



Harry Haxton Certificate III in Business (Records and Information Management) 2024 Scholarship Terms and Conditions

**RECORDS AND INFORMATION MANAGEMENT
PRACTITIONERS ALLIANCE**

Advancing and Connecting the Records and
Information Management Profession

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1 PURPOSE

These are the terms and conditions (the “Agreement”) governing your participation in the RIMPA Global Harry Haxton Certificate III in Business (Records and Information Management) 2024 scholarship. By accepting the RIMPA Global scholarship, you agree to these terms, which form a binding legal contract between the Records and Information Practitioners Alliance Global., (“RIMPA”) and the registered participant (“you” or “Participant”).

2 SCHOLARSHIP CONDITIONS

2.1 Description

- Certificate III in Business with a specialisation in Records Management is nationally recognised in AUSTRALIA to provide you and all employees with the skills and knowledge in areas of business and records that can then be utilised in any work environment. The practice of effective business and records management is applicable to everyone in any organisation and provides a cross function of skills that can be personalised through the choice of electives.
- This scholarship covers the full registration of the Certificate III Business (records and information management) which is a nationally recognised qualification. RIMPA Global mentors will also be available to you throughout your study.
- The duration of the certificate ranges from 12-15 months and is dependent on individual completion times.
- The delivery of the certificate material is through online study, self-paced activities, live webinars, and Q & A sessions.
- The scholarship is valued at up to \$3,200

2.2 Application

- Applications must be submitted through the ‘Apply Now’ link under Scholarship Program.
- You must submit your Scholarship Application and all relevant documents by the advertised closing date of 24th April 2024.
- Joint applications will not be accepted. Scholarships are awarded to an individual and cannot be shared.
- Applications received after the closing date will not be considered.
- You acknowledge and agree that RIMPA, in its sole discretion, reserves the right to change any and all aspects of the Scholarships upon communication to recipient.

2.3 Eligibility

You are eligible to apply for this scholarship if you:

- Are a member and have less than 4 years industry experience.
- Are over the age of 18.
- Are working in the information management industry.
- Are prepared to submit an article or interview about the scholarship in the e-newsletter, journal, podcast, etc.
- You may apply for more than one scholarship but are only permitted to receive one scholarship at a time.
- The following learners must undertake a language, literacy, and numeracy assessment
 - Those not born in an English-speaking country.

- Those for who English is their second language.
- Those who speak another language at home.
- Those who cannot produce their year 12 certificate.
- Those who have not completed a post-secondary qualification in Australia.
- An LLN test has been developed for this purpose. Students who do not have the required LLN skills may be provided with additional support to further develop these skills or referred to another provider to develop their LLN skills so that they can enrol in the course when they have reached the required level.

2.4 Award of Scholarship

- Scholarship winners are selected on the basis of:
 - Meeting the eligibility requirements
 - Suitability
- The Scholarship value at the time of payment may be less than the amount advertised and will not exceed \$3,200. For any variations that may occur, you will be notified via email.
- You acknowledge that RIMPA Global cannot give you any advice on any tax consequences of receipt of the scholarship.
- The Scholarship cannot be transferred to another person.
- You must agree to provide any reasonable request from RIMPA Global for further information.
- RIMPA is not liable for any issues that may occur during travel, including but not limited to: loss of luggage, loss of passport, leisure activities and transport, and injury or health issues that may arise.

2.5 Code of Conduct

- Scholarship recipients must abide by the RIMPA Code of Conduct.
- When undertaking study, you are required to positively represent RIMPA. This is to be done by upholding professionalism and acting in the best interests of RIMPA.
- You are to be aware that laws and regulations outside of Australia are different. It is your responsibility to be familiar with these laws and act accordingly. Any issues may result in termination of the scholarship and repayment.
- When attending any related events or webinars during your study period you are expected to present yourself in an appropriate manner. This includes wearing appropriate clothing and not being under the influence of any substances.
- You are to be respectful to any, and all, individuals you may interact with and should refrain from any discriminatory, harassment or victimization behavior.

2.6 Termination

- RIMPA reserves the right to terminate the scholarship for violations of the Code of Conduct under sub-section 2.5 or any breaches of this policy.
- You will be notified, via email, of any potential breaches and provided with the opportunity to discuss the violation. RIMPA has the discretion to determine the outcome to which you will be notified.
- In the event your scholarship is terminated, you will not receive any further payments. You may be required to repay some or all the provided funds.

- The awarding of the scholarship is based off the information you have provided to RIMPA. The scholarship may be terminated at any stage if the information provided is false or misleading for any reason.
- Should repayment be required, you must repay the amount within 31 days of receiving the notice from RIMPA. This will occur if:
 - There was an error in payment; or
 - You are no longer eligible and do not meet the conditions of the scholarship; or
 - Any other error regarding the scholarship
- Failure to repay outstanding amounts, upon request, gives RIMPA the right to take legal action where necessary.
- You will be required to complete and submit one assessment every month during the duration of your study.
- If your contact details change, ensure this is communicated to RIMPA.
- The qualification should be completed within 18 months from the start of classes.
- In case you decide not to proceed after 30 days from the start of the course the below charges will apply:
 - Enrolment: \$ 500
 - Enrolment Fee (per unit) -\$ 250 for each unit enrolled.
 - Assessment fee (per unit)- \$ 100.
 - Administration Fee-\$150

2.7 General

- RIMPA may choose not to award all Scholarships should there be no suitable applicant.
- The Scholarship conditions are standard for all applicants; however, exceptions may be granted upon application.
- You agree to comply with all the terms and conditions, and any other company policies mentioned in this terms and conditions document.