

# Application to nominate a new senior trainer

Liquor Act 1992 • V2 Aug 2013



Queensland  
Government

## Office use only

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).

## 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 application form must be completed by a current OLGR approved Responsible management of licensed venues (RMLV) trainer/Registered training organisation (RTO) who is nominating a new senior trainer.

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 authorised representative of the approved trainer must complete **Part B** and **D**. The nominated senior trainer must complete **Part C** of this application. Approved trainers 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 **Part C**.

The RMLV *Guidelines for approved trainers* forms part of this application and is available online at [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

## Part B—Applicant details to be completed by authorised representative of approved trainer

### Section 1

#### OLGR approved trainer details

**Note:** this is not the senior trainer.

Approved trainer name/(RTO) .....

RTO national training no. ....

ABN no. .... ACN no. ....

RMLV approval no. (if applicable) .....

Business phone ..... Website .....

Business email .....

## Part C—Senior trainer details to be completed by new senior trainer

### Section 2

#### Senior trainer details

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

Full name .....  
(must be an individual)

Position .....

Work phone ..... Mobile .....

Email .....

Date of birth   /   /

### Section 3

#### Certificate IV (training)

As the nominated senior trainer you must attach a current copy of at least one of the following:

☐ TAE40110 – Certificate IV Training and Assessment or

☐ TAA40104 – Certificate IV Training and Assessment or

☐ BSZ40198 – Certificate IV Assessment and Workplace Training.

<b>Section 4</b> <b>Evidence of email subscription</b>	Please attach evidence of the senior trainer's subscription to the <i>responsible service</i> e-newsletter available from <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a> : <input type="checkbox"/> a copy of the email confirming subscription to <i>responsible service</i> or <input type="checkbox"/> page one from the latest <i>responsible service</i> edition.
<b>Section 5</b> <b>Training course certificate</b>	Please attach a current copy of your 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"/> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>D D</span> <span>M M</span> <span>Y Y Y Y</span> </div>
<b>Section 6</b> <b>Senior trainer declaration</b> <p><b>Note:</b> 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.....  <div style="text-align: right; font-size: small;">(approved trainer/RTO)</div></p> <p>possess the required qualifications, ability and experience to deliver the training course for which the approved trainer is approved to deliver, and do so under my supervision. I acknowledge that should I fail to meet these requirements, approval to deliver the training course for the above-mentioned approved trainer may be cancelled.</p> <p>I have checked the answers I have given at <b>Part C</b> and state that they are true and correct in every detail.</p> <p>I acknowledge that I must comply with the <i>Information Privacy Act 2009</i> as outlined in the RMLV <i>Guidelines for approved trainers</i>. 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. I recognise that should I fail to follow the RMLV <i>Guidelines for approved trainers</i> approval for the abovementioned approved trainer may be cancelled.</p> <p>By signing below, I confirm that I have read and understood the RMLV <i>Guidelines for approved trainers</i> document (available at <a href="http://www.business.qld.gov.au/liquor-gaming">www.business.qld.gov.au/liquor-gaming</a>) and I agree to follow the guidelines as the nominated senior trainer for the RMLV course.</p> <p>I acknowledge that I must notify OLGR of any changes to my role as the nominated senior trainer, including changes to contact details and/or cessation of my role as the nominated senior trainer.</p> <p>Name .....  <div style="text-align: right; font-size: small;">(senior trainer)</div></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"/>  <div style="display: flex; justify-content: space-around; font-size: small;"> <span>D D</span> <span>M M</span> <span>Y Y Y Y</span> </div> </p>
<b>Part D—Authorised representative details to be completed by authorised representative of approved trainer</b>	
<b>Section 7</b> <b>Authorised representative details</b>	<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: right; font-size: small;">(authorised representative)</div> Position .....  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"/> <div style="display: flex; justify-content: space-around; font-size: small;"> <span>D D</span> <span>M M</span> <span>Y Y Y Y</span> </div>

## Section 8

### Authorised representative declaration

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

I state that .....  
(name of senior trainer)

has been nominated as the senior trainer for .....  
(approved trainer/RTO)

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

I acknowledge that I must notify OLGR of any changes to the status of the senior trainer, including changes to contact details and/or cessation of the senior trainer. In the event of the senior trainer vacating that role, I recognise that I must lodge a new *Application to nominate a new senior trainer* available at [www.business.qld.gov.au/liquor-gaming](http://www.business.qld.gov.au/liquor-gaming)

Full name .....  
(name of authorised representative)

Signature .....

Work phone ..... Mobile .....

Email .....

Date   /   /      
D D M M Y Y Y Y

## Part E—Lodgement details

### Section 9

#### Lodgement details

Please lodge the completed application and any supporting documentation 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](http://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

No fee is required.