

Application to nominate a new senior trainer

Office of Liquor and Gaming Regulation

Department of
Justice and Attorney-General

<div style="border: 1px solid black; border-radius: 15px; padding: 5px; text-align: center; font-weight: bold;">Office use only</div> <p>Date received</p> <hr style="width: 80%; margin: 5px auto;"/>	<p>Instructions Please complete in BLOCK letters. Attach extra pages if required. If you need help completing this form, visit our website www.olgr.qld.gov.au or contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).</p> <p>Privacy statement – please read OLGR is collecting the information on this form to assess suitability as a senior trainer. This information will only be accessed by authorised employees within the department. Some information may be given to Queensland Police Service for the purpose of assisting with criminal history searches. Business information is placed on a register that may be inspected by the public. Your information will not be disclosed to any other parties unless authorised or required by law.</p> <p>Warning Under the <i>Liquor Act 1992</i>, false or misleading statements will attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to immediate cancellation of the approved trainer status. Under the <i>Gaming Machine Act 1991</i>, if approved, your approval may be cancelled if your application includes a materially false or fraudulent document, statement or representation. You must provide a change in any circumstances/information provided in this application during the period of approval to OLGR.</p> <p>Copyright protects this document. The State of Queensland has no objection to this material being reproduced or made available online or electronically, but only if it is recognised as the owner of copyright and this material remains unchanged.</p>
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Part A – Requirements

	<p>This application form must be lodged by a current OLGR Responsible service of alcohol (RSA), Responsible management of licensed venues (RMLV) or Responsible service of gambling (RSG) approved trainer (registered training organisation (RTO)) who is nominating a new senior trainer.</p> <p>The RSA/RMLV/RSG ‘guidelines for approved trainers’ form part of this application and are available online at www.olgr.qld.gov.au</p> <p>The authorised representative of the approved trainer must complete part B and D. The nominated senior trainer must complete Part C of this application.</p> <p>Please attach all copies of relevant certificates/qualifications to avoid delays in processing this application.</p> <p>A change in any circumstances/information provided in this application during the period of approval must be provided to OLGR.</p> <p>Approved trainers must nominate one person as the senior trainer, who delivers the relevant training course/s on a regular basis. The senior trainer must hold and maintain relevant certifications and accreditations as outlined in Part C.</p>
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Part B – Applicant details – This part must be completed by the authorised representative of the approved trainer.

<p>Section 1</p> <p>OLGR approved trainer details</p>	<p>Name of approved trainer (RTO) Note: this is not the senior trainer.</p> <p>.....</p> <p>RTO national training no.</p> <p>ABN no. ACN no.</p> <p>RSA approval number (if applicable)</p> <p>RMLV approval number (if applicable)</p> <p>RSG approval number (if applicable)</p> <p>Business phone no. Business email.....</p> <p>Website</p>
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Part C – Senior trainer information – This part must be completed by the person nominated as the new senior trainer.

<p>Section 2 Senior trainer information</p>	<p>Please indicate the training course/s for which you intend to become the nominated senior trainer. Note: if the approved trainer holds approval to deliver both the RSA and RMLV training courses, the person nominated as the senior trainer must be senior trainer for both courses. An individual may also be nominated as the senior trainer for all three courses on the one application form.</p> <p><input type="checkbox"/> RSA course <input type="checkbox"/> RMLV course <input type="checkbox"/> RSG course</p> <p>Please note each that approved course cannot have more than one senior trainer at any one time.</p>
<p>Section 3 Senior trainer details</p>	<p><input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)</p> <p>Full name <small>(full name of senior trainer)</small></p> <p>Position</p> <p>Phone (work) Mobile</p> <p>Email</p> <p>Date of birth <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/><input type="text"/><input type="text"/> <small>D D M M Y Y Y Y</small></p>
<p>Section 4 Certificate IV (Training)</p>	<p>As the nominated senior trainer you must attach certain documents with this application. Please attach a current copy of at least one of the following: <i>(please tick)</i></p> <p><input type="checkbox"/> TAE40110 – Certificate IV Training and Assessment, or <input type="checkbox"/> TAA40104 – Certificate IV Workplace Training and Assessment, or <input type="checkbox"/> BSZ40198 – Certificate IV Assessment and Workplace Training</p>
<p>Section 5 Evidence of email subscription</p>	<p>Please attach evidence of the senior trainer’s subscription to the ‘responsible service’ e-newsletter available from www.olgr.qld.gov.au: <i>(please tick)</i></p> <p><input type="checkbox"/> a copy of the email confirming subscription to ‘responsible service’, or <input type="checkbox"/> page one from the latest ‘responsible service’ edition</p>
<p>Section 6 Training course certificate/s</p>	<p>Please attach a current copy of: <i>(please tick)</i></p> <p><input type="checkbox"/> RSA training course certificate issued by an OLGR approved trainer, which expires <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/><input type="text"/><input type="text"/> <i>(if ‘RSA’ was ticked at Section 2)</i></p> <p><input type="checkbox"/> RMLV licensee’s course certificate issued by an OLGR approved trainer, which expires <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/><input type="text"/><input type="text"/> <i>(if ‘RMLV’ was ticked at Section 2)</i></p> <p><input type="checkbox"/> RSG course certificate issued by an OLGR approved trainer, which expires <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/>/ <input type="text"/><input type="text"/><input type="text"/><input type="text"/> <i>(if ‘RSG’ was ticked at Section 2)</i></p>

Section 7
Senior trainer declaration

As the nominated senior trainer, I acknowledge and accept responsibility for ensuring all trainers and assessors employed or engaged by.....
(approved trainer (RTO))

possess the required qualifications, ability and experience to deliver training courses for which the approved trainer is approved to deliver, and do so under my supervision. I acknowledge that should I fail to meet these requirements, approval to deliver the training courses for the above-mentioned approved trainer may be cancelled.

I have checked the answers I have given at Part C and state that they are true and correct in every detail.

I acknowledge that I must comply with the *Information Privacy Act 2009* as outlined in the RSA / RMLV / RSG 'guidelines for approved trainers'. I understand that students' personal information must be handled and stored in accordance with the *Information Privacy Act 2009*.

I understand that non-compliance with the *Information Privacy Act 2009* may result in action by OLGR and other external bodies.

I recognise that should I fail to follow the RSA / RMLV / RSG 'guidelines for approved trainers' approval for the abovementioned approved trainer may be cancelled.

By signing below, I confirm that I have read and understood the RSA / RMLV / RSG 'guidelines for approved trainers' document/s (available at www.olgr.qld.gov.au) and I agree to follow the guidelines as the nominated senior trainer for the course/s mentioned in section 2 of this application.

I acknowledge that I must notify OLGR of any changes to my role as the nominated senior trainer, including changes to contact details and/or cessation of my role as the nominated senior trainer.

Full name
(name of senior trainer)

Signature

Date / /
D D M M Y Y Y Y

Note: under the *Liquor Act 1992*, it is an offence to supply incorrect or misleading information. Under the *Gaming Machine Act 1991*, if approved, your approval may be cancelled if your application includes a materially false or fraudulent document, statement or representation.

Part D – Authorised representative information

– This part must be completed by the authorised representative of the approved trainer.

Section 8
Authorised representative details

Mr Mrs Ms Miss Other (please specify)

Full name
(full name of senior trainer)

Position

Phone (work) Mobile

Email

Date of birth / /
D D M M Y Y Y Y

<p>Section 9</p> <p>Authorised representative declaration</p>	<p>I state that has been nominated as the (name of senior trainer)</p> <p>senior trainer for has been nominated as the (approved trainer (RTO))</p> <p>I have checked the answers I have given in this application and state that they are true and correct in every detail.</p> <p>I acknowledge that I must notify OLGR of any changes to the status of the senior trainer, including changes to contact details and/or cessation of the senior trainer. In the event of the senior trainer vacating that role, I recognise that I must lodge a new 'Application to nominate a new senior trainer' available at www.olgr.qld.gov.au</p> <p>Full name (name of authorised representative)</p> <p>Signature</p> <p>Phone (work) Mobile</p> <p>Email</p> <p>Date <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> D D / M M / Y Y Y Y</p> <p>Note: Under the <i>Liquor Act 1992</i>, it is an offence to supply incorrect or misleading information. Under the <i>Gaming Machine Act 1991</i>, if approved, your approval may be cancelled if your application includes a materially false or fraudulent document, statement or representation.</p>
<p>Lodgement details</p>	<p>Lodging applications</p> <p>Please lodge the completed application form and any supporting documentation to OLGR at the address below or in-person at your nearest regional office. Details of your nearest regional office can be found at our website on www.olgr.qld.gov.au or by phoning 13 QGOV (13 74 68).</p> <p>By mail: Office of Liquor and Gaming Regulation Locked Bag 180 City East Qld 4002</p> <p>In person: Office of Liquor and Gaming Regulation Upper Plaza, 33 Charlotte Street Brisbane Qld 4000</p> <p>Note: no fee is required for this application form.</p>