

Enrolment Application Form – RSA SITHFAB021 Short Course

SECTION 1 – COURSE DETAILS

Course Name: SITHFAB021 Provide Responsible Service of Alcohol (RSA),
(1-day face-to-face workshop)

Minimum Age Requirement: 16 years

(RSA Certification cannot be used in the workplace until the student is 18 years old)

Workshop Details: (1-day face-to-face workshop)

Workshop Time: 9:00 am – 5:00 pm

Participants are required to be present and ready to commence at **9:00 am sharp**. Arrival more than **10 minutes late** will result in the need to **reschedule the course**.

Workshop Dates: (Please select the date of your choice)

- | | | |
|--|---|--|
| <input type="checkbox"/> 6 February 2026 | <input type="checkbox"/> 13 February 2026 | <input type="checkbox"/> 20 February 2026 |
| <input type="checkbox"/> 27 February 2026 | <input type="checkbox"/> 6 March 2026 | <input type="checkbox"/> 13 March 2026 |
| <input type="checkbox"/> 20 March 2026 | <input type="checkbox"/> 27 March 2026 | <input type="checkbox"/> 10 April 2026 |
| <input type="checkbox"/> 17 April 2026 | <input type="checkbox"/> 24 April 2026 | <input type="checkbox"/> 1 May 2026 |
| <input type="checkbox"/> 8 May 2026 | <input type="checkbox"/> 15 May 2026 | <input type="checkbox"/> 22 May 2026 |
| <input type="checkbox"/> 29 May 2026 | <input type="checkbox"/> 5 June 2026 | <input type="checkbox"/> 12 June 2026 |
| <input type="checkbox"/> 19 June 2026 | <input type="checkbox"/> 26 June 2026 | <input type="checkbox"/> 3 July 2026 |
| <input type="checkbox"/> 10 July 2026 | <input type="checkbox"/> 17 th July 2026 | <input type="checkbox"/> 24 July 2026 |
| <input type="checkbox"/> 31 July 2026 | <input type="checkbox"/> 7 August 2026 | <input type="checkbox"/> 14 August 2026 |
| <input type="checkbox"/> 21 August 2026 | <input type="checkbox"/> 28 August 2026 | <input type="checkbox"/> 4 September 2026 |
| <input type="checkbox"/> 11 September 2026 | <input type="checkbox"/> 18 September 2026 | <input type="checkbox"/> 25 September 2026 |
| <input type="checkbox"/> 2 October 2026 | <input type="checkbox"/> 9 October 2026 | <input type="checkbox"/> 16 October 2026 |
| <input type="checkbox"/> 23 October 2026 | <input type="checkbox"/> 30 October 2026 | <input type="checkbox"/> 6 November 2026 |
| <input type="checkbox"/> 13 November 2026 | <input type="checkbox"/> 20 November 2026 | <input type="checkbox"/> 27 November 2026 |
| <input type="checkbox"/> 4 December 2026 | <input type="checkbox"/> 11 December 2026 | <input type="checkbox"/> 18 December 2026 |

**Note: If your chosen workshop is full, you will be notified and allocated to the next workshop.*

SECTION 2 – PERSONAL INFORMATION

Title*

☐ Mr ☐ Miss ☐ Mrs ☐ Ms ☐ Other

Given Name*

Middle Name

Surname*

Date of Birth*

Gender*

☐ Male ☐ Female ☐ Other

Phone Number*

Email Address*

A confirmation email will be sent to this address. Please ensure that you use your own email address, as your interim certificates will be sent to the same email address.

Country of Birth*

Are you of Aboriginal or Torres Strait Islander origin?*

☐ No ☐ Yes, Aboriginal ☐ Yes, Torres Strait Islander ☐ Both

EMPLOYMENT & EDUCATION DETAILS

Employment Status*

- ☐ Full-time employee
- ☐ Part-time employee
- ☐ Self-employed (not employing others)
- ☐ Self-employed (employing others)
- ☐ Employer – unpaid worker in a family business
- ☐ Unemployed – seeking full-time work
- ☐ Unemployed – seeking part-time work
- ☐ Unemployed – not seeking employment

Highest Completed School Level*

- ☐ Year 12 or equivalent
- ☐ Year 11 or equivalent
- ☐ Year 10 or equivalent
- ☐ Year 9 or equivalent

☐ Year 8 or below

☐ Never attended school

Have you successfully completed any of the following qualifications?*

☐ Bachelor degree or higher

☐ Advanced Diploma / Associate Degree

☐ Diploma

☐ Certificate IV

☐ Certificate III (including trade certificate)

☐ Certificate II

☐ Certificate I

☐ Other education

ADDITIONAL INFORMATION

Are you currently residing in Australia?*

☐ Yes ☐ No

Do you only speak English at home?*

☐ Yes ☐ No

Do you consider yourself to have a disability, impairment, or long-term condition?*

☐ No ☐ Yes

Reason for enrolling in this course:

Have you completed an RSA course in the last 5 years?*

☐ Yes ☐ No

****Do you currently hold an RSA endorsement?****

☐ Yes ☐ No

If Yes, please provide the following details:

RSA Certificate / Competency Card Number:

Issuing Authority (e.g. Liquor & Gaming NSW):

Date Issued:

Expiry Date (if applicable):

Please upload a copy of your RSA certificate or competency card:

SMC will assess your eligibility for an RSA refresher course based on the information and evidence provided above.

Declaration – Existing RSA

☐ I declare that the RSA certificate or endorsement provided is genuine, current, and issued by an authorised Australian authority. I understand that providing false or misleading information may result in cancellation of my enrolment.

UNIQUE STUDENT IDENTIFIER (USI)

Your USI*

If you do not have a USI, please create one at:
<https://www.usi.gov.au>

Please note: You must provide a valid USI to proceed with this enrolment.

EMERGENCY CONTACT DETAILS

Full Name*

Relationship*

Mobile Number*

Email Address

UPLOAD DOCUMENTS – PROOF OF IDENTITY

Australian or New Zealand Citizen:

- Australian or New Zealand Passport; OR
- State/Territory Government-issued photo identification (e.g. NSW Photo Card)

Temporary Resident / Visa Holder:

- Passport; OR
- State/Territory Government-issued photo identification

Please upload your proof of identity documents here*

TERMS AND CONDITIONS

Privacy Notice

Sydney Metro College (SMC) may disclose personal information to the Australian Government, State or Territory authorities, and authorised agencies, including the National Centre for Vocational Education Research (NCVER), for the purposes of:

- Creating and maintaining authenticated VET transcripts
- Education-related statistics, research, and surveys
- Pre-populating enrolment forms
- Workforce planning and policy development
- Regulation, monitoring, and evaluation of VET delivery

Complaints and Appeals

All complaints and appeals will be managed in accordance with SMC's **Grievance, Complaints and Appeals Policy**. This does not affect a student's rights under the **Australian Consumer Law**, where applicable.

Disclaimer

Sydney Metro College is not liable for interruptions to training services caused by events beyond its control, including but not limited to natural disasters, industrial action, or critical incidents.

SMC does not guarantee that a student will successfully complete the short course.

FEES, CHARGES & REFUND POLICY

Refunds

- Cancellations must be advised at least **two (2) business days** prior to course commencement to be eligible for a refund.
- No refunds will be provided for bookings made less than two (2) business days before course commencement.
- No refunds will be issued for non-attendance or arrivals more than **10 minutes late**.
- Online courses provide immediate access and are **non-refundable**.

Rescheduling

- More than 7 days prior to course date: **\$20 rescheduling fee**
- Less than 7 days prior to course date: **\$50 rescheduling fee**

All courses must be completed within three (3) months of the original booking date.

Course Booking Payment Details

Course Fees: \$189

Enter promotion code:

Name on Credit / Debit Card:

Card Number:

Card Expiry Date:

CCV:

STUDENT DECLARATION

By submitting this form, I declare that:

- The information provided is true, correct, and complete
- I understand false or misleading information may result in cancellation of enrolment
- I have read and understood the Terms and Conditions, Student Handbook, Code of Conduct, and Code of Practice
- I agree to comply with SMC's rules, regulations, and policies
- My personal information may be shared with relevant government bodies for compliance and regulatory purposes
- I consent to the use of my image or feedback for SMC marketing purposes
- I agree not to post false, misleading, or harmful content about SMC on social media
- I consent to being contacted by email or SMS regarding course requirements
- I confirm that the payment details provided are correct and agree for my card to be charged.

Student Name:

Signature:

Date:

