

Renew your RSA certificate

All staff who supply and serve alcohol must have a valid RSA Certificate of Completion (RSA certificate) when working in a location with a general, on-premises, late-night, or packaged liquor licence. Your RSA certificate needs to be renewed every 3 years. This guide will assist you in refreshing your certificate on the LCV Learning Hub.

How to complete your RSA Refresher training

1. Create an account on the LCV Learning Hub

The LCV Learning Hub is a new system. You will need to create an account to access the Hub and complete the RSA Refresher training.

To create an account:

1. Go to learninghub.liquor.vic.gov.au/.
2. Click 'Log in'.



3. Click 'Create new account'.

Log in to LCV Learning Hub

Email address

Password

Log in

[Lost password?](#)

Is this your first time here?

For full access to this site, you first need to create an account.

Create new account

[Cookies notice](#)

- Fill out the new account registration form using your first name, last name, date of birth and RSA certificate number to create an account.

New account

Email address !

Email (again) !

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), and 1 of the following special characters: *,-, or #.


Password !

First name !

Last name !

RSA certificate !


Date of birth !

23 February 1900 

I have read and understood the Collection Notice !

Open the Collection Notice in a new window.

Security question ?

I'm not a robot 
reCAPTCHA
Privacy - Terms

! Required

How do I find my RSA certificate number?

Your RSA certificate number is located on your RSA Certificate of Completion. If you have lost your certificate number, email us at contact@liquor.vic.gov.au and tell us:

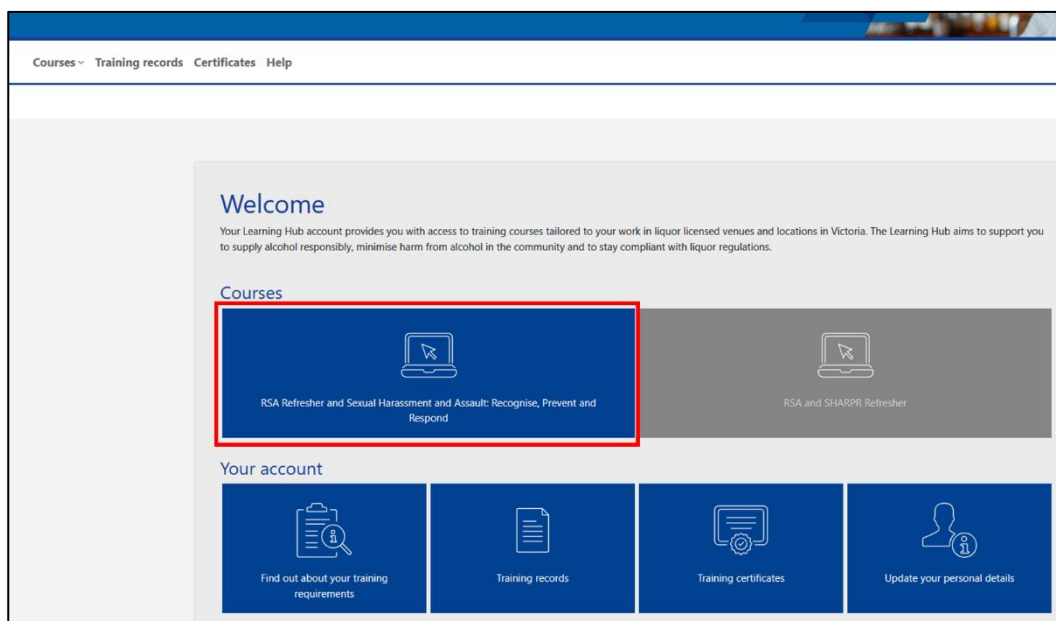
- full name
- date of birth
- when you completed the original course
- name of the training organisation where you did the course.

5. Check your email and click the link to verify your account.
6. Return to the [Learning Hub](#) and log in using your email and password.

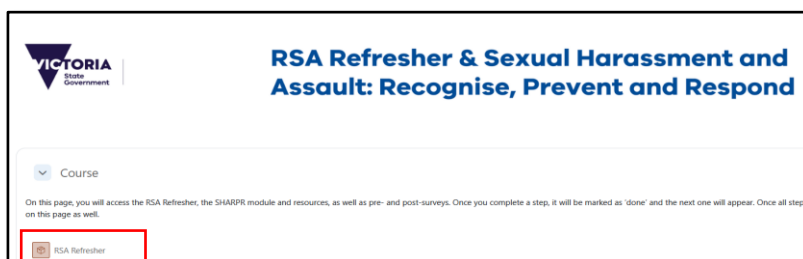
2. Complete the RSA Refresher and Sexual Harassment and Assault online course

Once you have logged into the LCV Learning Hub, the RSA Refresher course is available on the home page. To access the course:

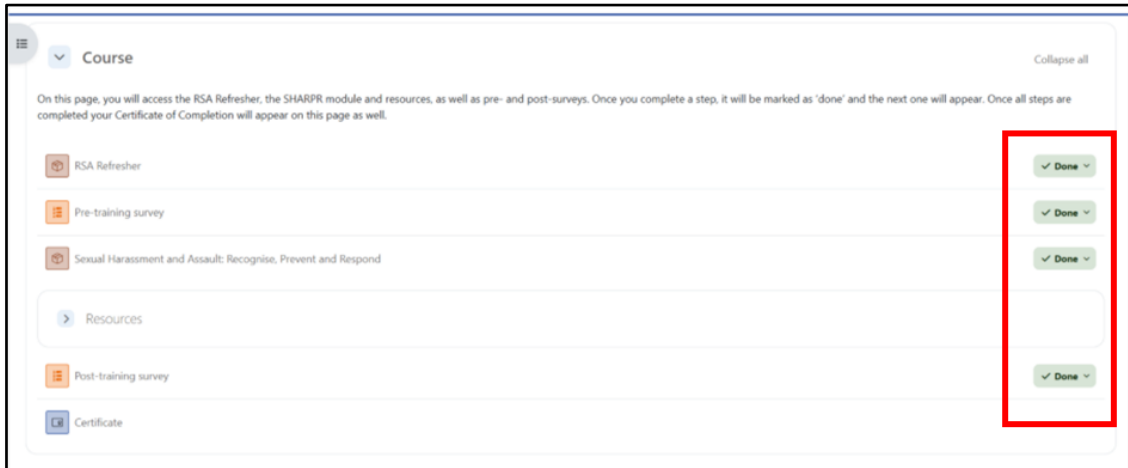
1. Click the blue box labelled 'RSA Refresher and Sexual Harassment and Assault: Recognise, Prevent and Respond'.



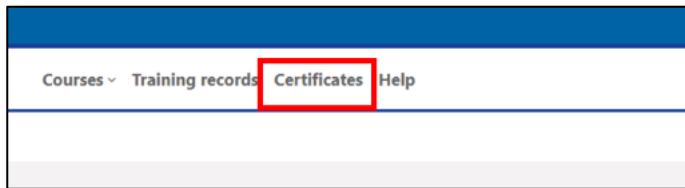
2. Click 'RSA Refresher'.



3. To receive your RSA Refresher Certificate, you must complete the:
 - a. RSA Refresher course
 - b. pre-training survey
 - c. Sexual Harassment and Assault: Recognise, Prevent and Respond
 - d. post-training survey.



4. You can then download your RSA certificate (available under the 'Certificates' tab). You will also receive a copy via email.



5. If you can't see your certificate, go back and check you have completed all parts of the training in the 'Course' tab, including the post-training survey.

Need help?

If you are having trouble creating an account or accessing the training course, read the advice in the [Help](#) section or on the [home page](#) of the Learning Hub.