



Trainer notification Approved Training Provider

Use this form if:

- You want to notify OLGR that an approved trainer of the Responsible Service of Alcohol (RSA) or Responsible Conduct of Gambling (RCG) course is associated with your organisation; or
- You want to notify OLGR that an approved trainer of the Responsible Service of Alcohol (RSA) or Responsible Conduct of Gambling (RCG) course is no longer associated with your organisations.

- 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.
- If you need help in completing this application, call (02) 9995 0900 during business hours or email competencycard@olgr.nsw.gov.au
- For more information visit www.olgr.nsw.gov.au/photocard.asp
- Lodge this application form 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

For inquiries in relation to applications for approval to conduct RSA and RCG training, contact the Office of Liquor, Gaming & Racing. Phone us on (02) 9995 0900, email us at competencycard@olgr.nsw.gov.au or visit our website: www.olgr.nsw.gov.au

THIS FORM CONTAINS FILLABLE FIELDS

PART A

INFORMATION ABOUT TRAINER NOTIFICATION

The Approved Training Provider must be satisfied that a trainer has prescribed qualifications and experience under the mandatory RSA and RCG training framework. Under the framework, all RSA Trainers must have a certificate IV in training and assessment, and a minimum of three years supervisory or management experience (dealing with liquor) in a hotel or registered club. All RCG Trainers must have a certificate IV in training and assessment, and a minimum of three years supervisory or management experience (dealing with gaming) in a hotel or registered club.

This form allows an Approved Training Provider to notify the Office of Liquor, Gaming & Racing that a trainer is associated with their organisation or is no longer associated with their organisation. Trainers must be associated with an Approved Training Provider before they can be scheduled on the online system to conduct an RSA or RCG course.

PART B

DETAILS OF APPROVED TRAINING PROVIDER

Name of Approved Training Provider

Name of contact person

OLGR Approved Training Provider No.

ASQA No.

ABN

ACN

Email



PART C

DETAILS OF TRAINER

Please (tick one)

Add this trainer

Delete this trainer

Competency (please tick)

RSA

RCG

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

PART D

DECLARATION

I declare that:

- I am authorised to provide this information on behalf of the Approved Training Provider.
- The RSA and/or RCG trainer has the prescribed qualifications and experience under the mandatory RSA/RCG training framework (if adding a trainer).

Name of Authorised person

Signature of Authorised person