

Responsible Service of Alcohol (ShortCourse)

COURSE CODE	3120HOS120
LOCATIONS	Warrnambool, Portland, Hamilton, Colac
STUDY MODE	On Campus, Workplace, Short Course
Length	Four hours plus self-paced online
Commencement	Follow the book now button for upcoming dates
Timetable	One, four-hour class plus a self-paced online assessment

Course Overview

This section gives you an introduction to what you will be learning in this course, plus course outcomes, career opportunities, and student support.

Introduction

Learn how to legally serve alcohol in Victoria.

If you want to work in a licensed venue or apply for a liquor licence in Victoria, you'll need a Victorian Responsible Service of Alcohol (RSA) certificate.

This course will give you all the knowledge for you to achieve an RSA certificate from the Victorian Commission for Gambling and Liquor Regulation (VCGLR). You'll gain an understanding of the legal requirements of serving alcohol in Victoria. You'll also learn about the major problems around excessive consumption of alcohol, under-age drinking, drinking and driving, and serving alcohol outside of legal hours.

What will I Learn?

- employer/employee responsibilities
- how to define standard drinks
- under-age drinking
- drink driving
- customer responsibilities

Course Outcomes and Career Opportunities

On successful completion, you will receive a Statement of Attainment for this course, and you'll receive a Responsible Service of Alcohol (RSA) certificate from the VCGLR.

You will be certified to serve alcohol at bars, restaurants and bottle shops.

Pathways

This course may provide a pathway for further study in the hospitality industry.

Course Requirements

This section gives you an overview of entry requirements, course units and electives, skills recognition, and assessment criteria.

For this course, you will need to:

- provide photo ID to the trainer on the day of the course
- bring a pen and paper
- wear casual clothing.

Units offered

Core Units

Unit Code	Unit Name	Unit Hours	Unit Consumables
SITHFAB002	Provide responsible service of alcohol	10	\$0.00

After booking

Once you have booked your place in a short course, you will receive an email confirming the date, time and location of the course, and instructions on the next steps of your enrolment process. A tax invoice/receipt is automatically emailed to you at the time of purchase.

If you don't receive this email within a day of booking, check your junk mail or contact short.courses@swtafe.edu.au.

Complete a Pre-Training Review

You will receive an email to complete a Pre-Training Review online. This evaluation helps us ensure you receive any necessary support to achieve a successful outcome for your course. Failure to complete will incur a \$20 administration fee for a booking cancellation or transfer.

Create or provide a Unique Student Identifier (USI)

A USI is a nationally recognised reference number that provides an online record of your training qualifications gained in Australia. [Create your USI online](#), or already have a USI but can't remember it? [Find your USI online](#).

Skills recognition

If you have experience or prior qualifications, you may be eligible to apply for [recognition of prior learning](#) and gain credits. You will be asked to provide any relevant Statement of Attainment to support identified credits.

Fees

This section gives you an overview of course fees, subsidies, and how they can be paid.

Course Fees

Here's an outline of fees and costs associated with your course.

Course fees by student type	Indicative Course Fee
Government subsidised rate (if eligible)	\$0.00
Concession rate	\$0.00
Full fee rate (if not eligible for govt subsidy)	\$90.00

Additional course fees	Indicative Course Fee
------------------------	-----------------------

Course consumable/materials (approximate)

\$0.00

How do I pay for the short course?

You can book and pay for your place in a short course online by following the book now button. Alternatively, you can call us on 1300 648 911 or visit your nearest campus for assistance in your booking.

If your course is to be invoiced to a third party, (eg. Work Cover, employer or agency) an Authority to Invoice (ATI) form needs to be completed and signed by the third party. Please contact us via the live chat below, calling 1300 648 911, or email short.courses@swtafe.edu.au to receive the form.

Next Steps

Ready to take the next step? Here you can make an enquiry, attend an information session or begin the application process.

How to book

There are four simple steps when applying for a course with us.

1. **Book** – you can book and pay for your place online via the book now button. A tax invoice/receipt is automatically emailed to you upon payment.
2. **Get ready** – you will receive an email confirming the date, time and location of the course from the short course team. The email will also include the next steps with links to complete a pre-training review and to create a unique student identifier. You will need to follow the links to complete the pre-training review and create or confirm your unique student identifier. Your enrolment form will also be attached in this email.
3. **Enrol** – upon completion of the pre-training review, you need to sign and return your enrolment form including your unique student identifier number and photo ID. We will then process your enrolment in the short course.
4. **Attend and complete the short course** - 100% attendance of the short course is required. Upon successful completion of the short course, you will be sent a Statement of Attainment for the accredited units completed within 30 days.

If need any assistance with completing your booking, contact our Customer Service team via the live chat below, call 1300 648 911 or visit your nearest campus.

How to book

There are four simple steps when applying for a course with us.

1. **Book** – you can book and pay for your place online via the book now button. A tax invoice/receipt is automatically emailed to you upon payment.
2. **Get ready** – you will receive an email confirming the date, time and location of the course from the short course team. The email will also include the next steps with links to complete a pre-training review and to create a unique student identifier. You will need to follow the links to complete the pre-training review and create or confirm your unique student identifier. Your enrolment form will also be attached in this email.
3. **Enrol** – upon completion of the pre-training review, you need to sign and return your enrolment form including your unique student identifier number and photo ID. We will then process your enrolment in the short course.
4. **Attend and complete the short course** - 100% attendance of the short course is required. Upon successful completion of the short course, you will be sent a Statement of Attainment for the accredited units completed within 30 days.

If need any assistance with completing your booking, contact our Customer Service team via the live chat below, call 1300 648 911 or visit your nearest campus.

Careers and Course Advice

Not sure which course is right for you? South West TAFE will help you find your way.

Our Careers Coaches at the [Skills and Jobs Centre](#) is here to support you. Whether you're exploring career options, transitioning from school to the workforce or looking to study after school we're here to help you.

Student Support

As a SWTAFE student, you can access a variety of support services that will enhance your study experience and help you complete your studies successfully. For more information about any of these services, [visit our student page](#).