

WORKING IN THE LIQUOR OR GAMING INDUSTRY

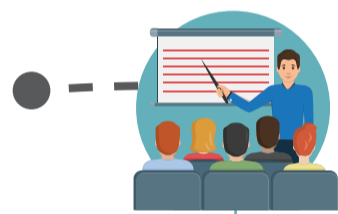


COMPETENCY CARDS
HOW TO GET OR RENEW YOUR CARD

In NSW, an RSA/RCG Competency Card allows you to work lawfully in the liquor and gaming industry

FOLLOW THIS STEP-BY-STEP GUIDE TO GET OR RENEW A CARD

HOW TO GET A COMPETENCY CARD



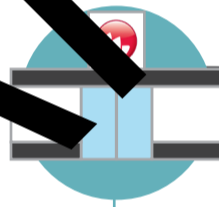
STEP 1

If you do not hold a current RSA or RCG competency in NSW, you must complete a course through a Registered Training Organisation (RTO).



STEP 2

The RTO gives you an interim certificate. Apply for your card as soon as you can.



STEP 3

Go to a participating ServiceNSW centre; take your interim certificate and identification documentation. You can also set up a digital version of your licence at ServiceNSW.



STEP 4

After your card arrives download the optional digital competency card on the MyServiceNSW app.

HOW TO RENEW A COMPETENCY CARD



STEP 1

If we have your current details we will contact you by SMS and email about how to renew your card, beginning **90 days** before it expires.



STEP 2

Complete our refresher training online. You can do this for both your RSA and RCG, saving you time and money.



STEP 3

Receive an Interim Renewal Certificate.



STEP 4

Your renewed photo competency card arrives in four weeks and is valid for a further five years.

REMEMBER!

- Visit the Liquor & Gaming NSW website to find a training course.
- Check your interim certificate **before** leaving your training course.
- Interim certificates, including renewal, are valid for work for **90 days**.
- Don't forget that competency cards take **four weeks** to arrive in the post.
- Keep your contact details up to date to receive important renewal reminders.

FOR FURTHER INFORMATION

visit liquorandgaming.nsw.gov.au

call 1300 024 720

email competency.card@liquorandgaming.nsw.gov.au

Liquor & Gaming NSW

