

Approval application Registered Training Organisation

Information for applicants:

Use this form if you want to apply for approval to conduct classroom training courses in Responsible Service of Alcohol (RSA) and/or Responsible Conduct of Gambling (RCG).

1. Complete all applicable questions. If information is missing, we can ask you to supply the required information and/or documents to support the application. Failure to supply information can delay a decision on the application.
2. If you need help in completing this application, call (02) 9995 0900 during business hours or email competencycard@olgr.nsw.gov.au
3. For more information visit www.olgr.nsw.gov.au/photocard_rto.asp
4. Lodge this application form with payment by:

Post

Office of Liquor,
Gaming & Racing
GPO Box 7060
Sydney NSW 2001

Deliver to

Office of Liquor,
Gaming & Racing
Level 6, 323 Castlereagh St
Haymarket NSW 2000

Email

competencycard@olgr.nsw.gov.au

OFFICE USE ONLY

CC0600

By (circle): mail | OTC | fax | email

Date lodged _____

Amount paid \$ _____

GLS receipt no _____

Application number _____

Finalised by _____

Date finalised _____

RTO Licence number _____

THIS FORM CONTAINS FILLABLE FIELDS

PART A

INFORMATION ABOUT YOUR APPROVAL

Registered Training Organisations intending to conduct training courses in Responsible Service of Alcohol (RSA) or Responsible Conduct of Gambling (RCG) must obtain approval from the Office of Liquor, Gaming & Racing. **Approvals lapse on 30 June each year.**

Approval to conduct training is subject to the conditions in Part C below. Additional conditions may be imposed on a Registered Training Organisation from time to time. You must at all times comply with those conditions. A failure to comply with conditions attached to your approval could result in suspension or cancellation of your approval.

If your application is successful you will be provided with advice confirming your approval and the conditions to which that approval is subject.

PART B

YOUR DETAILS

RTO Name

RTO Licence No (if applicable): CCR

ASQA No. (This is the VET accreditation code as recorded on www.training.gov.au)

Trading name

ABN

ACN

Phone

Fax

Business address (street address)

Street no.

Street name

Town/city

State

Postcode

Postal address (if different to above)

PO box or street no.

Street name

Town/city

State

Postcode

Contact person

Title

Gender

First name

Middle name

Surname

Date of birth (dd mm yyyy)

Place of birth e.g. Camperdown

Phone (home)

Phone (mobile)

Phone (daytime)

Email address

Residential address

Street no.

Street name

Town/city

State

Postcode

Postal address

PO box or street no.

Street name

Town/city

State

Postcode

PART C

CONDITIONS OF APPROVAL

STATUTORY CONDITIONS

Approval to conduct training in the **Responsible Service of Alcohol** is subject to the statutory conditions contained in clause 47(1) of the *Liquor Regulation 2008* and, in relation to the **Responsible Conduct of Gambling**, to the statutory conditions contained in clauses 60(5) and (6) of the *Gaming Machines Regulation 2010*.

Approval granted to Registered Training Organisations to conduct training in the **Responsible Service of Alcohol** and/or the **Responsible Conduct of Gambling** is subject to the following additional conditions:

GENERAL CONDITIONS

1. Courses must only be conducted and marketed by the approved training provider.
2. Courses may only be conducted by the training provider while it is registered with the national training regulator, **Australian Skills Quality Authority**, to deliver current units of competency in RSA or RCG.
3. The training provider must undertake an assessment of each student to determine whether the student is competent.
4. The training provider must follow any direction given by the Office of Liquor, Gaming & Racing in relation to Responsible Service of Alcohol and Responsible Conduct of Gambling courses.

ADDITIONAL CONDITIONS FOR CLASSROOM TRAINING

1. Training courses must be delivered over a minimum of six hours (excluding breaks).
2. Training must only be delivered in Australia, in a venue that has proper training facilities available for the number of persons subscribed for each session.
3. No more than 30 students must be trained in each session of a course.
4. A trainer must only deliver a course or training material that has been provided by the Office of Liquor, Gaming & Racing. Additional material that is consistent with the NSW liquor laws may be used to supplement the course or training material at the discretion of the training provider.

Detected breaches of course approval conditions can result in prosecution action being taken, with maximum court fines of \$11,000 applying.

PART D

DECLARATION

Has the Registered Training Organisation making this application ever been refused authorisation or approval, in any Australian jurisdiction, to conduct Responsible Service of Alcohol or Responsible Conduct of Gambling training courses or had any such approval or authorisation suspended or cancelled?

No Yes (Attach details)

- I declare that the information I have provided is true, correct and complete and that I have made all reasonable enquires 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 change the required details
- 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 am authorised to provide this information on behalf of the Applicant:

Name of authorised person and position

Signature of authorised person

PART E

PAYING FOR YOUR APPROVAL

INITIAL APPROVAL

SUBSEQUENT APPROVAL

<input type="checkbox"/> RSA	\$995	<input type="checkbox"/> RSA	\$550
<input type="checkbox"/> RCG	\$995	<input type="checkbox"/> RCG	\$550
<input type="checkbox"/> Both RSA & RCG	\$1,990	<input type="checkbox"/> Both RSA & RCG	\$1,100

APPROVALS LAPSE ON 30 JUNE EACH YEAR

PART F

PAYMENT

Pay the application fee by :

Cheque (payable to 'Office of Liquor, Gaming & Racing')
 Cash
 Money order
 Credit card

Cheque drawer's name

MasterCard
 VISA
 Card no
 Expiry date
 CVV*

*These are the last 3 digits printed on the signature panel on the back of your credit card

Cardholder's name

Cardholder's signature

Payment amount \$
