

Licensee's Training Register



Licensee: _____ Licence No: _____

Premises Name: _____

Name	Gaming employee licence number & expiry date (if applicable)	Approved manager licence number & expiry date (if applicable)	Employment commencement date (includes volunteers)	Date gaming duties / gaming tasks commenced (if applicable)	RSG certificate*			RSA certificate**			RMLV Certificate***			Comments - including other training undertaken (e.g. in-house, induction, memos, discussion, presentations, forums, accords and RG networks).
					Each certificate is valid for three years from the issue date printed on the certificate.			Each certificate is valid for three years from the issue date printed on the certificate.			Each certificate is valid for three years from the issue date printed on the certificate.			
					Issue date	Expiry date	Copy Y/N	Issue date	Expiry date	Copy Y/N	Issue date	Expiry date	Copy Y/N	

* All staff carrying out gaming duties or gaming tasks must hold a current Responsible Service of Gambling (RSG) course certificate within three months of commencing gaming duties or gaming tasks.

** All staff involved in the sale and supply of liquor must hold a current Responsible Service of Alcohol (RSA) course certificate within 30 days of commencing employment. Copies of RSA course certificates must be kept available for inspection.

*** Approved managers must hold current RSA and RMLV course (licensee's course) certificates. Copies must be kept available for inspection.