

## Before you complete this form

### What this form is for:

- ▲ If you want to setup access to the online portal for the first time.
- ▲ If you want to add an authorised user.
- ▲ If you want to delete an authorised user.

You can only apply for access to the online course management portal (online portal) if your registered training organisation (RTO) is seeking approval to be, or currently is, an approved training provider (ATP) to deliver the following approved courses:

- ▲ Responsible Service of Alcohol (RSA)
- ▲ Responsible Conduct of Gambling (RCG)
- ▲ Licensee training (LT)
- ▲ Advanced Licensee training (ALT)
- ▲ Advanced Responsible Conduct of Gambling (ARCG)

### Cost

There is no charge for making this application.

### Information about your approval

ATPs must provide all relevant details of those staff members that are authorised to access the online portal. Online portal access allows the ATP to schedule and lodge details of an approved training course. Students who have successfully completed an approved training course may then be issued an interim certificate through the online portal.

The ATP may nominate more than one user to be provided with access. In the event of any user changes, the ATP must inform L&GNSW.

#### Note:

We will contact you if any information from this application is missing. This may delay the processing of this application.

### Please check

- ☐ Have you answered all questions in Part 1?
- ☐ Have you answered all questions in Part 2?
- ☐ Have you read and signed Part 3?

## How to lodge this form

@ [atp.enquiries@liquorandgaming.nsw.gov.au](mailto:atp.enquiries@liquorandgaming.nsw.gov.au)

Please include 'CC0100 Online portal access for ATPs' in the subject line.

Please complete the fields in this form using Adobe PDF.

Save a copy of your completed form on your computer and email it to [atp.enquiries@liquorandgaming.nsw.gov.au](mailto:atp.enquiries@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)

Search for 'Approved Training Provider'.

@ [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 and 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)



## Part 1 Details of ATP

ATP name (as approved by ASQA)

ABN

ACN

ASQA no.

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

Name of person lodging this form

Email

Contact phone

## Part 2 Nominated user details

You may nominate multiple users, make copies of this page as required for additional users.

### User details

☐ Add this new user ☐ Delete this existing user

☐ Mr ☐ Ms ☐ Mrs ☐ Miss ☐ Other

Given name

Middle name

Family name

Date of birth

Place of birth

Residential address

Suburb/town/city

State

Postcode

Email

Contact phone

Title or position with ATP

continue overleaf

### Part 3 Declaration

- ▲ I declare that the information I have provided is true, correct and complete, 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.
- ▲ The nominated user has read and understood the Online Course Management Portal requirements set out in the conditions of approval.
- ▲ I understand that 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 request this user access on behalf of the organisation listed in Part 1.

#### Authorised representative

Name

Title or position

Signature

Date