

## Before you complete this form

### What this form is for

This form is to be used by an Approved Training Provider (ATP) that delivers Responsible Service of Alcohol (RSA), Responsible Conduct of Gambling (RCG), Licensee (LT) and/or Advanced Licensee (ALT) training course to:

- ▲ add a trainer to their registration.
- ▲ remove a trainer from their registration.

### What you need to know

All trainers must be registered with an ATP before they can be scheduled in the Online Course Management Portal to deliver approved training courses.

### Cost

There is no charge for making this application.

### Before you apply

1. In submitting a registration to add a new trainer, the ATP must ensure that the nominated trainer holds:
  - ▲ TAE40116 Certificate IV in Training and Assessment or its successor
  - OR
  - ▲ TAE40110 Certificate IV in Training and Assessment plus the following units:
    - TAELLN411 (or its successor) or TAELLN401A, and
    - TAEASS502 (or its successor) or TAEASS502A or TAEASS502B
  - OR
  - a diploma or higher level qualification in adult education.
2. The ATP must also ensure that the nominated trainer is able to meet the industry and training experience as well as the competency requirements as set out in the *Liquor Regulation 2018* and the *Gaming Machines Regulation 2019*:

#### For RSA:

- ▲ a current NSW RSA competency, and
- ▲ 3 years' experience in a managerial or supervisory position in a licensed premises, with responsibilities in the service of liquor **OR** 2 years' experience in a managerial or supervisory position in a licensed premises with additional equivalent relevant experience (see Trainer checklist for further information).

#### For RCG:




- ▲ a current NSW RCG competency, and
- ▲ 3 years' experience in a managerial or supervisory position in a hotel or registered club, with responsibilities in the conduct of gaming machine activities **OR** 2 years' experience in a managerial or supervisory position in a licensed premises with additional equivalent relevant experience (see Trainer checklist for further information).

## How to lodge this form

Email the completed form to [atp.applications@liquorandgaming.nsw.gov.au](mailto:atp.applications@liquorandgaming.nsw.gov.au)

To complete this form online, you need Adobe Reader 5.0 or later. You can download Adobe Reader at [get.adobe.com/reader](http://get.adobe.com/reader).

## Need more information?

-  [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)
-  [atp.enquiries@liquorandgaming.nsw.gov.au](mailto:atp.enquiries@liquorandgaming.nsw.gov.au)
-  1300 024 720

## Your privacy

We will handle your personal information in accordance with the *Privacy and Personal Information Protection Act 1998*. It is being collected by Liquor & Gaming NSW and will be used for the purpose of processing your application and may be disclosed to other Government agencies for this purpose. You have the right to request access to, and correct details of, your personal information held by us. You can access further information on privacy at [liquorandgaming.nsw.gov.au](http://liquorandgaming.nsw.gov.au)

## Note

If any information from this application form is missing, the nominated trainer's registration may be refused and/or delayed.

## Before you complete this form (continued)

For ARCG:

- ▲ a current NSW RCG and ARCG competency, and
- ▲ 5 years' experience in a managerial position in a hotel or registered club, being in a position with duties in relation to the conduct of gaming machine activities OR 3 years' experience in a managerial position in a licensed premises with additional equivalent relevant experience (see Trainer checklist for further information).

For LT/ALT:

- ▲ a current NSW LT/ALT competency, and
- ▲ 5 years' experience in a senior managerial position in a licensed premises, with responsibilities in the service of liquor, OR 3 years' experience in a senior managerial position in a licensed premises with additional equivalent relevant experience (see Trainer checklist for further information).

### Note

L&GNSW may request additional information from another employer if multiple employment references are being relied on, and/or contact an employer directly to confirm the required work experience outlined in a letter supplied.

### How to complete this form

- ▲ To add a trainer for RSA/RCG/ARCG/LT/ALT, complete parts 1,2,3,5 and 6.
- ▲ To remove a trainer, complete parts 1,4 and 6.

### How to complete Part 3 of this form

- ▲ a) If selecting A and B in Part 3 of this form, supporting documentation is NOT required. The ATP must ensure that the nominated trainer meets the industry and training experience required under Clause 80(2)(a) and (b)(i) of the *Liquor Regulation 2018* and Clause 58(5) of the *Gaming Machine Regulation 2019* for the relevant course.
- ▲ b) If selecting A and C in Part 3 of this form, full supporting documentation is required, including:
  - Completed D and Table 2 (RSA/RCG/ARCG) and/or Table 4 for LT/ALT in Trainer checklist
  - The nominated trainer's current resume, containing employment history including roles, responsibilities, and period of employment.
  - A certified copy of the nominated trainer's Certificate IV in TAE or equivalent qualification.
  - A letter from a current and/or previous employer outlining the nominated trainer's experience addressing the requirements outlined on page #i of ii of this form.
  - Any further documentation as required.

### Pre-lodgement checklist

- ▲ To add a trainer for RSA/RCG/ARCG/LT/ALT when full documentation is required:
  - Completed parts 1,2,3,5, and 6.
  - Certified copy of Certificate IV TAE or equivalent qualification.
  - The nominated trainer's resume provided.
  - A letter from a current/previous employer.
  - Any further documentation as required.
- ▲ To add a trainer for RSA/RCG/ARCG/LT/ALT when full documentation is NOT required:  Completed parts 1,2,3,5, and 6.
- ▲ To remove a trainer:  Completed parts 1, 4 and 6.

## Part 1 Details of ATP

ATP name (as approved by ASQA)

ASQA no.

ATP approval no: (mandatory, if already approved by L&GNSW)

Name of person lodging this form

Email

Contact phone

## Part 2 Details of nominated trainer

You must provide all details below to register this trainer with your ATP.

Trainer licence no. (if available)

RSA competency card no.\*

(mandatory for delivering RSA, LT and ALT courses)

Course/s to be delivered

- |   |  |
|---|--|
| <input type="checkbox"/> RSA Classroom  | <input type="checkbox"/> LT Classroom  |
| <input type="checkbox"/> RSA Online     | <input type="checkbox"/> LT Online     |
| <input type="checkbox"/> RCG Classroom  | <input type="checkbox"/> ALT Classroom |
| <input type="checkbox"/> ARCG Classroom | <input type="checkbox"/> ALT Online    |

\* This is required to reflect the currency of your knowledge in the relevant industry.

## Trainer details

Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Date of birth

DD / MM / YYYY

Place of birth

Residential address (NOT a PO Box)

Suburb/town/city

State

Postcode

Email

Contact phone

## Trainer qualification(s)

Please provide details of the nominated trainer's Certificate IV in TAE or equivalent qualification, ensuring that they meet the requirements as set out on page i of ii of this form.

Name of issuing RTO

Certificate no.

Date of issue

DD / MM / YYYY

Please provide details of any other relevant qualifications(s) the trainer may hold. Please attach a certified copy with this application.

Name of qualification

Name of issuing RTO or University

Date of issue

### Trainer probity check

Has the nominated trainer ever been subject to any disciplinary action in relation to any previous employment in the liquor and/or gaming industry?

- Yes – please provide further details below  
 No

Has the nominated trainer ever been subject to any disciplinary action as a trainer with an ATP and/or RTO?

- Yes – please provide further details below  
 No

Has the nominated trainer ever been associated with any non-compliance action taken against an ATP or RTO by L&GNSW and/or ASQA?

- Yes – please provide further details below  
 No

Has the nominated trainer ever been convicted of an offence under the *Liquor Act 2007* and/or the *Gaming Machines Act 2001*?

- Yes – please provide further details below  
 No

If you answered yes to any of the questions above, please provide further details below and/or attach additional information to this application.

### Industry experience

Please provide details of the nominated trainer's employment history and experience within the liquor and/or gaming industry.

#### Employment 1

Role or position held

Name of employer or organisation

Period of employment

 to 

Liquor licence no. (if available or known)

Please provide a summary detailing the experience that the nominated trainer is relying on in this role to meet the requirements as set out on page one of this form.

Name of contact/referee

Email

Contact phone

#### Employment 2

Role or position held

Name of employer or organisation

Period of employment

DD / MM / YYYY to DD / MM / YYYY

Liquor licence no. (if available or known)

LIQ

Please provide a summary detailing the experience that the nominated trainer is relying on in this role to meet the requirements as set out on page one of this form.

[Large empty text box for summary]

Name of contact/referee

[Text box for name]

Email

[Text box for email]

Contact phone

[Phone number input boxes]

**Training and assessor experience**

Please provide detail of the nominated trainer's employment history and experience in the role of a trainer and/or assessor. You may provide up to two employment references.

**Employment 1**

Role or position held

[Text box for role]

Name of employer (RTO/ATP)

[Text box for employer name]

Period of employment

DD / MM / YYYY to DD / MM / YYYY

Please outline the nominated trainer's experience in the delivery of competency based training and assessment strategies that aligns with nationally recognised units of competency or qualifications.

[Large empty text box for experience]

Name of contact/referee

[Text box for name]

Email

[Text box for email]

Contact phone

[Phone number input boxes]

**Employment 2**

Role or position held

[Text box for role]

Name of employer (RTO/ATP)

[Text box for employer name]

Period of employment

DD / MM / YYYY to DD / MM / YYYY

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Please provide detail of the nominated trainer's employment history and experience in the role of a trainer and/or assessor. You may provide up to two employment references.

Name of contact/referee

Email

Contact phone

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## Part 3 Trainer checklist

### Before you complete this checklist

#### What this checklist is for

This checklist reflects the criteria used by Liquor & Gaming NSW to assess trainer applications in regard to the experience required to deliver RSA/RCG/ARCG training.

#### What you need to know

- ▲ Check the boxes to demonstrate how your trainer meets the required or equivalent skills and experience.
- ▲ Applicants must choose either of the following:
  1. A and B (no supporting documentation required)OR
  2. A, C and D and complete Table 2 (full supporting documentation required).

#### Note

If A and B are selected, the ATP must ensure that the nominated trainer meets the industry and training experience required under Clause 80(2)(a) and (b) (i) of the *Liquor Regulation 2018* and Clause 58(5) of the *Gaming Machines Regulation 2019* for the relevant course.

For RSA and RCG, 2 years' industry experience and for ARCG, 3 years' industry experience along with additional equivalent relevant experience (section C in Table 1) is the minimum mandatory experience. If you do not have the minimum mandatory experience, you are not eligible to register as an RSA, RCG or ARCG trainer.

### Table 1 – Responsible Service of Alcohol/Responsible Conduct of Gambling (RSA/RCG/ARCG)

#### A – Training

- 1. Certificate IV in Training and Assessment
- 2. Diploma or higher qualification in adult education
- 3. Current NSW Competency card\* with:
  - RSA endorsement
  - RCG endorsement
  - ARCG endorsement

#### Experience – Select B OR C

#### B

- RSA: 3 years' manager/supervisor experience in licensed premises with duties in the service of liquor
- RCG: 3 years' manager/supervisor experience in a hotel or registered club with duties relating to gaming machine activities
- ARCG: 5 years' manager experience in a hotel or registered club with duties relating to gaming machine activities

#### C – You must complete D and Table 2 if selecting C

- RSA: 2 years' manager/supervisor experience in licensed premises with duties in the service of liquor along with additional equivalent, relevant experience
- RCG: 2 years' manager/supervisor experience in a hotel or club with duties relating to gaming machine activities along with additional equivalent, relevant experience
- ARCG: 3 years' manager experience in a hotel or club with duties relating to gaming machine activities along with additional equivalent, relevant experience.

#### D – References

- My resume clearly outlines the length of time I held in each position for and the duties undertaken
- My references and supporting documents clearly outline the length of time I worked at each position and the duties I undertook

\* Trainers must gain these competencies from an ATP that does not employ them or is otherwise not affiliated with them. RSA is mandatory for delivering RSA courses, RCG is mandatory for delivering RCG and RCG and ARCG is mandatory for delivering ARCG courses.

**Table 2 – RSA/RCG/ARCG (to be completed if you selected C in Table 1, if not leave blank)**

Minimum equivalent experience		Duties performed
Select from the following roles your trainer has held or currently holds, that include the performance of duties related to RSA and/or RCG.		Which of the following duties were regularly performed as part of your trainer’s role(s) (select all that apply):
<b>Role</b>	<b>Months in role</b>	
<input type="checkbox"/> Assistant General Manager	<input type="text"/>	<input type="checkbox"/> Assisting the General Manager in their day-to-day operations
<input type="checkbox"/> Functions/Events Manager	<input type="text"/>	<input type="checkbox"/> Managing a department – bar, gaming, restaurant, bottle shop
<input type="checkbox"/> Bar Coordinator/Manager	<input type="text"/>	<input type="checkbox"/> Supervising bar and gaming staff
<input type="checkbox"/> Restaurant Manager	<input type="text"/>	<input type="checkbox"/> Leading the operation of service excellence in licensed venues
<input type="checkbox"/> Club Manager	<input type="text"/>	<input type="checkbox"/> Developing house policies, procedures, RSA/RCG strategies and service standards
<input type="checkbox"/> Club Secretary	<input type="text"/>	<input type="checkbox"/> Overseeing the implementation of hotel/house policies and procedures
<input type="checkbox"/> Gaming Manager	<input type="text"/>	<input type="checkbox"/> Adhering to all procedures and regulations as well as standard operating procedures
<input type="checkbox"/> Gaming Supervisor	<input type="text"/>	<input type="checkbox"/> Ensuring compliance of health and safety laws and liquor and gaming laws
<input type="checkbox"/> Security	<input type="text"/>	<input type="checkbox"/> Hiring and training staff and low-level managers
<input type="checkbox"/> RSA marshal	<input type="text"/>	<input type="checkbox"/> Working with beverage staff to ensure proper liquor-handling procedures
<input type="checkbox"/> HR/Compliance staff managing RSA/RCG training	<input type="text"/>	<input type="checkbox"/> Supervising food and beverage service staff in accordance with operating policies
<input type="checkbox"/> Other (please detail)	<input type="text"/>	<input type="checkbox"/> Overseeing the day-to-day operations of the club
<input type="text"/>		<input type="checkbox"/> Dealing promptly with grievances from both staff and club members
		<input type="checkbox"/> Organising and overseeing entertainment and sporting activities



## Table 3 – Licensee/Advanced Licensee (LT/ALT) (legislative requirements)

### Before you complete this checklist

#### What this checklist is for

This checklist reflects the criteria used by Liquor & Gaming NSW to assess trainer applications in regard to the experience required to deliver LT/ALT training.

#### What you need to know

- ▲ Check the boxes to demonstrate how your trainer meets the required or equivalent skills and experience.
- ▲ Applicants must choose either of the following:
  1. A and B (no supporting documentation required)OR
  2. A, C and D and complete Table 4 (full supporting documentation required).

#### Note

1. If A and B are selected, the ATP must ensure that the nominated trainer meets the industry and training experience required under Clause 80(2)(a) and (b)(ii) of the *Liquor Regulation 2018* for LT and ALT.
2. For LT/ALT, 3 years' industry experience along with additional relevant and equivalent experience (column C in Table 3) is the minimum mandatory experience. If you do not have the minimum mandatory experience, you are not eligible to register as an LT or ALT trainer.

### A – Training

- 1. Certificate IV in Training and Assessment
- 2. Diploma or higher qualification in adult education
- 3. Current NSW Competency card\* with:
  - LT endorsement
  - ALT endorsement
  - RSA endorsement

### Experience – Select B OR C

#### B

- 5 years' senior manager experience in licensed premises with duties in the service of liquor

#### C – You must complete D and Table 4 if selecting C

- 3 years' senior manager experience in licensed premises with duties in the service of liquor, along with additional equivalent, relevant experience

#### D – References

- My resume clearly outlines the length of time I held in each position for and the duties undertaken
- My references and supporting documents clearly outline the length of time I worked at each position and the duties I undertook

\* Trainers must gain these competencies from an ATP that does not employ them or is otherwise not affiliated with them.

**Table 4 – LT/ALT (to be completed if you selected C in table 3, if not leave blank)**

Minimum equivalent experience		Duties performed
Select from the following roles you have held or currently hold, that include the performance of duties related to RSA and/or RCG		Which of the following duties were regularly performed as part of your role(s) (select all that apply):
<b>Role</b>	<b>Months in role</b>	
<input type="checkbox"/> General Manager	<input type="text"/>	<input type="checkbox"/> Managing all operational aspects of a licensed premises in the supply, sale and/or delivery of liquor
<input type="checkbox"/> Hotel Manager	<input type="text"/>	<input type="checkbox"/> Managing departments – bars, gaming areas, restaurants, bottle shops
<input type="checkbox"/> Licensee (hotel)	<input type="text"/>	<input type="checkbox"/> Hiring, training and managing staff and managers
<input type="checkbox"/> Other (please detail)	<input type="text"/>	<input type="checkbox"/> Ensuring compliance of health and safety laws and liquor and gaming laws
<input type="text"/>		<input type="checkbox"/> Leading all aspects of business planning and continual business improvement
		<input type="checkbox"/> Formulating house policies, procedures and service standards
		<input type="checkbox"/> Ensure staff meet mandatory training requirements and support their professional development
		<input type="checkbox"/> Opening and closing of establishment, ensuring safe environment for staff and patrons
		<input type="checkbox"/> Managing security for the premises
		<input type="checkbox"/> Maintaining statistical and financial records including risk management framework
		<input type="checkbox"/> Ensuring compliance of health and safety laws and liquor and gaming laws

## Part 4 Remove trainer from ATP

Make as many copies of this page as required for each trainer to be removed from the ATP's registration. You must provide all details as indicated below to remove each trainer.

Trainer licence no. (mandatory)

C	C	T												
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Mr  Ms  Mrs  Miss  Other

Given name

Middle name

Family name

Date of birth

Email

## Part 5 Trainer declaration

- ▲ I declare that the information provided in this application is true and correct in every particular.
- ▲ I declare that I will conduct the training and assessment of any L&GNSW approved course in accordance with the L&GNSW conditions of approval.
- ▲ I acknowledge that it is an offence to provide false or misleading information.
- ▲ I consent to my referees being contacted to verify the employment history details provided.

Trainer's signature

Date

## Part 6 ATP declaration

- ▲ I declare that the information provided is true and correct in every particular, and that I have made all reasonable enquiries to obtain the information required to complete this form.
- ▲ I acknowledge that the failure to provide all required information may result in an inability to process this form or a delay in the processing of this form.
- ▲ I acknowledge that it is an offence to provide false or misleading information.
- ▲ I understand that the specific details I have provided may be 'personal information' under the *Privacy and Personal Information Protection Act 1998*.
- ▲ I declare that I am authorised to provide this information and declaration on behalf of the ATP listed in Part 1 of this application.
- ▲ I declare that I am satisfied the trainer will conduct the training and assessment of any L&GNSW approved course in accordance with the L&GNSW conditions of approval.

### Authorised representative

Name (print clearly)

Title or position:

Signature

Date