

Form 46

Application for renewal of Responsible management of licensed venues trainer approval

Liquor Act 1992 s. 142F • V3 Aug 2013



Queensland
Government

Office use only

Receipt no.

Amount \$.....

Date

Instructions

Please complete in BLOCK letters. Attach extra pages if needed. If you need help completing this form contact the Office of Liquor and Gaming Regulation (OLGR) on 13 QGOV (13 74 68).

Fees

All current application fees are listed at www.business.qld.gov.au/liquor-gaming

Warning

False or misleading statements may attract a maximum penalty of 100 penalty units or six months imprisonment and may lead to immediate cancellation of approval.

Part A—Requirements

This form must be lodged at least **four weeks before** the approval expiry date. Attach copies of all 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.

The nominated senior trainer must sign the declaration in **Section 5** of this form. The authorised representative of the approved trainer must sign the declaration in **Section 6** of this form.

The Responsible management of licensed venues (RMLV) *Guidelines for approved trainers* (available at www.business.qld.gov.au/liquor-gaming) forms part of this application. Any subsequent renewals will be valid for one year. The relevant fees and forms will be requested in writing by OLGR prior to the due date.

Part B—Details

Section 1

OLGR approved trainer details

Note: this is not the senior trainer.

Name of approved trainer/Registered training organisation (RTO)

.....

RTO national training no. ACN/ABN

Business email
(for OLGR correspondence only)

Section 2

Authorised representative/ contact person

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.

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (please specify)

Full name
(must be an individual)

Position

Work phone Mobile

Email

Section 3

Senior trainer details

☐ Mr ☐ Mrs ☐ Ms ☐ Miss ☐ Other (please specify)

Full name
(must be an individual)

Position

Work phone Mobile

Email

<p>Section 4</p> <p>Minimum requirements of senior trainer</p>	<p>As the senior trainer, you must submit the following with your application:</p> <p><input type="checkbox"/> I have enclosed a copy of at least one current Certificate IV (training) as indicated below—</p> <p><input type="checkbox"/> TAE40110—Certificate IV Training and Assessment</p> <p><input type="checkbox"/> TAA40104—Certificate IV Training and Assessment</p> <p><input type="checkbox"/> BSZ40198—Certificate IV Assessment and Workplace Training.</p> <p><input type="checkbox"/> I have subscribed to the <i>responsible service</i> e-newsletter available at www.business.qld.gov.au/liquor-gaming and have attached at least one of the following with this application:</p> <p><input type="checkbox"/> an email confirming subscription to <i>responsible service</i> or</p> <p><input type="checkbox"/> the latest edition of <i>responsible service</i>.</p> <p><input type="checkbox"/> I have enclosed a copy of a current 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"/></p>
<p>Part C—Declaration</p>	
<p>Section 5</p> <p>Senior trainer declaration</p> <p>Note: under the <i>Liquor Act 1992</i>, it is an offence to supply incorrect or misleading information.</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 RMLV course and do so under my supervision. I acknowledge that should I fail to meet these requirements, approval for the approved trainer 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 Act. I understand that non-compliance with the Act may result in action by OLGR and other external bodies.</p> <p>As an approved trainer, I recognise that I am bound by the guidelines and acknowledge that I am delivering the RMLV course on behalf of an OLGR approved trainer.</p> <p><input type="checkbox"/> I have read and agree to abide by the <i>RMLV Guidelines for approved trainers</i>.</p> <p>Name (senior trainer—as per Section 3 of this form)</p> <p>Signature..... 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"/> D D M M Y Y Y Y</p>

Section 6

Authorised representative declaration

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

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 I fail in my responsibility to ensure all trainers and assessors employed or engaged by me possess the required qualifications, ability and experience to deliver training in the RMLV course, approval for the approved trainer may be cancelled.

I acknowledge that I am obligated to comply with the *Information Privacy Act 2009* as outlined in the guidelines. I understand that students' personal information must be handled and stored in accordance with the Act. I understand that non-compliance with the Act may result in action by OLGR and other external bodies.

As an OLGR approved trainer, I recognise that I am bound by the guidelines and acknowledge that I am delivering the RMLV course as an OLGR approved trainer. 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 the RMLV course for the duration of my approval as a trainer for the training 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 the approved 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* available at www.business.qld.gov.au/liquor-gaming

☐ I have read and agree to abide by the RMLV *Guidelines for approved trainers*.

Name
(authorised representative—as per **Section 2** of this form)

Signature..... Date / /
D D M M Y Y Y Y

This page left intentionally blank

Part D—Payment details

Section 7 Payment details

Please lodge the completed application, any supporting documentation and fees to OLGR at the address below or in person at your nearest regional office. For details of your nearest regional office, visit www.business.qld.gov.au/liquor-gaming or call **13 QGOV** (13 74 68).

By mail:

Office of Liquor and Gaming Regulation
Locked Bag 180
CITY EAST QLD 4002

In person:

Office of Liquor and Gaming Regulation
Upper Plaza, 33 Charlotte Street
BRISBANE QLD 4000

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

*OLGR will not accept credit card details by fax or email, including PDF attachments. If an email is received with credit card details, it will be deleted immediately and your form will not be processed. This is in accordance with the Payment Card Industry Data Security Standard.

A receipt will not be issued unless specifically requested.