

RSA ONLINE COURSE DELIVERY

SELF-ASSESSMENT CHECKLIST



RSA online course delivery - Self-Assessment Checklist

Registered Training Organisations (RTOs) are required to complete a *Self Assessment Checklist* to have RSA online course delivery designated as an “approved course” in Tasmania.

Approval from the Tasmanian Commissioner for Licensing is necessary for RTOs delivering the national competency *SITHFAB009A - Provide responsible service of alcohol* online.

An “approved course” means a course of instruction or training in the service of liquor, approved by the Commissioner. For more information please go to:

<http://www.treasury.tas.gov.au/domino/df/df.nsf/v-liq-and-gaming/271243A9977A084ACA257610000B46F7>

The unit *SITHFAB009A - Provide responsible service of alcohol* applies to all persons involved in the sale and supply of alcohol on licensed premises. Under differing state and territory legislation it is only a required unit for certain nominated personnel operating in licensed premises. Candidates should seek advice from their local liquor licensing authority or training organisation on their requirement to complete this unit.

RTOs delivering RSA training online who wish to be approved as meeting the requirements of the Commissioner for Licensing:

- a) **must** meet the licensing aspects outlined in the table below, and
- b) **are expected** to meet the best practice guidelines for online delivery and assessment set out in the table below.

An important aspect of these guidelines is the VET e-learning technical content standards, which can be accessed at:

<http://e-standards.flexiblelearning.net.au/index.htm>

http://e-standards.flexiblelearning.net.au/docs/2011-recommended-VET_estandards-v1-0.pdf

Please note that these guidelines anticipate that **participants in online courses may be drawn from any State or Territory in Australia**. The licensing aspects (see below) **cover Tasmania only**.

A copy of this document may be supplied to the Tasmanian Qualifications Authority.

This self assessment checklist should be completed in conjunction with the Commissioner for Licensing’s *Guidelines for RSA Online* accessible on the Department’s website as above.

RSA online course - Tasmanian licensing aspects

		Yes/ No	Explanation and additional information
Licensing Aspects	1) The course is developed after consulting the Liquor and Gaming Branch to determine and comply with any accreditation arrangements for courses, trainers and assessors.		
	2) Any additional activities needed to meet the Liquor and Gaming Branch's legislative requirements are clearly stated.		
	3) The course content comprehensively covers the information in the Responsible Serving of Alcohol RSA Workbook , published by the Liquor and Gaming Branch.		
	4) The course content covers legislative requirements in States and Territories, relevant to the unit, including commonalities, differences, information about penalties, under age servers, etc.		

**RSA online course-
suggested best practice guidelines for online delivery and assessment**

		Yes/ No	Explanation and additional information
National Coverage & Standards	5) The course covers RSA skills and knowledge common to all States and Territories and States where additional coverage is State specific or Australia wide.		
	6) The course follows the Vet e-learning technical content standards, which can be accessed at: http://e-standards.flexiblelearning.net.au/index.htm		
Usability	7) The course contains an introduction page describing the purpose and content of the course.		
	8) The navigation structure is clear and consistent, allowing the user to access information easily.		
	9) Plain English is used throughout and legal terms are explained.		
	10) Unit descriptor is provided in its entirety.		
Course Content	11) Is appropriate and meets the needs of online learners, taking into consideration cultural diversity and different learning styles.		
	12) Is contextualized to meet the requirements of specific industry sectors and workplaces.		

		Yes/ No	Explanation and additional information
	13) Is engaging, interactive e.g. games, animation, quizzes, discussion forums and is multimedia rich e.g. video, podcasts		
	14) Uses authentic learning contexts.		
Content formats	15) All content has been created in the recommended formats (e.g. pdf, jpg, etc). Refer http://e-standards.flexiblelearning.net.au/topics/formats.htm for detailed guidelines.		
	16) All media elements (graphics, audio and video) have been optimised for smallest file size and download time.		
Accessibility	17) The Australian Government is a signatory to the W3C Web Content Accessibility Guidelines (WCAG) guidelines that ensure online content is accessible to people with disabilities. WCAG2.0 Guidelines are to be observed. Refer: http://estandards.flexiblelearning.net.au/topics/accessibility.htm		
Testing	18) All content has been tested to work on the recommended minimum client platforms (operating systems and browsers). See: http://estandards.flexiblelearning.net.au/topics/platforms.htm		
	19) Course has been tested on most commonly used browsers.		

		Yes/ No	Explanation and additional information
	20) All links checked manually to ensure that link locations are correct and link wording is relevant.		
LMS	21) Course should preferably be delivered using a Learning Management System (LMS), to allow student tracking, provide reporting tools and support student interactions.		
Copyright	22) All content is either to be owned by the RTO or has been licensed for this use.		
Support	23) Students have access to ongoing IT support throughout their studies.		
	24) Students are provided with information about places to connect and share RSA experiences.		
Assessment	25) RTOs must have measures in place to verify the identity of the student enrolled in the course and that the student undertaking the assessment is the student enrolled in the course.		

Declaration

.....
(Company/Business name)

I,.....
(Full name of applicant)

of.....
(Address of applicant)

declare that the particulars contained in this checklist are true and correct in every detail and fully disclose the information required to complete the checklist.

.....
(Signature of applicant)

Declared at
(Place of declaration e.g. Hobart)

In the State of
(State of declaration e.g. Tasmania)

Thisday of 20 ...

.....
(Signature of witness)

.....
(Name and occupation of witness)

.....
(Category of Witness)

Category of Acceptable Witnesses (Note a family member is NOT an acceptable witness)

1. A Commissioner for Declarations
2. A justice of the Peace or bail justice
3. A member of the police force
4. A barrister and solicitor of the Supreme Court
5. A legally qualified medical practitioner
6. A pharmacist
7. An authorized person of the Tasmanian Gaming Commission.

Contact Details

Commissioner for Licensing
Email: licensing@treasury.tas.gov.au
Phone: 03 6336 2380
Web: www.treasury.tas.gov.au