



## Training Acknowledgement Form...



Training should be completed every six months. Once training has been completed, you should ask each member of staff to sign a Training Acknowledgement Form like that shown below. These forms must be kept on hand and produced when asked by Environment Health Officers.

### Training must cover these topics

- Inform that it is illegal to sell tobacco to a person under 18, under any circumstances, even if the tobacco

products are for, or claimed to be for, a person over 18.

- Inform that they should sight an acceptable form of identification (photo ID) for a person before selling a tobacco product to the person.
- Inform of examples of acceptable forms of identification (photo ID):
  - Victorian or interstate proof of age card
  - Victorian or interstate drivers license
  - A Victorian learner's permit
  - Keypass
  - Australian or foreign passport

- Inform that it is illegal to sell cigarettes in a package containing less than 20 cigarettes.

- Inform of the penalties for selling tobacco to a person under 18 (4 penalty units).

- Warn if they sell tobacco products to a person under 18 in disregard of the instructions mentioned above, they are committing an offence against the Tobacco Act 1987.

# Tobacco Sales Training Acknowledgement Form

You should only sign this form once you understand the instructions in the Staff Training Checklist and the warning set out below. If you have any questions about the instructions, ask your employer before signing this form. If you are unsure whether or not to sign this form, call the Tobacco Information Line on 1300 136 775.

\_\_\_\_\_

Date

\_\_\_\_\_

Name

I was instructed:

Not to sell tobacco products to a person under 18 in any circumstances, even if the tobacco products are for, or claimed to be for, a person over 18 years; and

To sight an acceptable form of identification (photo ID) for a person before selling a tobacco product to the person; and

I have been warned that, having received the above two instructions, if I disregard these instructions and sell tobacco products to a person under 18, I commit an offence under the Tobacco Act 1987.

\_\_\_\_\_

Date

\_\_\_\_\_

Signature

\_\_\_\_\_

Manager/ Proprietor name and position

\_\_\_\_\_

Date

\_\_\_\_\_

Manager/ Proprietor signature