

Application for trainer approval in responsible service of alcohol and responsible management of licensed venues training courses

Department of Justice and Attorney-General

Office of Liquor and Gaming Regulation

<p>Office use only</p> <p>Date received _____</p> <p>Receipt no. _____</p> <p>Amount received _____</p> <p>Fees: To find out the current application fee go to www.olgr.qld.gov.au</p>	<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 for approval as a trainer. This information is required under the <i>Liquor Act 1992</i>. 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 False or misleading statements will attract a maximum penalty of 100 penalty units or 6 months imprisonment and may lead to immediate cancellation of the approved trainer status. 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>All applicants Please attach copies of relevant certificates/qualifications to avoid delays in processing this application. You must inform OLGR of any changes to circumstances/information provided in this application during the period of approval.</p> <p>The nominated senior trainer must sign Section 11 of this application. The authorised representative must sign Section 12 of this application.</p> <p>Responsible service of alcohol (RSA) applicants The approval to be a trainer will be valid for three years and must be renewed every three years. The RSA ‘Guidelines for approved trainers’ forms part of this application and is available online at www.olgr.qld.gov.au</p> <p>Responsible management of licensed venues (RMLV) applicants The approval to be a trainer will be valid for one year and must be renewed every year. The RMLV ‘Guidelines for approved trainers’ forms part of this application and is available online at www.olgr.qld.gov.au</p>
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Part B – All applicants complete

<p>Section 1 Applicant details</p>	<p>Applicant name/Registered Training Organisation (RTO). Note: this is not the senior trainer.</p> <p>RTO national training no. ACN/ABN</p> <p>Business email (for OLGR correspondence only)</p>
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<p>Section 2 Delivery of training</p>	<p>Please indicate the course/s you are applying to deliver:</p> <p><input type="checkbox"/> RSA</p> <p><input type="checkbox"/> RMLV</p>
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<p>Section 3</p> <p>Authorised representative (contact person) of applicant/RTO</p>	<p>Note: all applicants must nominate one person as the authorised representative of the applicant/RTO. This person will be recorded as the contact person for all future enquiries relating to the delivery of the training courses. For RSA applicants the authorised representative must provide their endorsement in Section 11 of this application. For RMLV applicants the authorised representative must provide their endorsement in Section 13 of this application.</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 (must be an individual)</p> <p>Position</p> <p>Phone (work) Mobile</p> <p>Email</p> <p>Date of birth <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/></p> <p><input type="checkbox"/> I have attached certification of RTO status and scope of registration</p> <p><input type="checkbox"/> I have attached a profile of the organisation—not exceeding four (4) pages—including a brief outline of the RTO’s history in delivering training courses for staff employed in the liquor and hospitality industry</p> <p><input type="checkbox"/> The RTO is a registered company under the <i>Corporations Act 2001</i> (Commonwealth) and a copy of registration has been included with this application (tick only if applicable)</p>
<p>Section 4</p> <p>Physical office details</p>	<p>Note: these details may be placed on the DEEDI website.</p> <p>Address</p> <p>Locality/suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Phone (business) Website</p>
<p>Section 5</p> <p>Postal office details</p>	<p>Note: these details may be placed on the DEEDI website.</p> <p>Address</p> <p>Locality/suburb State <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/> Postcode <input type="checkbox"/><input type="checkbox"/><input type="checkbox"/><input type="checkbox"/></p> <p>Phone (business) Website</p>
<p>Part C – Senior trainer requirements</p>	
<p>Section 6</p> <p>Senior trainer information</p>	<p>Note: all applicants must nominate one person as the senior trainer, who delivers the relevant training course/s on a regular basis. If applying to deliver RSA and RMLV training, the senior trainer must be the same person.</p> <p>The senior trainer must hold and maintain relevant certifications and accreditations as outlined in Section 7.</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 of senior trainer</p> <p>Phone (work) Mobile</p> <p>Email</p> <p>Date of birth <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/>/ <input type="checkbox"/><input type="checkbox"/></p>

<p>Section 7</p> <p>Senior trainer qualifications and subscriptions</p>	<p>As the senior trainer, you must submit the following items with this application form (please tick):</p> <p><input type="checkbox"/> I have enclosed a current approved 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"/> (if applying to deliver RSA training)</p> <p><input type="checkbox"/> I have enclosed a current approved 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"/> (if applying to deliver RMLV training)</p> <p><input type="checkbox"/> I have enclosed a current copy of the certificate:</p> <p><input type="checkbox"/> TAE40110 – Certificate IV Training and Assessment or</p> <p><input type="checkbox"/> TAA40104 – Certificate IV Workplace Training and Assessment or</p> <p><input type="checkbox"/> BSZ40198 – Certificate IV Assessment and workplace training</p> <p><input type="checkbox"/> I have subscribed to the 'responsible service' e-newsletter available from www.olgr.qld.gov.au and have attached the following with this application:</p> <p><input type="checkbox"/> email confirming subscription to 'responsible service' or</p> <p><input type="checkbox"/> the latest edition of 'responsible service'</p>
<p>Section 8</p> <p>Senior trainer declaration</p>	<p>As the nominated senior trainer, I acknowledge and accept responsibility for ensuring all trainers and assessors employed or engaged by (applicant/RTO)</p> <p>possess the required qualifications, ability and experience to deliver training in the RSA/RMLV course/s and do so under my supervision. I acknowledge that should I fail to meet these requirements, approval for the above-mentioned applicant/RTO may be cancelled.</p> <p>I have checked the answers I have given and state that they are true and correct in every detail.</p> <p>I acknowledge that I am obligated to comply with the <i>Information Privacy Act 2009</i> as outlined in the guidelines. I understand that students' personal information must be handled and stored in accordance with the <i>Information Privacy Act 2009</i>.</p> <p>As the nominated senior trainer, I recognise that I am bound by the guidelines and acknowledge that I am delivering the RSA/RMLV course/s as an OLGR approved trainer.</p> <p>I understand that non-compliance with the <i>Information Privacy Act 2009</i> may result in action by OLGR and other external bodies.</p> <p>RSA applicants also complete</p> <p>Please tick:</p> <p><input type="checkbox"/> I have read and agree to abide by the RSA 'Guidelines for approved trainers'</p> <p><input type="checkbox"/> I accept responsibility to ensure RSA training is delivered to course participants in accordance with the RSA 'Guidelines for approved trainers'</p> <p>RMLV applicants also complete</p> <p>Please tick:</p> <p><input type="checkbox"/> I have read and agree to abide by the RMLV 'Guidelines for approved trainers'</p> <p><input type="checkbox"/> I accept responsibility to ensure RMLV training is delivered to course participants in accordance with the RMLV 'Guidelines for Approved Trainers'</p> <p>Full name (name of senior trainer)</p> <p>Signature</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"/></p> <p>Note: under the <i>Liquor Act 1992</i>, it is an offence to supply incorrect or misleading information.</p>

Part D – RSA trainer application

to be completed by applicants applying to deliver the mandatory RSA approved training course.

Section 9 Modes of delivery	Please indicate how you intend to deliver the RSA training course: <input type="checkbox"/> In-person—go to Section 12 <input type="checkbox"/> Online—please complete criteria in Section 10
Section 10 Online delivery of approved RSA course	In line with Australian Quality Training Framework (AQTF) flexible delivery best practice, applicants intending to deliver online training will need to submit a response outlining how the online course will meet the following criteria: <input type="checkbox"/> storage and backup of records <input type="checkbox"/> recording, logging and documenting online tasks and outcomes <input type="checkbox"/> secure access technologies, including documented procedures for student identification and access to online resources, such as a key/password for access to the website content <input type="checkbox"/> support mechanisms for students when accessing and submitting assessment <input type="checkbox"/> verification processes to authenticate student performances <input type="checkbox"/> information for learners about assessment requirements and processes <input type="checkbox"/> appropriate communication and support for all students, including people with special needs and those in remote locations <input type="checkbox"/> easy access to the website <input type="checkbox"/> easy navigation and download of materials within a reasonable period of time <input type="checkbox"/> processes for feedback and support for students from a trainer (and may include an employer). These must include at a minimum: <input type="checkbox"/> telephone support <input type="checkbox"/> email support from qualified assessor(s) <input type="checkbox"/> reasonable availability to provide feedback to students on their performance <input type="checkbox"/> online tools for participant feedback on satisfaction with the course Applicants must also document how the online course will: <input type="checkbox"/> use OLGR provided reference materials in developing and delivering the approved course to be used in online delivery <input type="checkbox"/> be consistent with in-person delivery <input type="checkbox"/> involve online learning activities that reflect the way in which the knowledge will be used in real life settings <input type="checkbox"/> use digital video to provide materials depicting real-life scenarios <input type="checkbox"/> be consistent with the in-person mode of delivery (if being provided) for assessment items <input type="checkbox"/> ‘lock-out’ participants failing a set number of attempts at each stage of assessment, which then requires intervention from a trainer to assist the learning after which a further attempt is provided
Section 11 Online delivery of RSA submission	Have you included a submission outlining compliance with the criteria at Section 10 ? <input type="checkbox"/> Yes – you may continue with this application <input type="checkbox"/> No – you cannot proceed with this application until a submission addressing the criteria in Section 10 has been attached Note: OLGR may contact you for further information. Your application may be refused if you fail to respond to a written request for further information.

Section 12
RSA authorised
representative
declaration

This section is to be completed by applicants intending on delivering the mandatory **RSA approved training course** only. This section must be completed by the person nominated as the authorised representative as per **Section 3** of this application.

I state that I have been appointed by
(applicant/RTO)

as the authorised representative and agree to advise OLGR of any change to my role.

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

I acknowledge that should the senior trainer fail in their responsibility to ensure all trainers and assessors employed/engaged by me possess the required qualifications, ability and experience to deliver training in RSA my approval may be cancelled.

By signing below I confirm that I have read and understood the RSA 'Guidelines for approved trainers' and I agree to abide by the guidelines as an approved trainer for the delivery of RSA training for the duration of my approval as a trainer for the approved RSA course including any period of renewal.

I acknowledge that if at any time I am unable to meet the requirements of the guidelines in providing RSA training, any approval granted to me as a trainer for the approved RSA course may be cancelled.

I acknowledge that I must notify OLGR of any changes to the status of this approval, including changes to contact details and/or termination of the senior trainer. In this instance, I recognise that I must lodge an 'Application to nominate a new senior trainer'.

Please tick:

- I have read and agree to abide by the RSA 'Guidelines for approved trainers'
- I accept responsibility to ensure RSA training is delivered to course participants in accordance with RSA 'Guidelines for approved trainers'

Full name
(Authorised representative of the approved trainer if not an individual – as per **Section 3** of this application)

Signature

Date / /
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Note: under the *Liquor Act 1992*, it is an offence to supply incorrect or misleading information.

Part E – RMLV trainer application

to be completed by applicants applying to deliver the mandatory RMLV approved training course.

Section 13

Delivery of RMLV training course

The RMLV training course may only be delivered in an in-person environment.

Section 14

RMLV authorised representative declaration

This section is to be completed by applicants intending on delivering the mandatory **RMLV approved training course** only. This section must be completed by the person nominated as the authorised representative as per **Section 3** of this application.

I state that I have been appointed by
(applicant/RTO)

as the authorised representative and agree to advise OLGR of any change to my role.

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

I acknowledge that should the senior trainer fail in their responsibility to ensure all trainers and assessors employed/engaged by me possess the required qualifications, ability and experience to deliver training in RMLV my approval may be cancelled.

By signing below I confirm that I have read and understood the RMLV 'Guidelines for approved trainers' and I agree to abide by the guidelines as an approved trainer for the delivery of RMLV training for the duration of my approval as a trainer for the approved RMLV course including any period of renewal.

I acknowledge that if at any time I am unable to meet the requirements of the guidelines in providing RMLV training, any approval granted to me as a trainer for the approved RMLV course may be cancelled.

I acknowledge that I must notify OLGR of any changes to the status of this approval, including changes to contact details and/or termination of the senior trainer. In this instance, I recognise that I must lodge an 'Application to nominate a new senior trainer'.

Please tick:

- I have read and agree to abide by the RMLV 'Guidelines for approved trainers'
- I accept responsibility to ensure RMLV training is delivered to course participants in accordance with RMLV 'Guidelines for approved trainers'

Full name
(Authorised representative of the approved trainer if not an individual – as per **Section 3** of this application)

Signature

Date / /
D D M M Y Y Y Y

Note: OLGR may contact you for further information. Your application may be refused if you fail to respond to a written request for further information. Under the *Liquor Act 1992*, it is an offence to supply incorrect or misleading information.

Part F – Lodgement and fee payment

Payment details

Lodging applications

Please lodge the completed application form, any supporting documentation and application fee 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).

By mail: OLGR Trainer Application
Locked Bag 180
City East Qld 4002

In person: Office of Liquor and Gaming Regulation
Upper Plaza, 33 Charlotte Street
Brisbane Qld 4000
or your nearest regional office

Note: Please refer to our website at www.olgr.qld.gov.au for a list of current trainer application fees.
No portion of the application fee will be refunded.

Payment type:

Money order

Cheque – make cheque payable to Office of Liquor and Gaming Regulation

Credit card – charge my:

Mastercard VISA

Credit card no.

Cardholder's name

Amount authorised \$ Expiry date

Signature

A receipt will not be issued unless specifically requested.