

HUNTER LEAP TRAINER'S GUIDE

DELIVERING THE R-LICENCE ACCREDITATION COURSE



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Hunter LEAP Trainer's Guide: Delivering the R-Licence Accreditation Course

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More information

Education & Training Team

NSW DPIRD Hunting

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www.dpi.nsw.gov.au/hunting

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Training responsible public land hunters

As a Hunter LEAP Trainer, you are entrusted to set the standards of the NSW hunting community through the delivery of education and accreditation training.

The R-Licence Accreditation Course is the foundation of a safe, responsible and ethical community of public land hunters.

Use the resources in this guide and other Hunter LEAP materials to perform your duties to the best of your abilities.

Adequate training for a NSW R-Licence

Under the *Game and Feral Animal Control Act 2002* (the Act) and the *Game and Feral Animal Control Regulation 2022* (the Regulation), the Regulatory Authority can only grant a NSW Restricted Game Hunting Licence (R-Licence) an individual who:

- has completed ‘adequate training’ through a NSW Department of Primary Industries and Regional Development (DPIRD) accredited course or training program, and
- is a member of an Approved Hunting Organisation (AHO).

The Regulatory Authority is the Secretary of the department, who has delegated this function and others under the Act to NSW DPIRD Hunting.

These requirements are in place to ensure that all hunters who access public land are responsible, competent and aware of legislation, public safety and animal welfare.

The R-Licence Accreditation Course is the only training course approved under Section 19 of the Act and Section 10 of the Regulation (the clauses that set out the ‘adequate training’ requirement for R-Licence applicants).

Hunter LEAP

The R-Licence Accreditation Course is just one training package of Hunter LEAP (Learning, Education and Accreditation Program). It is accompanied by other hunter education and training initiatives focusing on firearms safety and field hunting techniques that are delivered as:

- short courses
- workshops
- NSW Police approved firearms training.

This *Hunter LEAP Trainer’s Guide: Delivering the R-Licence Accreditation Course* should be read alongside the *Hunter LEAP Trainer’s Guide: Training Standards and Techniques*.



Your responsibilities

To the department

This training package is issued to you for the sole purpose of conducting the R-Licence Accreditation Course and remains the property of the department.

You are registered and accredited by the department as a Hunter LEAP Trainer to deliver the R-Licence Accreditation Course and other training material through Hunter LEAP.

Your Trainer accreditation is conditional on you maintaining a NSW R-Licence or certification of completion of the mandatory components of the R-Licence Course. You must also understand and comply with the *Hunter LEAP Trainer's Guide: Training standards and techniques* and the Hunter LEAP Policy.

Copyright

Material in this R-Licence package is supplied under NSW Government copyright. This material is not subject to the creative commons licence and must not be sold, lent, rented, duplicated, or transferred for the benefit of any other party in any form, unless expressly authorised by the department.

Duplication and record keeping

As a Hunter LEAP Trainer, you are authorised to duplicate and print R-Licence course material for the purpose of delivering face-to-face training, at your own cost.

R-Licence material, documents and booklets **must not be hosted or made available on any website. Penalties may apply for unauthorised use.**

Assessment tests and answer sheets must be kept secure to prevent the information from becoming common knowledge.

Course materials, score sheets, attendance records, student's personal and other details and similar material must be securely stored in accordance with the Privacy and Personal Information Protection Act 1988. You are legally accountable for this information.

If you are no longer registered or accredited to deliver the R-Licence Accreditation Course, you must return any physical material to DPIRD Hunting and destroy all electronic material.

To your students

The information in this trainer's guide will assist you in delivering the R-Licence Accreditation Course to the required standard. You should familiarise yourself with this guide and understand your responsibilities before you deliver the course.

You should also take the time to read and study the Hunter Education Handbook. You will likely receive many varied questions from course participants about the material contained in the handbook.

Recommend to each student that they study the handbook before attempting the course, so they have the best chance for success on their first attempt.

Delivering training safely

When delivering any Hunter LEAP course, you must ensure the safety of your course participants, helpers and yourself.

Discuss any health and safety risks with your Hunter LEAP Provider before you deliver the accreditation course on their behalf. Complete a risk assessment where necessary.

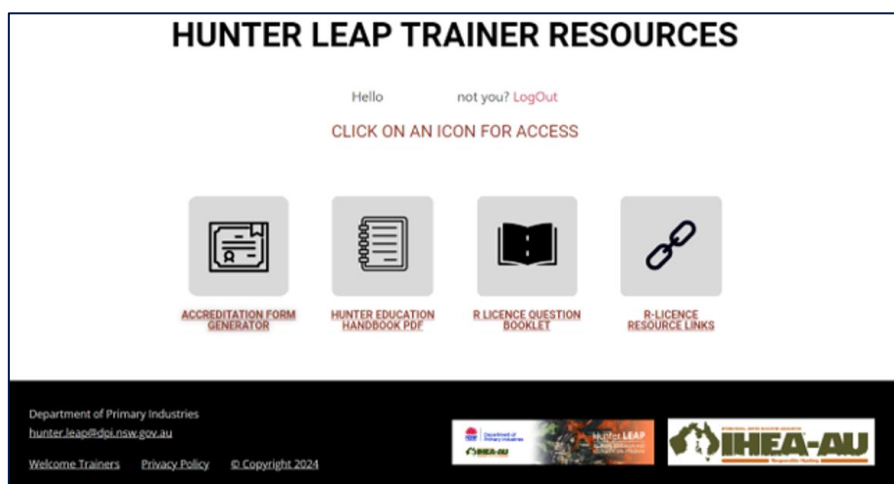
Hunter LEAP Trainer portal

<https://hunter.leap.com.au/welcome-trainers>

All digital training material for the R-Licence Accreditation Course, including the new R-Licence Accreditation Form generator, is available on the Hunter LEAP Trainer portal.

If you haven't received a welcome email with a link to set your password, email hunter.leap@dpi.nsw.gov.au.

Read the help guide for information on setting up your profile and using the system.



R-Licence Accreditation Course materials

The R-Licence Accreditation Course materials should be used alongside these important documents that apply to all accredited education partners and all programs delivered through Hunter LEAP

1. POL23/18 – Hunter LEAP policy - PDF
2. Hunter LEAP Trainer's Guide – Training standards and techniques - PDF

It is your responsibility to provide copies of these materials to students who are completing face-to-face training with you.

R-Licence Accreditation Form generator

The department will no longer supply physical accreditation form booklets.

An online accreditation form generator is available on the Hunter LEAP Trainer portal. The online form allows you to email evidence of R-Licence accreditations directly to your students on completion of their training. A digital version is stored on the system for records management.

If you have a physical book, you may continue to use the remaining accreditation forms until complete if you choose.

Instructions and help to use the online form generator are available when you login to the trainer portal. You can also download and refer to the PDF help guide.

R-Licence Accreditation Course Kit: login now to access

Trainer only materials

3. Hunter LEAP Trainer's Guide – Delivering the R-Licence Accreditation Course (*this document*) – PDF

4. R-Licence Accreditation Form – <i>use the new form generator when your physical booklet is complete</i>
5. R-Licence Accreditation Course Marking Template - PDF
Pre-course materials for students
6. NSW Hunter Education Handbook – PDF and online study guide
7. Factsheet - R-Licence Accreditation Course – What to expect – PDF
8. HL-L – Notice of application of special conditions – PDF – <i>use this form if you determine a student needs assistance from you or another support person</i>
Course delivery materials (do not email or share these files outside a face-to-face course)
9. R-Licence Accreditation Course Question Booklet - PDF
10. R-Licence Accreditation Course – Student answer sheet - PDF
Post-delivery form for students
11. R-Licence Accreditation Course student feedback form – online link
Other forms
12. A1 – R-Licence application form with checklist – PDF (only give these out if a student cannot apply online with a credit card)
13. C –R-Licence application form (upgrade from G-Licence) – PDF * Note: existing R-Licence holders who are adding a category to their licence should email their new accreditation form to hunting@dpi.nsw.gov.au

Training options

The R-Licence Accreditation Course allows prospective students to complete training online, in their own time and at their own pace, or through a Hunter LEAP Trainer.

The course continues to be an open-book, multiple-choice test in both formats. Open-book test means the student can look through the training resources to find the answers as they complete the exams.

This form of testing evaluates your student on understanding, rather than recalling and memorising, information. In contrast to conventional examinations, open-book testing is suited to teaching programs that aim to develop the skills of critical and creative thinking.

1. Face-to-face delivery

This delivery method involves delivering the course in a face-to-face learning environment on an individual or group basis.

You can choose to deliver paper-based training using the Hunter Education Handbook and other training material that the department supplies digitally. It is your responsibility to print materials or provide students with access to PDFs.

Alternatively, you can choose to facilitate students as they complete the online course.

You may continue to charge a fee to recover costs you incur while delivering the R-Licence Accreditation Course (more information on appropriate cost-recovery is on page 9). If you choose to facilitate students completing the online course, please note they are required to pay a \$50 fee to register online.

The Hunter Education Handbook PDF, available on the trainer portal, may be emailed to students before they meet with you to attempt the course. This allows them to study before their accreditation attempt. The handbook matches the online course material, which is publicly available as a study guide.

2. Online delivery

Students may access the course online and complete it in their own time and at their own pace.

A fee of \$50 allows the student three attempts to complete the mandatory training and all three categories. Students that undertake the online course are required to complete all three R-Licence categories (hunting methods), however they can choose which categories they attach to their licence when they apply.

The study guide is available to online students and may be referred to during the final exam.

Online students are given different pass rates and three attempts to pass the final exam.

Course structure

The remaining sections in this guide focus on face-to-face delivery of the R-Licence Accreditation Course, with an emphasis on paper-based delivery.

1. Compulsory learning – NSW Hunter Education program

Section 1 contains compulsory learning that covers the basic knowledge required to be a safe, ethical, and responsible hunter on public land.

Topics include:

- hunting laws in NSW
- being an ethical and involved hunter
- animals, identification, and welfare
- hunting on public land
- hunting on private land
- outdoor safety and survival
- being a safe hunter.

Pass mark

At the end of this section, students must complete an exam, which comprises 30 multiple choice questions. Students are given two attempts to achieve a pass mark of 100%.

Students must then complete at least one R-Licence category found in **Section 2** of the course.

2. R-Licence categories

There are three hunting methods permitted to be used when hunting on public land in NSW:

- Firearms (rifles, shotguns and blackpowder firearms)
- Bows
- Dogs

These methods are referred to as 'R-Licence categories'. While the new course combines the categories Firearms (rifles and shotguns) and Blackpowder firearms, these will continue to be printed as separate categories on a licence card.

To use any of these hunting methods on public land, hunters must first become accredited for the relevant category by completing one or more training modules in **Section 2** of the course. Hunters can choose to complete any combination of the R-Licence categories; however, they must complete at least one.

Pass mark

At the end of each category, students must successfully complete the relevant exam. They have two attempts to achieve a pass mark of 100% for each category.

Note: Use of firearms on public land

An R-Licence can be used a genuine reason to apply for a Firearms Licence in NSW and the ACT. Residents of other states should check with their local issuing authority.

This means students may attempt the R-Licence hunting method 'Hunting with Firearms (Rifles, Shotguns, Blackpowder)' and be licensed for that method, even if they do not hold a firearms licence. However, **firearms cannot be used without a current Firearms Licence issued by a relevant state authority.**

Delivering the R-Licence Accreditation Course

Connecting with students

DPIRD Hunting may refer students to you if they have indicated they would like to complete face-to-face training. Students may also contact you directly on referral from your Approved Hunting Organisation or Hunter LEAP Provider.

It is your decision whether to conduct assessments individually or as a group.

- If conducting accreditation courses on a one-on-one basis, contact the student to discuss a time, date, and location for the assessment.
- If conducting accreditation courses for groups of students, book your location at your preferred date and time before contacting students.
- Advise each student the:
 - scheduled time, date, and location of assessment
 - fee you or your Hunter LEAP Provider will charge for the course
 - fee the department will charge to issue an R-Licence
 - requirements for membership with an Approved Hunting Organisation (AHO) and that their membership can be arranged before or after the course.
- You should also advise:
 - what type of assistance may be provided to complete the test (for students with language or learning difficulties)
 - what they should bring with them to the course.

Pre-study options for students

If possible, students should study the course material before attempting the accreditation. The [Hunter Education Handbook study guide is available online](#) for any hunter to review and learn from or you may email the PDF handbook.

You are approved to print copies of the supplied PDF handbook (at your own cost) for students to use during the course.

Designing your learning space

It is good practice to design a friendly and accessible learning space when delivering any type of education or training. Research has found there is a direct correlation between the achievements of students and their learning environment.

Temperature, heating, and air quality are the most important factors when considering a comfortable learning environment.

A learning space should have a generous open feel with lots of windows for natural light and fresh air. Desk and seat arrangement is important in a group environment, especially a testing or examination environment. You may prefer to seat your students in rows or to arrange the desks in a horse-shoe formation. Pick an appropriate layout for your group of learners based on their preferred learning styles.

Noise exposure is another factor you must consider. Excessive noise will impair your students' ability to concentrate and absorb the information they are reading.

Public health and safety

We all have an obligation to assess and manage health and safety risks in our training environment. At times, you will need to have a safety plan before delivering a course.

It is always good practice to have adequate ventilation and keep windows and doors open where possible.

Seven steps for a good learning space

1. Ensure there is access to several large work surfaces which are the proper height, including desks and tables.
2. Keep the room cheerful, friendly, inviting, bright and comfortable.
3. Allow adequate space for learners to move about the testing area freely and safely.
4. Ensure the room is at an appropriate temperature, well lit, ventilated and clean.
5. Ensure toilet facilities are adequate, convenient and clean.
6. Provide all course material and ensure it is readily accessible and usable.
7. Provide refreshments such as water, tea, and coffee if required.

Cost recovery fee

Hunter LEAP Providers and Trainers may charge in-person R-Licence Accreditation Course students a one-off administration fee. The recommended fee is \$15 per student.

The recommended fee is set on a general cost recovery basis with the assumption that training you provide is in your local area and that you will have around five course participants.

You may choose to charge a higher administration fee if you are required to travel longer distances, if venue hire costs are involved or where a low number of participants are booked for a course.

It is up to you and your provider to determine how you will handle the administration fee. However, the fee charged must be proportionate to the costs you incur.

The department conducts random audits to ensure Hunter LEAP Trainers are complying with this requirement and can justify the fee charged to students.

If you choose to recover your costs by charging the R-Licence Accreditation Course administration fee, you must advise your students of the charge at the time you book their course along with your preferred method of payment.

NSW Game Hunting Licence fee

The fees charged for NSW Game Hunting Licences are in the table below. You must advise students that the licence fee is in addition to your trainer fee and/or the fee payable to complete the online course.

Schedule of fees for the NSW Game Hunting Licences

(Schedule 1, Game and Feral Animal Control Regulation 2022)

Licence Term	Full rate	Concession rate
1 year licence	\$75	\$50
2 year licence	\$145	\$97
3 year licence	\$210	\$140
4 year licence	\$270	\$180
5 year licence	\$325	\$217

All fees are GST exempt.

Concession rates

Licence fee concession rates are available to minors (over 12-years and under 18-years) and certain pensioners. Proof of eligibility must be attached at the time of applying.

Minors

Eligible proof of age can be:

- A certified birth certificate or extract
- Minor's firearms permit
- Roads and Maritime Services proof of age card.

Pensioners

Students can claim the pensioner concession rate if they hold one of the following:

- a current Pensioner Concession Card issued by Centrelink
- a current Pensioner Concession Card issued by the Department of Veterans' Affairs
- a Commonwealth Department of Veterans' Affairs Gold Treatment Card endorsed as:
 - TPI: Totally and Permanently Incapacitated
 - EDA: Extreme Disablement Adjustment
 - WAR WIDOW or WAR WIDOWER.
- a letter from the Commonwealth Department of Veterans' Affairs stating that the person receives a disability pension of 70 per cent or higher, or an intermediate pension.

Only the person who signs the card where it reads 'Signature of cardholder' is the holder of that card. If an additional person is listed on the card (usually a spouse), this relates to health care benefits and not to other exemptions/concessions available to the pensioner concession cardholder.

Senior's Cards, Health Care Cards and Repatriation Health Cards do not qualify a student for the concession rate.

Students with language or learning difficulties

Face-to-face

Students with language or learning difficulties may use a support person to assist them to complete the face-to-face course. This assistance means special conditions will be applied to their R-Licence.

Support may be:

- use of a translator (may be an official translator or family/friend)
- verbal delivery of the course by you or another nominated person.

It is important that you follow the steps set out in **Form HL-L Notice of application of special conditions** before they get started.

Follow the instructions on the form to inform the student of the conditions that will be applied to their R-Licence if they use a support person to complete the course.

The student must understand and acknowledge that special conditions will be placed on their R-Licence before they attempt the accreditation.

When the student successfully completes the course, tick the check box on their R-Licence Accreditation Form that indicates this student requires special conditions.

You must also contact the department within 48 hours and advise that you have identified a student that had difficulty completing the test and required assistance. Notify the Customer Service Team by emailing Form HL-L with the student details to hunting@dpi.nsw.gov.au or calling 02 6363 7650 during business hours.

The special conditions that will be applied to their R-Licence do not allow the student to hunt alone – this is key to the student's understanding when deciding whether to proceed with the use of a support person.

Note: a person supporting another to complete the course cannot also complete an accreditation themselves at that time.

Online

Students with language or learning difficulties can attempt the online course and may use a support person to assist them, as with the paper-based course.

A pop-up box appears at the beginning of the course, which the student can use to indicate whether a support person will be used. The student must view and understand the special conditions and acknowledge that these will be placed on their licence before attempting the accreditation.

Note: Heavy penalties apply to anyone found in breach of this policy.

Special conditions for students with language or learning difficulties

These are the special conditions that will be applied to a student's R-Licence should they use a support person to complete the course.

In accordance with Section 22 of the Act, a Game Hunting Licence may be granted unconditionally or subject to conditions. As consulted and advised to you, your NSW Game Hunting Licence will be subject to the following additional special conditions:

1. You must be **accompanied** by an R-Licence holder who is endorsed for the same hunting category you will be using while hunting on public land (i.e. firearms, bows, dogs) and you must both hold a valid written permission for the same area and the same time period. The accompanying R-Licence holder must be able to read the written permission conditions and associated maps when hunting on declared public land.
2. Before commencing a hunt on any declared public land, you must have the conditions of your written permission read to you by the accompanying R-Licence holder and you must

understand the conditions and the boundaries of your hunting area specified in the written permission.

3. You must be under the direct, one on one supervision of the accompanying R-licence holder at all times while hunting on declared public land.
4. The accompanying R-licence holder must be over the age of 18 years.

These conditions are mandatory and are in addition to standard conditions attached to your licence. You must comply with all these conditions when hunting in NSW.

Getting started

1. Ask for all mobile phones to be switched off.
 2. Advise that students who pass the course should apply for an R-Licence through the department's online licence holder services.
 - Note that the accreditation form supplied by you, or available to download after completing the online course, must be attached to their application. You may be required to explain downloading and saving files to a computer.
 3. **NSW Game Hunting Licence fee** – the scheduled fee is required to be paid by students at the time their licence is processed. Online applications must be accompanied by a valid credit or debit card authorisation for the required amount. Cash payments cannot be accepted.
 - Always encourage students to apply online using a credit or debit card.
 4. **Proof of AHO membership** – ensure your student is aware of the AHO membership criteria. They may organise their membership after sitting their accreditation but must not lodge their application until they have proof of their membership.
 5. **Explain the course structure** – **Section 1** is mandatory for all students and comprises 30 questions. **Section 2** comprises three units, one for each category. There are between 10 and 15 questions for each category. Students must complete a minimum of one category to be granted a NSW R-Licence, however DPIRD Hunting recommends students complete all three to avoid the cost of adding extra categories later.
 - If an existing R-Licence holder is adding an extra category to their licence, they do not need to redo Section 1.
 6. **Selecting R-Licence categories** – each student should decide which categories they will attempt from Section 2. This will determine the hunting methods applied to their licence:
 - Firearms (rifles, shotguns and blackpowder) – completion of this section will result in two categories applied to a licence, authorising use of three types of firearm (with an appropriate Firearms Licence).
 - Bows
 - Dogs.
 7. **Advise students on requirements to pass** – students have two attempts to achieve a pass mark of 100% in each exam.
 - If the pass mark is not achieved in two attempts, the student must attempt course again at another time.
 8. Unless a student has accepted the learning and language difficulty special conditions (and is using a support person), stress the importance of completing their own course exams and not assisting other students.
 9. Ensure you remain available during the course for questions and assistance; do not leave the room unless in an emergency.
-

Course delivery

This section will explain how to deliver the R-Licence Accreditation Course according to the option you have chosen:

1. using the Hunter Education Handbook and paper based final exams;
2. using online study material and paper based final exams, or
3. assisting students to complete the course entirely online.

Option 1: Using the Hunter Education Handbook and paper based final exams

1. It is your responsibility as a trainer to supply the Hunter Education Handbook to students. Alternatively, the online study guide may be used to review the course content (Option 2). Students who have studied the Hunter Education Handbook may attempt the final exams without reviewing the course material, reducing the time spent during the accreditation.
2. On arrival, give your students a pack with the following items:
 - Hunter Education Handbook (can be provided electronically or in hardcopy)
 - R-Licence Accreditation Question Book
 - R-Licence Accreditation Answer Sheet
 - Factsheet – R-Licence Accreditation – What to expect.
3. Explain the pass mark and maximum number of attempts requirements.
4. Explain that students will only be allowed to hunt on public land in NSW according to the categories they successfully complete in the course.
5. Make sure you remain in the room and are available for questions during the test.
6. Ensure each student completes their own test and do not assist other students under any circumstance.

Option 2: Using online study guide and paper based final exams

This mode of delivery allows trainers to deliver the course to a group of students, using the online study guides.

To deliver the online course you will need the following equipment:

- Computer or laptop
 - Stable internet connection
 - Large television screen or projector
 - Question Books and Answer Sheets
 - Audio equipment to listen to the narration.
1. Sign in to the online course at: www.hunter-ed.com/newsouthwales.
 2. Click 'Study Guide', located at the top of the screen.
 3. Navigate through the course content. Start the page narration by clicking the play icon at the top of each screen.
 4. Deliver the course in the following format:
 - **Section 1** – Mandatory training
 - Deliver the course content for Section 1 – mandatory hunter education.
 - Students then attempt the Final Exam for Section 1 (30 Questions).
 - Mark the exam and allow successful students to complete Section 2.

- **Section 2** – R-Licence categories (students must choose at least one)
 - Deliver the course content for the required R-Licence categories.
 - Students attempt the Final Exam for each category immediately following the relevant content.
 - Mark the exam and allow successful students to complete their next category.

Tip: review course content at the end of each page, answering any questions students have before proceeding to the next page.

After delivering the course using option 1 or 2

1. If supplied by you, ensure that all R-Licence study material is returned to you at the time of marking.
 2. Once a pass mark has been attained, complete an R-Licence Accreditation Form using the online generator and email it to the student.
- When completing the Accreditation Form, you must:
 - ensure the student's name correctly matches the name shown on their evidence of AHO membership (if available)
 - complete all sections of the AHO criteria if available – if not available, enter N/A and leave the expiry date field blank (this will default to 01/01/1900).
 - complete the accreditation section, ensuring the auto-populated details are correct
 - ensure the categories exactly match the categories completed during the accreditation.
 - check the HL-L box if the student needed assistance to complete the course due to language or learning difficulties.
3. Keep the student's answer sheet, do not give this to the student.
 4. Do not take any R-Licence applications – each student must submit their own application to the department.
 5. Encourage the student to complete the Feedback Form to evaluate the experience they had during the course – this is a voluntary process; however, the department may request to review feedback forms during an audit.

Face-to-face students who do not pass

If a student does not pass one or all of the final exams, they are required to study the Hunter Education Handbook before further attempts are made.

The Hunter Education Handbook online study guides can be accessed online or you may email students a PDF version.

Have the student book a time with you to re-attempt the failed sections of the course. They do not need to complete the entire course again.

Option 3 – Assisting students to complete the course entirely online

Some students may wish to complete the course online, but don't have the confidence to navigate training on their own.

As a trainer and mentor, you have the option to facilitate or assist any student to complete the online training. You should be familiar with the online platform and proficient in the registration process, end of unit quizzes and final exam.

Marking of the final exam, results and accreditation are completed online throughout the course. Successful students will receive an Accreditation Form on completion of the course.

Each student should follow these steps.

1. Login to www.hunter-ed.com/newsouthwales.
2. Read and understand the instructions on the front page.
3. Create an account with a unique username and password.
4. Complete the registration page with all required personal information.
5. Tick the declaration box to agree to the terms and conditions.
6. Follow the prompts to make a payment through a credit card or a PayPal account.

The course will begin at Section 1 and progress through the content, quizzes and final exam.

All the student's account information can be found in the 'Dashboard', including their Accreditation Form.

- Click on the username at the top of the screen
- Select 'Dashboard'
- On the menu at the left side of the screen, select 'My Courses'
- Navigate to the completed course to complete, review or reprint Accreditation Forms.

Students are given three attempts to achieve 94% in the online exams. If they do not achieve this pass mark after three attempts, they are required to register again, creating a new username (although they can use the same email address), pay the fee and attempt the course again.

Applying for an R-Licence

Refer your students to the department's website (dpi.nsw.gov.au/hunting) and [online licence holder services](#) so they can apply online.

Each student must submit their own application to the department – you must not take applications away to lodge on their behalf.

Whether the student applies online or using a printed form, they will be asked to supply supporting documents, such as:

- NSW R-Licence Accreditation Form.
- Proof of AHO membership (AHO name, member name, membership number and expiry date.)
- If applicable:
 - for students with learning or language difficulties, please ensure the checkbox has been ticked on the accreditation form if they have needed support to complete the course
 - proof of Waterfowl Identification Test (WIT) completion (if the student intends to participate in the Native Game Bird Management Program)
 - proof of minor or pensioner concession
 - parent or guardian consent for minors (over 12 and under 18-years of age).

Record keeping

You are expected to keep your R-Licence Accreditation Form Booklet in a safe place and in accordance with the *Privacy and Personal Information Protection Act 1998*.

If you have completed booklets or intend to use the R-Licence Accreditation Form online generator straight away, you can return them to the Education and Training Team by mail.

NSW DPIRD Hunting

Hunter Education and Training Team

Level 30, 4 Parramatta Square,
21 Darcy Street, Parramatta, NSW 2150

Review and audit

The department will conduct random reviews and audits of training delivered by Hunter LEAP Partners. You may be randomly selected to participate in an audit, which may occur at any time throughout the year.

The reviews and audit may include but are not limited to:

- review of three student files
- testing your knowledge of Hunter LEAP accreditation procedures
- review of feedback forms completed by the students
- audit of application forms received by the department to verify they have been completed correctly.

Refer to the Hunter LEAP Policy and *Hunter LEAP Trainer's Guide: Training standards and techniques* for more information on the audit process.