

Online Portal access application for registered training organisations

Important

Use this form if:

- You want to add an authorised user
- You want to delete an authorised user

You can only apply for portal access if your registered training organisation (RTO) is currently an approved provide of RSA and/or RCG classroom courses.

Information for applicants

1. Complete all applicable questions. If information is missing, we can ask you to supply the required information and/or documents to support the application. Failure to supply information can delay the processing of your application.
2. If you need help in completing this application, call (02) 9995 0900 between 9am and 4pm or email competencycard@olgr.nsw.gov.au
3. For more information visit www.liquorandgaming.justice.nsw.gov.au/Pages/liquor/serving-alcohol-responsibly/registered-training-organisations.aspx
4. This form can be completed on a computer, using Adobe Reader or Adobe Acrobat. It should be saved to your computer and then attached to an email or printed. If completing by hand, please print all answers in capital letters.
5. Lodge this application form by:

Email

competencycard@olgr.nsw.gov.au

Post

Liquor & Gaming NSW
GPO Box 7060
Sydney NSW 2001

Deliver to

Liquor & Gaming NSW
Level 6, 323 Castlereagh St
Haymarket NSW 2000
Hours: 9.00am-5.00pm

Office use only		Form ID-CC0100	
By	mail OTC	email	
Date lodged		/	/
Amount paid \$			
Receipt number			
Application number			
Finalised by			
Date finalised		/	/
Notification issue date		/	/

Information about your approval

Registered training organisations (RTOs) approved to conduct training courses in Responsible Service of Alcohol (RSA) or Responsible Conduct of Gambling (RCG) must provide details of staff members who are authorised to access the online portal system. Online access allows your organisation to schedule and lodge courses and provide details of students who have successfully completed one or both courses.

You may nominate more than one user and you must inform L&GNSW of any user changes.

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Part 1 Details of registered training organisation (RTO)

RTO name

ABN

ACN

Provider number CCR

ASQA number

Contact person

Email

Phone

Part 2 Nominated user details (you may nominate multiple users, and you may copy this page if you need more entries)

User 1: Add this new user Delete this existing user

Family name

Given name(s)

Email

Phone

User 2: Add this new user Delete this existing user

Family name

Given name(s)

Email

Phone

User 3: Add this new user Delete this existing user

Family name

Given name(s)

Email

Phone

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Part 3 Declaration

- I declare that I am authorised to request this user identity on behalf of the organisation listed in Part 1.

FULL NAME

SIGNATURE

DATE