This part of the toolkit provides an overview of the training program for Event Managers and staff involved in an event on a University of Western Australia unlicensed premise (on or off the Crawley campus) or at an external venue. The completion of this training is strongly recommended for all Event Managers. In the case of large, major events, completion of this training program may be a requirement for Event Managers wishing to conduct an event on University premises.

Please contact the Manager of Parking and Security to ascertain what level of training needs to be undertaken for your event.

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1.0 | Aims of the training program

The training program is split into two levels, whose specific aims are to provide current and prospective Event Managers and event staff with:

**Level 1 – RSA Training**
- Increased confidence to effectively manage the sale, service and consumption of alcohol at an event;
- Increased knowledge about their responsibilities under the Liquor Control Act 1988 and the penalties for not abiding by the Act;
- Increased awareness about the link between alcohol and its health and social consequences.

**Level 2 – Event Management Training**
- Increased knowledge of the processes for planning and managing an event that will involve alcohol on unlicensed University premises or at an external venue;
- Increased knowledge about planning a culturally inclusive event;
- Increased knowledge about the link between alcohol and sexual violence.
2.0 | Who can attend training?
The training program is split into 2 levels:
• Level 1 for event staff;
• Level 2 for Event Managers.

Level 1
Level 1 training is to be completed by all event staff and event managers. Level 1 is a recognised Responsible Service of Alcohol course that complies with the mandatory liquor training requirements of the Liquor Control Act 1988. Participants will receive a certificate of completion.

Level 2
As well as completing Level 1, Event Managers may have to complete Level 2 training.

A register of attendance will be kept by The University of Western Australia. This will be reviewed when an Event Manager submits a request to conduct an event that will involve the sale or service of alcohol at an unlicensed University premise.

Event Managers who are planning a major event will be required to have completed both levels of training.

As outlined in Part B of this toolkit, Event Managers planning smaller events may not need to complete this training; however, completion of training will be one of the criteria on which your event application is judged and your participation is encouraged.

Please contact the Manager of Security and Parking on (08) 6488 3020 to discuss your event and specific training requirements.

3.0 | How to enrol in the training program
The training program will be offered on a regular basis. To check the dates when the program will be delivered and to enrol in a training day, contact The University of Western Australia’s Health Promotion Unit on (08) 6488 1734.

4.0 | Training program format
The program has been divided into two levels.

Level 1 – Responsible Service of Alcohol Training
This session will cover:
• The health and social consequences of alcohol
• Blood alcohol concentration
• Standard drink measurements
• Duty of care
• Selling and serving alcohol responsibly
• Assessing alcohol affected customers
• Refusing service of alcohol

Level 2 – Event Management Training
This session will cover:
• The importance of event planning and management
• Responsibilities of an event manager
• Legal obligations, liquor licences and relevant UWA policies
• Event management processes and forms
• The link between alcohol and sexual violence, drink spiking and date rape.

The sessions will be delivered by a variety of trainers from The University of Western Australia and external agencies.

The training program is designed to be interactive. While the modules will impart important information to participants, they will also provide participants with an opportunity to engage in group discussions, which will allow personal experience and perspectives to be integrated into the training program content. The participants will also complete activities to encourage the application of information and material to event management scenarios.