



# Staff training package

## Selling tobacco products in Western Australia

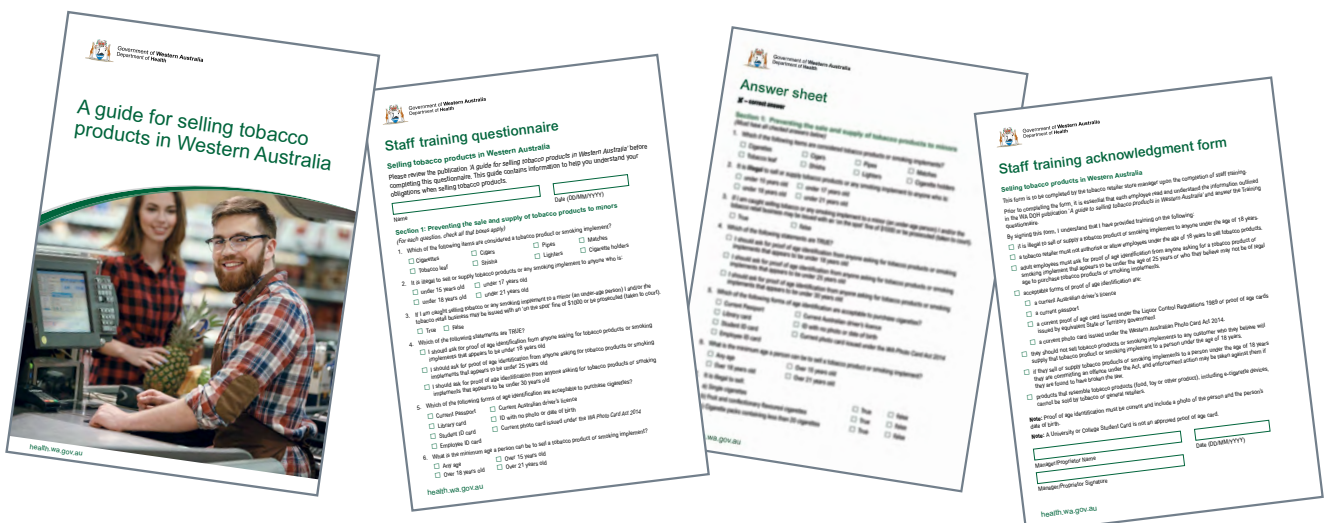
This staff training package has been developed to support tobacco retailers to train and assess their staff knowledge and understanding of the laws regarding the sale and supply of tobacco products and smoking implements in Western Australia.

It is recommended that tobacco retailers provide this information and training at least every six months.

Additional staff training package resources are available to download and print from the Tobacco Control website: [https://ww2.health.wa.gov.au/Articles/F I/Guides-to-support-tobacco-retailers-and-license-holders](https://ww2.health.wa.gov.au/Articles/F_I/Guides-to-support-tobacco-retailers-and-license-holders)

### The training package includes:

- Guide to selling tobacco products in WA
- Staff training questionnaire
- Answer sheet – staff training questionnaire
- Staff training acknowledgment form



More information on how to use the tobacco retailer training package resources is provided on the next page.

If you require further information regarding the sale, supply or display of tobacco products or smoking implements in WA, please visit the Tobacco Control website:

<https://ww2.health.wa.gov.au/Health-for/Environmental-Health-practitioners/Tobacco>

# How to use the tobacco retailer staff training resources



## Step 1: Education and training

This guide contains information to help tobacco retailer/manager and all staff who sell tobacco products understand their obligations when selling tobacco products.

Tobacco retailers/managers should ensure that all staff who sell tobacco products read this guide and undertake training activities every 6 months to ensure they understand their obligations as detailed in the guide.

Training may be provided as a group information session, one-on-one meeting between manager and staff or individual learning.

## Step 2: Assessment of knowledge

Upon completion of the training, each staff member should complete the staff training questionnaire.

The questionnaire should be completed individually by each staff member (under test conditions) and provided to their manager for review.

## Step 3: Acknowledgement of learning

The tobacco retailer/manager should review and assess each completed questionnaire using the staff training answer sheet.

Any questions answered incorrectly should be discussed with the individual staff member to ensure the requirements are correctly understood.

The tobacco retailer/manager should complete and sign the staff training acknowledgment form upon completion of training.

**File and store copies of completed questionnaires and the signed acknowledgment form.**

## Step 4: Record keeping

The tobacco retailer/manager should retain copies of the completed questionnaire and signed acknowledgment form as a record of training provided to staff.

Completed forms should be safely filed/stored by the tobacco retailer/manager.

This document can be made available in alternative formats on request for a person with disability.

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