



Sale and Supply of Alcohol Act 2012 - LCQ Training Seminar (Central Otago)



Fee: \$200

*Fees are approximate, subject to change and exchange rates

Location Central Otago
Duration One day (8.30am-5.00pm)
Delivery On campus

Start 21 August 2019
Apply Ten days before start

This course provides training for people who are preparing for a Duty Manager position in a licenced premise and intend to apply for the Manager's Certificate.

The Licenced Controller Qualification (LCQ) is the "Prescribed Qualification" which is required to demonstrate that those applying for or renewing their Manager's Certificate have received "Recent and Relevant Training" as set out in the Sale and Supply of Alcohol Act 2012. There are several other criteria including experience, character/reputation and criminal convictions which can affect your application for your Manager's Certificate. Candidates with concerns regarding the criteria should contact their local District Licensing Agency.

The LCQ include two NZQA unit standards:

- > 4646 – Demonstrate knowledge of the Sale and Supply of Alcohol Act 2012 and its implications for licenced premises
- > 16705 – Demonstrate knowledge of host responsibility requirements as a duty manager of licenced premises

The District Licensing Committee (DLC) which is the Liquor Licensing division of your local City Council requires all applicants applying for or renewing their Manager's Certificate to hold this qualification. This course takes you through the process of preparing an application to the District Licensing Agency for your Manager's Certificate. This is a four-stage process:

1. Attend the LCQ workshop (this course)
2. Successfully complete the assessment
3. Apply for your LCQ Certificate
4. Make your application to your local District Licensing Committee for your Manager's Certificate (application and associated fee for this are separate and subsequent to this workshop).

Please note: This course is run subject to minimum numbers enrolling.

Entry requirements

- > You must have a high understanding of English to enrol in this course. International enrolments

are accepted at the discretion of the lecturer.

2019 Course Dates

> 21 May 2019

Course content

Topics covered include:

- > The DLC, ARLA and other enforcement agencies
- > Types of licences
- > General Manager's Certificate
- > Recognition and refusal of intoxicated, under age and other prohibited persons
- > The principles of good host responsibility practices
- > Application and renewal of licences and certificates
- > Conditions attached to licences
- > Offences and penalties
- > Other legislation relevant to the Sale and Supply of Alcohol Act 2012
- > Service IQ Licence Controller Qualification Certificate process.

Pre-course information

When your enrolment is received you will be sent your pre-course reading material (LCQ workbook). You will need to study this material thoroughly prior to attending the workshop as there will be a written assessment on the day of the workshop.

What to bring

Please bring a highlighter pen, ballpoint pen, paper and the LCQ workbook supplied to you prior to the course start.

Location

This seminar is held at Central Campus, Cromwell. Please click [here](#) to view a map of the Central Campus area in Cromwell. Phone 0800 765 9276 or email centralotago@op.ac.nz

Important payment information

If your employer is paying the course fee, you will require a letter signed by an appropriate company representative on their letterhead. Please return this with your enrolment form. Your employer will then be sent an invoice for the course fee. If this is not supplied, you personally will be invoiced for the course fee. Results are not released until payment is received.

To apply

- > As numbers are limited, admittance to class is by prior enrolment only.
- > Please click the apply button at the top right-hand side of this page to begin the application process.
- > You will be sent confirmation of your enrolment.
- > You will be advised whether you need to bring your birth certificate or passport for validation purposes.
- > Enrolments are accepted up to 10 days prior to the start date as you will need time to read the course material before attending the seminar.
- > If you have any questions please call the Central Campus on 0800 765 9276.

Disclaimer

While every effort is made to ensure that this sheet is accurate, Otago Polytechnic reserves the right to amend, alter or withdraw any of the contained information. The fees shown in this document are indicative ONLY. Both domestic and international fees are subject to change and are dependent on the development and implementation of Government policies. Please note that additional fees may from time to time be required for external examination, NZQA fees and/or additional material fees.

International **+64 3 477 3014**
New Zealand **0800 762 786**
Email **info@op.ac.nz**

Dunedin Campus
Forth Street, Dunedin
Private Bag 1910
New Zealand 9054

Central Otago Campus
Corner Erris & Ray Streets
PO Box 16, Cromwell
New Zealand 9342

Auckland Campus
Level 2, 350 Queen Street
PO Box 5268, Auckland
New Zealand 1141