

Venue Responsible Gambling Documents/Training Register

(Staff certificates form part of this Register)

Staff name and badge number			
Job title (circle)	Licensee Director	Has exemption from training been granted Yes / No	If yes is exemption on file Yes / No
	Gaming Machine Manager Gaming Machine Employee	Has a delegation been granted to bar patrons Yes/No	If yes is a copy of the delegation on file Yes/No
Role and responsibility and duties (See Parts One and Two) Responsible Gambling Document. Read and understood	Signed	Date	
Gaming related training undertaken (See Professional Development Part 1) Note Senior Staff to receive advanced training. Licensee and or Directors may be exempt from training obligations where they do not actively supervise or manage gaming or carry out prescribed duties	Course Title	Date completed	Certificates/Proof of training on file Yes/No
Other training (including refresher course, in-house training by Gaming Care etc)	Details	Date completed	Certificates/Proof of training on file
In-house Procedures Read and understood	Signed	Date	

By signing this form staff acknowledge that they have read and understood the venue's policies and procedures.