

Consumer Affairs Victoria

Liquor Licensing Factsheet

New entrant training for liquor licensees

March 2006

Understanding their responsibilities under liquor law is an essential first step for liquor licensees in meeting the expectations of the community and in conducting a successful business.

Need more information?

Call Liquor Licensing at Consumer Affairs Victoria on 1300 65 03 67.

Quick tip

Applicants who have previously completed an approved RSA course are not required to re-do the RSA component of the new entrant training. An online RSA Refresher Course is available at www.consumer.vic.gov.au/refresher

Section 44 of the *Liquor Control Reform Act 1998* provides that the Director of Liquor Licensing may refuse to grant an application if the applicant or transferee does not have an adequate knowledge of that Act.

The Director of Liquor Licensing has developed "new entrant" training standards to meet this requirement. Applicants are required to complete an approved one day course that covers understanding liquor law and Responsible Serving of Alcohol (RSA).

The Director has approved William Angliss Institute of TAFE's "Licensees' First Step" as an approved course. Providers of this course are listed on page 2.

The one-day course incorporates an approved RSA program and also provides training on:

- the legislative environment for liquor licensees
- understanding your liquor licence, and
- best practice in managing licensed premises.

Applicants who have previously completed an approved RSA course need not attend the RSA part of new entrant training, but must complete the session on understanding liquor law.

The following applicants for liquor licences will need to have completed the approved training prior to the grant of licence.

- Natural person applicants, who do not presently hold a liquor licence in Victoria, for all licence types except packaged liquor licences, pre-retail licences and BYO permits.
- Where the licence is to be held by a company or committee of management of a club, one director of that company or a member of the committee.
- A director of a company, that presently holds a licence, who is seeking to obtain another licence as a "natural person" or as part of another body corporate.

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Important
To ensure that applicants for liquor licences have a sufficient understanding of their legal obligations, the Director of Liquor Licensing has approved William Angliss Institute of TAFE's "Licensees' First Step" as an approved course.

- Where the directors of a company all live outside Victoria, a nominee must be appointed who will be required to complete the training.
- If the applicants are a partnership, all partners will need to be trained.
- Applicants for appointment as a nominee.
- Applicants for renewable limited licences, with an on-premise capacity.
- Applicants for certain limited licences, where a judgement is made by the Director that the training would be appropriate.
- Applicants seeking approval to sublet premises.

Approved providers of new entrant training

East Gippsland Institute of TAFE
Main Street
Bairnsdale 3875
Telephone: 5152 0741
www.egtafe.vic.edu.au

Hospitality Training Victoria
Level 3, 114 Flinders Street
Melbourne 3000
Telephone: 9639 5551
www.hosptrain.vic.edu.au

More information

Information on liquor licensing is available from:

Consumer Affairs Victoria Victorian Consumer & Business Centre

113 Exhibition Street
Melbourne 3000
Telephone: 1300 65 03 67
Website www.consumer.vic.gov.au

Liquor Consultancy Services

1 Ovens Court
Croydon Hills 3136
Telephone: 9725 6074
www.lcs.biz

South West Institute of TAFE

Timor Street
Warrnambool 3280
Telephone: 5564 8967
www.swtafe.vic.edu.au/index.aspx

William Angliss Institute of TAFE

555 Latrobe Street
Melbourne 3000
(also servicing the Mildura district)
Telephone: 9606 2111
www.angliss.vic.edu.au



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Victoria



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Additional approved providers of “Licensees’ First Step” training

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The Victorian Training Group

Room 40, Level 2, 1 Halford Street

Castlemaine

Telephone: 1300 305 977

www.vtg.edu.au