



Inspections Harm  
Legislation Policy  
Probity Licensing minimisation

## Mandatory training

### What is mandatory training?

From the 1 January 2009, following amendments to the *Liquor Act 1992*, **ALL** licensees must ensure the following persons have a current training course certificate in the Responsible Service of Alcohol (RSA):

- the licensee (if an individual)
- approved managers and
- any staff member at the premises who is involved in the service or supply of liquor.

Staff members include bartenders, glass collectors, floor hostesses, room service staff.

Staff members employed prior to 1 January 2009 will have until 30 June 2010 to complete the required training.

Staff members employed after 1 January 2009 will be required to complete the training within 30 days of commencing employment.

RSA training will remain current for a period of three years, after which time the holder of the certificate will need to renew the training.

### Training requirements for community club licence, community other licence, community liquor permit or restricted liquor permit

For these licence and permit types where the service or supply of liquor is provided **only** by volunteers, the licensee/permittee must take reasonable steps to ensure there is a person with current RSA training to supervise the volunteers.

If this applies to your club, the presence of an approved manager is not required.

### How long is the RSA training course?

The course takes approximately four to five hours to complete.

### Where can I do the course?

The course is conducted throughout the State by Registered Training Organisations. A list of these organisations can be obtained from our website at [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

There is also an option to complete the training online which will be of particular benefit to hospitality staff located in regional areas, students, event volunteer staff and others who may not have access or time to attend a face-to-face training session.

### Is there a time frame for all staff to undertake the mandatory training?

Yes. All staff employed at 1 January 2009 will be required to complete the training within 18 months. If an untrained staff member leaves and is employed in another licensed premises, the training must be completed within 30 days of commencement.

### Other requirements for licensees in relation to training

All licensees are required to keep a training register which contains:

- copies of current training certificates of staff
- information detailing whether all current staff have read the approved risk assessed management plan for the premises.

This register must be made available at the premises for inspection by an investigator. It is the responsibility of the licensee to ensure training is current for all relevant staff members and to update the register accordingly.

For further information, please contact the Office of Liquor, Gaming and Racing on 13 13 04 or visit [www.olgr.qld.gov.au](http://www.olgr.qld.gov.au)

