

**Signature of Student:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

*(Parental/guardian consent is required for all students under the age of 18).*

**Date:** \_\_\_\_\_

**Signature:** \_\_\_\_\_