



# **INSTRUCTIONS FOR FILLING OUT THE LCQ APPLICATION FORM**

This form is to be used when applying for the Licence Controller Qualification from HSI.

Fill in your name in full, in capital letters. Your name should match the one on your General Manager's Certificate if you have one. If there is a legitimate reason for any discrepancy, please explain why and attach additional evidence e.g. photocopies of birth certificate or passport.

The address supplied will be the address your certificate will be sent to.

## **Applicants via the UNIT STANDARD process read this:**

You must supply evidence that your unit standards have been completed successfully and have been reported to NZQA. Ideally it will be the NZQA Record of Learning. However, it may be the evidence of competence supplied by the Training Provider or Assessor you gained the unit standards with, showing your credits have been reported.

If you have applied for, but not yet received your NSN Number, attach evidence that you have applied.

You must have at least applied before this application will be considered/processed.

You must supply the name of the Training Provider or HSI Registered Assessor with which you gained the unit standards.

## **Applicants via the TRANSITION TEST process read this:**

You must supply a photocopy of your current General Manager's Certificate. If it has expired at the time this application is received, you will not be granted the LCQ. Current certificate is defined as either your original certificate, or renewal certificate if you have been a General Manager for more than one year.

You must supply a copy of the completed front page of your test paper.

## **ALL Applicants read this:**

The issue of the LCQ costs \$20 including GST. This includes postage.

DO NOT send cash – credit cards and cheques are acceptable – please make cheques out to Hospitality Standards Institute.

HSI will process your application and send it back within 7 working days, from the day we receive it. If you need a faster turnaround please indicate this and enclose \$30 rather than \$20 for the additional express fee.

If you forward an incomplete or incorrect application you will incur delays in processing.

***Please send your completed application form and payment details to:***

LCQ Certification  
Hospitality Standards Institute  
PO Box 9695  
Wellington

***Please contact HSI on 0800 275 4474 if you require any assistance with this form.***