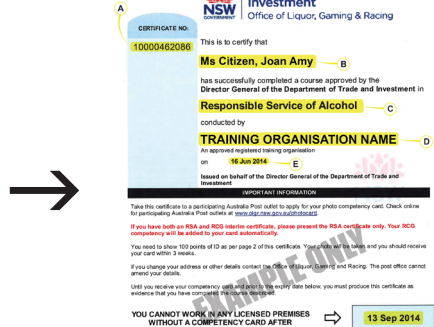


How to get your RSA & RCG

1. Attend the 6 hour Class
2. You will receive an **Interim Certificate** allowing you to commence work immediately. This certificate is valid for working purposes for 90 days
3. As soon as possible, take your **Interim Certificate** to NSW Service Centre Shop with 100 points of Identification.
4. Australia Post will send you your Competency Card in the mail within 2 - 3 weeks. It is valid for 5 years



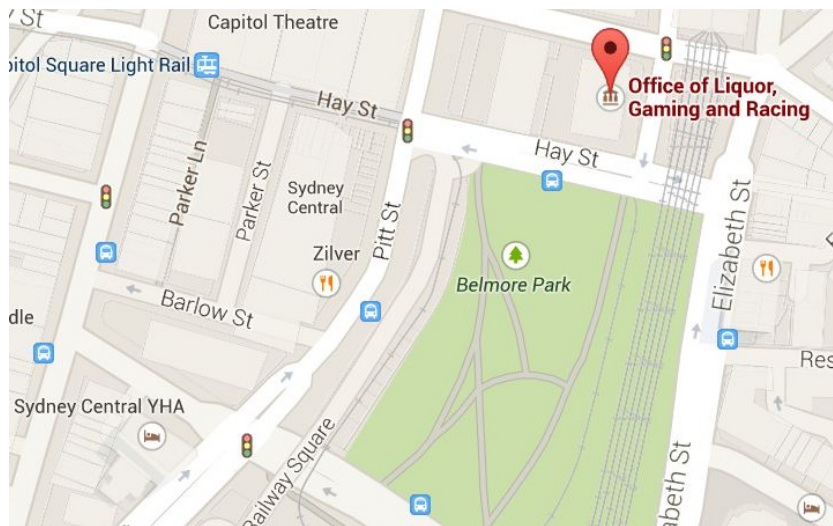
Retail Shop



Changes to Interim Certificates Procedure

Changes to Interim Certificates can only be completed by OLGR NSW

1. Go to OLGR office Level 6/ 323 Castlereagh St Haymarket NSW 2000 - Ph: 02 9995 0300
2. Request to Complete the Interim Certificate Amendment Form at OLGR office
3. Wait for the OLGR Notification Email confirming the change has been made to your **Interim Certificate**
4. Forward the OLGR Notification Email to info@coffeeschool.com.au requesting the amended **Interim Certificate** be emailed to you as PDF



NSW Service Centre Locations

Search your nearest Store online or Phone: 13 77 88

www.service.nsw.gov.au/service-centre

Haymarket - McKell Building Ground Floor 2 - 24 Rawson Place

Wynyard 19 York Street Sydney CBD

Bondi Junction 88 Ebley Street

