

Trainer notification from RTO

Before you complete this form

What this form is for

This form allows a registered training organisation (RTO) seeking approval or who is currently an approved training provider (ATP) to notify Liquor & Gaming NSW that a trainer:

- ▲ is associated with their organisation
- ▲ is no longer associated with their organisation.

Trainers must be associated with an approved RTO before they can be scheduled on the online system to conduct Responsible Conduct of Gambling (RCG), Responsible Service of Alcohol (RSA), Licensee (LT) or Advanced Licensee training (ALT).

Cost

There is no charge for making this application.

Information about trainer notification

- ▲ The ATP must be satisfied that a trainer has the prescribed qualifications and experience as listed in the Gaming Machine Regulation 2010 and the Liquor Regulation 2018.
- ▲ Under the framework, all RCG and RSA trainers, must hold a current NSW competency card and must have a certificate IV (or equivalent) in training and assessment, and a minimum of three years supervisory or management experience (dealing with liquor and/or gaming) in a hotel or registered club.
- ▲ All LT and ALT trainers must hold a certificate IV in training and assessment, and a minimum five years experience as the holder of senior managerial (or equivalent) position in respect to a licensed premises.
- ▲ When adding a new trainer, the following supporting documentation must be provided to substantiate that the new trainer's qualifications and work experience meet those prescribed under the mandatory RCG, RSA, LT and ALT framework:
 - The trainer's resume, and
 - A certified copy of the trainer's certificate IV in training and assessment (or equivalent), and
 - A letter from both current and previous employers with regards to the prescribed work experience.

Note:

If information is missing, we'll reject the application or we'll need to ask you to supply the required information to support the application. This may delay our response.

Please check

- Have you answered all questions in Part 1?
- When adding a new trainer, have you answered all questions in Part 2 and provided all supporting documentation?
- When removing a trainer, have you answered all questions in Part 3?
- Have you read and signed Part 4?

How to lodge this form

@ rto.enquiries@liquorandgaming.nsw.gov.au

Please include 'CC0200 Trainer notification from RTO' 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 rto.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.

Need more information?

 liquorandgaming.nsw.gov.au

Search for 'Registered training organisation'.

@ rto.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.

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OFFICE USE ONLY	CC0200
Lodged by	<input type="checkbox"/> Email
Date lodged	DD / MM / YYYY
Triaged by	
Receipt no.	
Application no.	

Part 1 Details of RTO

RTO name (as approved by ASQA)

ABN

ACN

ASQA no.

RTO licence no.

CCR

Contact person

Email

Contact phone

Part 2 Add a new trainer

Make copies of this page as required for additional trainers to be added. You must provide all details below to register this trainer.

Trainer licence no. if available

CCT

CCH

Course/s to be delivered

RSA Classroom RSA Online

LT Classroom LT Online

ALT Classroom ALT Online

RCG Classroom

Trainer personal details

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

You must provide the following supporting documentation to substantiate that the new trainer's qualifications and work experience meet those prescribed under the mandatory RCG, RSA, LT and ALT framework:

- ▲ The trainer's resume, and
- ▲ A certified copy of the trainer's certificate IV in training and assessment (or equivalent), and
- ▲ A letter from both current and previous employers with regards to the prescribed work experience.

Note:

An email will be sent to the RTO and the trainer to advise that the trainer has been added to this RTO for the purposes of approved RCG, RSA, LT and ALT. If the trainer is a newly registered trainer, their CCT number will be provided at that time.

Part 3 Remove an existing trainer from this organisation

Make copies of this page as required for each trainer to be removed. You must provide all details below to remove this trainer.

Trainer licence no.

CCT

Trainer personal details

Mr Ms Mrs Miss Other

Given name

Middle name

Family name

Date of birth

Email

Note:

An email will be sent to the RTO and the trainer to advise that the trainer has been removed from this RTO. The trainer's CCT will remain valid and they may be added to other organisations using that number.

Part 4 Declaration

- ▲ I confirm that I have been requested to provide documentation and details to the RTO in support of this trainer notification application
- ▲ I declare that as an approved trainer I am aware of the training and assessment requirements for the NSW Competency Card training framework.

Trainers signature

Date of birth

Part 5 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.
- ▲ 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 provide this information on behalf of the organisation listed in Part 1.
- ▲ The trainer has the prescribed qualifications and experience under the mandatory training framework (if adding a trainer).

Name

Signature

Date