DATESLY FREE TEMPLATE

Licence renewal checklist for Australian employers

This checklist is a practical prompt for your own records. It is not a government form and it is not legal, regulatory or compliance advice. Renewal rules differ by licence type and by state or territory. Always follow the official page, which may change. The steps below only cover credentials and official pages already cited in Datesly's guides, checked against those sources on 10 November 2026. For other states or licence types, check the relevant regulator.

Guides and this checklist: https://datesly.app/guides and https://datesly.app/templates/licence-renewal-checklist.

Before you start

- Record the person's name, the credential, the issuing state, the licence or certificate number, and the official expiry date (where there is one).
- Confirm the document belongs to the person in front of you (name and photo, where the credential has them).
- Use the official page for the state or territory where the person will work. Do not assume one state's rule applies in another.

NSW White Card (general construction induction card)

A NSW White Card does not use a fixed expiry date like a high risk work licence. SafeWork NSW and Service NSW say the card becomes void if the holder has not carried out construction work for two consecutive years or more. If that happens, the person has to retrain.

- Check the card on Verify NSW: Verify NSW — general construction induction cards (https://verify.licence.nsw.gov.au/home/gcit).
- If the card is lost, stolen, damaged or destroyed, the holder can apply for a replacement through Service NSW: Replace a general construction induction card (https://www.service.nsw.gov.au/transaction/replace-general-construction-induction-card-white-card).
- SafeWork NSW also tells employers to check licences regularly: Regularly check licences (https://www.safework.nsw.gov.au/licences-and-registrations/licences/check-a-licence).

Responsible Service of Alcohol (RSA)

New South Wales. Liquor & Gaming NSW and Service NSW say the competency card is valid for 5 years. You can renew from 90 days before the card expires. Renewal is by completing the official Liquor & Gaming NSW refresher course, not by repeating a full RSA course. You cannot sell, serve or supply alcohol on an expired card.

- Renew an RSA or RCG competency card: Service NSW (https://www.service.nsw.gov.au/transaction/renew-an-rsa-or-rcg-competency-card).
- Get or renew a competency card: Liquor & Gaming NSW (https://www.nsw.gov.au/business-and-economy/liquor-and-gaming/training/competency-cards).

Victoria. Liquor Control Victoria says you must complete its free RSA Refresher course every 3 years to keep the Certificate of Completion current.

- RSA training (including the refresher): Liquor Control Victoria (https://www.vic.gov.au/rsa-training).
- Check whether an RSA certificate is valid: LCV certificate status tool (https://liquorportal.vcglr.vic.gov.au/rsa_refresher/StatusCheck.aspx).

Queensland. Business Queensland says valid RSA Statements of Attainment do not expire, except that training completed before 2002 is not valid and must be done again. Queensland does not issue an RSA card.

- RSA training and certification: Business Queensland (https://www.business.qld.gov.au/industries/hospitality-tourism-sport/liquor-gaming/liquor/training/rsa/certification).

Western Australia. The official mandatory training page does not set a 3-year or 5-year RSA refresh cycle for bar staff (an approved manager card is a separate credential and lasts 5 years). An RSA card issued by another state or territory is not accepted as evidence in WA — the employer needs a copy of the RSA certificate.

- Mandatory training for licensees, approved managers and employees: Government of Western Australia (https://www.wa.gov.au/organisation/racing-gaming-and-liquor/mandatory-training-licensees-approved-managers-and-employees).

South Australia, Tasmania, the ACT and the Northern Territory each have their own liquor authorities. Do not assume a NSW, Victorian or Queensland rule applies there.

Working with Children Check — New South Wales

The NSW Office of the Children's Guardian says a WWCC clearance lasts for 5 years. Service NSW says you will be notified by email 3 months before expiry, and you can renew from that time. If the clearance has already expired, you cannot use the online face-verification renewal path. Employers must verify each check and keep a record of each verification.

- How to renew your WWCC: Office of the Children's Guardian (NSW) (https://ocg.nsw.gov.au/working-children-check/apply-wwcc/how-renew-your-wwcc).
- Renew your Working with Children Check: Service NSW (https://www.service.nsw.gov.au/transaction/renew-working-children-check-wwcc).
- Help for organisations to register and verify: Office of the Children's Guardian (NSW) (https://ocg.nsw.gov.au/working-children-check/wwcc-information-organisations/help-register-and-verify).

Working with Children Check — Victoria

The Victorian Government says a Working with Children Clearance is valid for 5 years, unless it is suspended, cancelled or surrendered. Current cardholders can renew online up to six months before the clearance expires, and for three months after it expires. If it has been expired for more than three months, the person must apply for a new Check. It is illegal to do child-related work after the clearance expires unless the renewal has been lodged, or an exemption now applies. A NSW check and a Victorian check are not interchangeable.

- Current Working with Children Check holders (renewal): Victorian Government (https://www.vic.gov.au/current-cardholders).
- The Working with Children Check explained: Victorian Government (https://www.vic.gov.au/check-explained).
- What organisations need to know, including status checks: Victorian Government (https://www.vic.gov.au/what-organisations-need-know).

First aid and CPR

A nationally recognised first aid Statement of Attainment does not have a legal "use-by" date printed on it. Safe Work Australia's model Code of Practice: First aid in the workplace (July 2019) and SafeWork NSW recommend that first aid qualifications should be renewed every three years, and that refresher training in CPR should be carried out annually. In the model Code, "should" means a recommended course of action. Confirm whether the Code has legal effect with your local WHS regulator, and follow any stricter requirement in a contract or workplace policy.

- Model Code of Practice: First aid in the workplace: Safe Work Australia (https://www.safeworkaustralia.gov.au/doc/model-code-practice-first-aid-workplace).
- First aid in the workplace: SafeWork NSW (https://www.safework.nsw.gov.au/safety-starts-here/safety-overview/first-aid-in-the-workplace).
- Current units on the national register: HLTAID011 Provide First Aid (https://training.gov.au/Training/Details/HLTAID011) and HLTAID009 Provide cardiopulmonary resuscitation (https://training.gov.au/Training/Details/HLTAID009).

NSW high risk work licence

SafeWork NSW says a high risk work licence expires after 5 years and must be renewed if the person wants to keep doing that work. You cannot do high risk work on an expired licence. You can still renew for up to 12 months after expiry, but you cannot do the work until the licence is current again. After 12 months, you have to redo the training with an RTO, be reassessed, and submit a new application.

- High risk work licences, including renewal rules: SafeWork NSW (https://www.safework.nsw.gov.au/licences-and-registrations/licences/high-risk-work-licences).
- Check a licence on Verify NSW: Verify NSW — high risk work (https://verify.licence.nsw.gov.au/home/hrw).

Subcontractor insurance certificates of currency

Ask the subcontractor for a current certificate of currency before work starts, and for a new one before the old certificate expires if the engagement continues. Check the insured name and ABN, the policy type, the period of cover, and the limit against what your contract or site requires.

- What a certificate of currency is: Consumer, Building and Occupational Services (Tasmania) (https://cbos.tas.gov.au/topics/licensing-and-registration/licensed-occupations/what-is-a-certificate-of-currency).
- NSW workers compensation certificates: icare NSW (https://www.icare.nsw.gov.au/workers-compensation/employers/manage-your-policy/download-a-certificate-of-currency).
- Check an ABN on ABN Lookup: Australian Business Register (https://abr.business.gov.au/search/).
- Optional free tracker spreadsheet: Datesly subcontractor insurance tracker.

Datesly tracks the dates you enter. It does not decide which licences a person must hold, and does not give legal, regulatory or compliance advice. You stay responsible for your own records. Want reminders instead of a spreadsheet? Try the demo at https://datesly.app/api/auth/demo.