

# Training for liquor licence applicants

Training for licence applicants helps potential licensees to understand their obligations under the *Liquor Control Reform Act 1998* (the Act). Applicants must complete mandatory training requirements before a liquor licence is granted. There are three courses that applicants must complete depending on the licence type they are applying for. These are:

- New entrant training
- Responsible Service of Alcohol (RSA)
- Advanced Responsible Service of Alcohol (RSA)

It is the applicant's responsibility to ensure the correct course is completed and to provide evidence of completion with their application.

## New entrant training

New entrant training is a training course developed by Liquor Control Victoria (LCV) to ensure that liquor licence applicants have an adequate knowledge of liquor law. This includes:

- liquor licensing legislation
- understanding liquor licence obligations
- best practice in managing licensed premises.

The Act provides that LCV may refuse to grant a liquor licence application if the applicant does not have an adequate understanding of the Act.

Applicants are required to complete one of the approved training courses to meet the new entrant requirements.

The approved courses and listed providers are available at [vic.gov.au/new-entrant-training-licensed-premises](https://vic.gov.au/new-entrant-training-licensed-premises)

## Licensees requiring new entrant training

Applications for the following licences require evidence that the applicant has completed new entrant training:

- general
- on-premises
- packaged liquor
- late night (general, on-premises and packaged liquor)
- restaurant and cafe
- remote seller's packaged liquor
- full club
- restricted club
- producer's
- renewable limited
- transfer of an existing licence or permit.

## Applicants who must complete the training

The list below identifies who will need to complete new entrant training. If applying as:

- individuals—all natural persons
- partnerships—all partners
- company (body corporate)—at least one director
- club—at least one committee member
- association—at least one committee member.

In addition:

- all persons being appointed as a liquor licence nominee must complete new entrant training.
- all applicants seeking approval to sublet any part of the licensed premises, or to carry on the business of supplying liquor on the licensed premises, must complete new entrant training.

## Responsible Service of Alcohol (RSA)

RSA training provides licensees and staff who work in licensed venues with the skills and knowledge necessary to contribute to a safe, enjoyable environment in licensed premises.

Training must be completed with RSA approved provider. The list of the approved providers is available at: [vic.gov.au/responsible-service-alcohol-training#approved-rsa-training-providers](https://vic.gov.au/responsible-service-alcohol-training#approved-rsa-training-providers)

If you have completed your RSA training course more than three years ago, you can complete a RSA refresher course online at [liquor.vcglr.vic.gov.au/rsa\\_refresher/](https://liquor.vcglr.vic.gov.au/rsa_refresher/)

## Licences requiring RSA training

Applications for the following licences require evidence that the applicant has completed RSA training:

- general
- on-premises
- packaged liquor
- late night (general, on-premises and packaged liquor)
- restaurant and cafe
- full club
- restricted club
- producer's
- renewable limited (only where in person sales occur)
- transfer of an existing licence or permit.

## Applicants who must complete the training

The list below identifies who will need to complete RSA training. If applying as:

- individuals—all natural persons
- partnerships—all partners
- body corporate applicants (companies, incorporated associations, co-operatives or municipal councils)—the person who is or will be in management and control of the licensed premises and who will run the day-to-day operations of the business.

Note: On the application form, body corporate applicants must advise LCV of the person's name who manages or will manage the day-to-day operations of the business.

The approved RSA training course must have been completed within the past three years.

## Exemption from RSA training

In exceptional circumstances, a liquor licence applicant may seek an exemption from one or all of the RSA training obligations.

General, on-premises, packaged liquor or late night (general, on-premises and packaged) licence applicants must complete the 'Application for the exemption from the Responsible Service of Alcohol training requirements' form available at [vic.gov.au/responsible-service-alcohol-training](https://vic.gov.au/responsible-service-alcohol-training)

All other liquor licence applicants are required to write a letter to LCV detailing the reasons for seeking an exemption before the licence is granted.

## Advanced Responsible Service of Alcohol

The Advanced RSA training is designed for licensees, managers and staff of late night venues who often face a range of challenges and issues.

For new applicants, the Advanced RSA training program must be completed within six months of the licence being granted.

William Angliss Institute delivers the Advanced RSA training program. For further information about the course and how to book, please visit the William Angliss Institute website at [shortcourses.angliss.edu.au](https://shortcourses.angliss.edu.au)

## Licences requiring Advanced RSA training

Applications for the following licences must complete Advanced RSA training:

- new late night (general) or
- late night (on-premises) that authorises the supply of liquor after 1am for on-premises consumption.

This requirement does not apply in relation to late night (on-premises) licences with restaurant and cafe conditions.

## Applicants who must complete the training

The Advanced RSA training program must be completed by the holder of the licence and by the responsible person for the premises.

The holder of the licence means, in relation to a licence held by:

- a natural person, that person
- a partnership, one partner
- a body corporate incorporated under the *Corporations Act 2001*, one director, and
- an association incorporated under the *Associations Incorporation Reform Act 2012*, one committee member.

Responsible person is defined by section 3 of the Act as the person responsible for the management or control of licensed premises.

**Evidence of approved new entrant and approved RSA training courses must be provided to LCV prior to a liquor licence being granted, transferred or endorsed. You will be required to provide this evidence with submission of your application.**

For further information about new entrant, RSA and Advanced RSA training requirements, please visit [liquor.vic.gov.au](https://liquor.vic.gov.au)