



APPLICATION FOR AN RSA TRAINING PROGRAM APPROVAL

*Liquor Act 2010
Liquor Regulation 2010*

IMPORTANT

This form is to be used to apply for approval of a Responsible Service of Alcohol (RSA) training program under the Liquor Act 2010 (the Act). You can access the legislation and its regulation at www.legislation.act.gov.au. You may also obtain further information and forms at www.act.gov.au.

PRIVACY

The Liquor Act 2010 authorises the Commissioner for Fair Trading (the Commissioner) to collect the personal information required by this form for the purposes of assessing the applicant's compliance with the requirements to receive approval to conduct an approved RSA course under the Act. The Commissioner prevents any unreasonable intrusion into a person's privacy in accordance with the Information Privacy Act 2014. The Privacy Policy can be found on the Access Canberra website at <http://www.act.gov.au/privacy>. The Commissioner provides identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

INSTRUCTIONS FOR COMPLETION

- Read the RSA Training Course Approval Guideline on the Access Canberra website or the ACT Legislation Register prior to completing the application form.
- Read the Further Information on the next page prior to completing the application form.
- You must complete all sections of the form before it will be processed.
- The fee for the approval of an RSA training course is available from the [Access Canberra Website](#) or by contacting Access Canberra on 132281.

TRANSLATING AND INTERPRETING SERVICE

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

LODGEMENT AND CONTACT INFORMATION

Email:

liquor@act.gov.au

Post:

Access Canberra
Liquor and Gaming
Licensing
GPO Box 158
Canberra, ACT 2601

In Person:

Please visit www.act.gov.au
Or call 132281 to find an
Access Canberra Shopfront

FURTHER INFORMATION ABOUT RSA TRAINING PROGRAMS

Why do training programs need to be approved by the Commissioner?

Only Registered Training Organisations (RTOs) who have had their RSA training program content approved by the Commissioner may issue an RSA certificate in the ACT for the purposes of the *Liquor Act 2010* (the Act). This is to ensure that participants completing the course are informed of ACT-specific issues, legislation and requirements.

RSA training program approval process

Read the Responsible Service of Alcohol Training Course Approval Guidelines (the Guidelines) available from the Access Canberra and the ACT Legislation Register. This explains what must be covered in the RSA program and what the Commissioner will take into consideration when deciding the application. The requirements for a full training program and a refresher course are different; ensure that you have taken this into consideration in the design of the training content.

There must be a module within the training package that covers the *Liquor Act 2010* and its Regulation; including the information specified in the Guidelines.

You must submit this form with all required supporting documentation (see below); approval may take up to 90 days.

Upon approval of the RSA training program, you will be provided with an approval certificate as evidence of the Commissioner's approval. This approval must be renewed by 30 June every year. A renewal fee is payable upon application.

The Commissioner reserves the right for Inspectors from Access Canberra to attend and assess the approved RSA training program conducted by the RTO at any time and without prior notice.

RSA Certificates

If a person satisfactorily completes an approved RSA training program conducted by the RTO, they must be given a RSA certificate certifying this. The certificate must also include the training program (including the unit of competency) completed and the expiry date – three (3) years from the date of course completion.

YOU MUST PROVIDE THE FOLLOWING AS PART OF YOUR APPLICATION

Documentation Required	Attached?
Copy of RTO registration certificate	<input type="checkbox"/>
Evidence that unit of competency is on scope of registration	<input type="checkbox"/>
Evidence of trainer's qualifications	<input type="checkbox"/>
Evidence of trainer's 6 month experience in a liquor service role (<i>if available</i>)	<input type="checkbox"/>
Copy of all course materials, workbooks, handouts, presentations etc for the nominated program	<input type="checkbox"/>
Additional page with description of program content and presentation (tick if additional page attached)	<input type="checkbox"/>

REGISTERED TRAINING ORGANISATION (RTO) DETAILS
RTO Registered Business Name
Premises Address
Suburb
State
Postcode
Postal Address
Suburb
State
Postcode
Business Phone ()
Business Mobile
Business Email Or Website
Application Contact Person
Position
RTO Approval/Registration Number
State Of Registration

DECLARATION
<p>I, being the director/chief executive/proprietor of RTO name</p> <p>a) declare that I have read and understood the information provided in this form, that the details shown are true and correct;</p> <p>b) declare that the unit of competency SITHFAB002, or its equivalent, is on the scope of registration of this RTO; and</p> <p>c) agree to abide by any conditions that form part of the renewal issued by the Commissioner.</p> <p>Signed:</p> <p>Date: / /</p>

MODIFIED COURSE DETAILS (if applicable)**TRAINERS**

[List the name of any additional people whom have been employed to conduct the approved RSA training program or assess tests since the original approval] Attach another page if insufficient room.

NAME	EVIDENCE OF TRAINER QUALIFICATIONS	EVIDENCE OF 6 MONTHS LIQUOR SERVICE EXPERIENCE (IF AVAILABLE)
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

MODIFIED RSA TRAINING PROGRAM DETAILS (if applicable)

NAME OF ACT RSA TRAINING PROGRAM TO BE RENEWED Identify whether this is a full or refresher program.	MAXIMUM CLASS SIZE (if applicable)
METHOD OF DELIVERY (if it has changed since original approval)	COURSE DURATION (or equivalent)
<input type="checkbox"/> Face-to-face <input type="checkbox"/> Online* <input type="checkbox"/> Mixed. Describe	Hours

* If delivery method is online, greater information must be provided below about procedures for identification and qualification (if relevant) checking and methods for preventing fraud. E.g. online assessment questions are randomly selected, multiple test sets utilised or assessment is required to be signed off by a supervisor. All online course participants must provide a copy of a proof of identity document certified by an authorised person and sign a Statutory Declaration stating they are the person who completed the course and assessment.

DESCRIPTION OF COURSE CONTENT/PRESENTATION

[provide a brief description of: the course requirements, what ACT legislative requirements are covered, the way it is presented, how the participant is assessed, and procedures for checking identification and prior qualifications (if required) of participants etc]
Attach another page if insufficient room.

Please attach a copy of all modified course materials, handbooks, worksheets, presentations etc with the application (if applicable).

LODGEMENT AND PAYMENT METHODS

This form should be lodged via email to ACLiquor@act.gov.au

Once you have lodged the form you can make payment via the following methods:

Credit Card:

Please click on the following link to make payment:

<https://form.act.gov.au/smartforms/servlet/SmartForm.html?formCode=1009-liquor&Acc=RSAA>

Other payment method:

If you wish to pay via an alternate method, please contact us on 02 6207 2343

Your application will not be assessed until payment has been received.

Please note: Your application will not be assessed until payment has been received.

The licence fee is GST exempt.