

Form 47

Application for trainer approval in Responsible management of licensed venues course

Liquor Act 1992 s. 142B • V2 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

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.

The nominated senior trainer must sign **Section 7** of this application. The authorised representative must sign **Section 8** of this application.

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.business.qld.gov.au/liquor-gaming

Part B—Applicant details

Section 1

Applicant details

Note: this is not the senior trainer.

Approved trainer name/Registered training organisation (RTO)

RTO national training no. ACN/ABN

Business email
(for OLGR correspondence only)

Section 2

Authorised representative of applicant/RTO

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 course.

The authorised representative must provide their endorsement in **Section 8** of this form.

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

Full name
(must be an individual)

Position

Work phone Mobile

Email

Date of birth / /

☐ I have attached certification of RTO status and scope of registration

☐ I have attached a profile of the organisation—not exceeding four pages—including a brief outline of the RTO's history in delivering training courses for staff employed in the liquor and hospitality industry

☐ The RTO is a registered company under the *Corporations Act 2001* (Commonwealth) and a copy of registration has been included with this application (tick only if applicable).

Section 3 Physical office details Note: these details may be placed on the OLGR website.	Address Locality/suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Business phone Website
Section 4 Postal office details Note: these details may be placed on the OLGR website.	Address Locality/suburb State <input type="text"/> <input type="text"/> <input type="text"/> Postcode <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> Business phone Website
Part C—Senior trainer requirements	
Section 5 Senior trainer information Note: applicants must nominate one person as the senior trainer, who delivers the relevant training course on a regular basis.	The senior trainer must hold and maintain relevant certifications and accreditations as outlined in Section 6 below. <input type="checkbox"/> Mr <input type="checkbox"/> Mrs <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify) Full name <div style="text-align: center;">(senior trainer)</div> Work phone Mobile Email Date of birth <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <div style="text-align: center;">D D M M Y Y Y Y</div>
Section 6 Senior trainer qualifications and subscriptions	As the senior trainer, you must submit the following items with this application form: <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) <input type="checkbox"/> I have enclosed a current copy of the certificate: <div style="margin-left: 20px;"> <input type="checkbox"/> TAE40110 – Certificate IV Training and Assessment or <input type="checkbox"/> TAA40104 – Certificate IV Training and Assessment or <input type="checkbox"/> BSZ40198 – Certificate IV Assessment and Workplace Training. </div> <input type="checkbox"/> I have subscribed to the <i>responsible service</i> e-newsletter available from www.business.qld.gov.au/liquor-gaming and have attached the following with this application: <div style="margin-left: 20px;"> <input type="checkbox"/> email confirming subscription to <i>responsible service</i> or <input type="checkbox"/> the latest edition of <i>responsible service</i>. </div>

Part D—Declarations

Section 7

Senior trainer qualifications and subscriptions

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

As the nominated senior trainer, I acknowledge and accept responsibility for ensuring all trainers and assessors employed or engaged by.....
(applicant/RTO)

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 above-mentioned applicant/RTO may be cancelled.

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

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 the nominated senior trainer, I recognise that I am bound by the guidelines and acknowledge that I am delivering the RMLV course as an OLGR approved trainer.

☐ 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 the *RMLV Guidelines for approved trainers*.

Name
(senior trainer)

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

Section 8

Authorised representative declaration

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.

This section must be completed by the person nominated as the authorised representative as per **Section 2** 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 my answers 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* available at www.business.qld.gov.au/liquor-gaming

☐ 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 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

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Part E—Payment details

Section 9 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