

Tobacco and E-cigarette Retailer - Staff training

Staff training checklist

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 on the next page.

Training must cover the following topics

- Inform that it is illegal to sell tobacco or e-cigarettes products (vapes) to a person under 18, under any circumstances, even if the tobacco or e-cigarettes 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 or e-cigarette product to the person.
- Inform of examples of acceptable forms of identification (photo ID):
 - Victorian or interstate proof of age card
 - Victorian or interstate driver's licence
 - 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 or e-cigarette products to a person under 18.
- Warn if they sell tobacco or e-cigarette products to a person under 18 in disregard of the instructions mentioned above, they are committing an offence against the *Tobacco Act 1987*.

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 or e-cigarette products to a person under 18 in any circumstances, even if the tobacco or e-cigarette 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 or e-cigarette product to the person; and
- I have been warned that, having received the above two instructions, if I disregard these instructions and sell tobacco or e-cigarette 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