



Forklift Licence Terms and Conditions

- Enclosed shoes must be worn at all times. If you arrive without enclosed shoes, you will be refused entry to your course. No refunds apply.
- Payment of the \$100 Booking Fee must be paid to secure your place. Please contact our office on 02 8292 0111 to pay your booking fee. The remainder of your fee is payable on the day (**on day 1 before starting**).
- Payment in full fee is only available through our online website portal.
- If you cancel with less than 7 days but with more than 48 hours then you will lose your booking fee of \$100.
- If you cancel with less than 48 hours then you will forfeit all payments made and no refunds will apply.
- If you do not turn up on the day then you will lose all fees paid. If you have paid your booking fee only then you will be sent an invoice for the remaining amount.
- If you reschedule with more than 7 days then there is no fee payable. This applies once only. For further rescheduling thereafter the following rescheduling clauses apply.
- If you reschedule with less than 7 days notice but more than 48 hours, then there is a \$50 rescheduling fee and all other amounts must be paid at the time of rescheduling your course to secure your booking. No refunds will apply in this situation.
- If you reschedule with less than 48 hours notice, then there is a \$100 rescheduling fee and all other amounts must be paid at the time of rescheduling your course to secure your booking. No refunds will apply in this situation.
- If you are required to reschedule your course (either day 1 or day 2) due to illness, a medical certificate must be supplied and a fee of \$50 is payable
- If you are required to reschedule your course due to illness or any other reason, a new date must be booked in within 7 days of your original booking and within the following 4 weeks
- If you need to reschedule day 2, a \$100 fee applies and must be paid in full prior to a date being assigned to you. Day 2 must be rescheduled within 4 weeks from when you first commenced the course.
- If you do not turn up on day 2 of your course, you forfeit all fees paid.
- To rebook day 2, a fee of \$150 applies and must be paid in full prior to a date being assigned to you. Day 2 must be rescheduled within 4 weeks from when you first commenced the course.
- Other than the above, there are no refunds except in genuine emergencies. In this case, we may ask to see evidence before granting a refund. Decision will ultimately be made by management.
- On confirmation of your booking, we will be provided you access to your pre course materials. **ALL** materials must be brought with you on the training days. If you fail to bring **ALL** documents with you, you can purchase these same materials at the cost of \$10.
- Standard Course hours are 8.30am – 4pm and is run over 2 training days and 1 separate day Assessment.
- Advanced Course hours are 8.30am – 4pm and is run over 1 training day and 1 separate day Assessment.
- All Standard and Advanced Courses have a theory and practical final pre-assessment component. You must successfully pass the pre-assessment to be able to sit your final WorkCover Assessment on Assessment day.
- Standard Night course hours are 5pm - 8.30pm and runs for 3 nights plus 1 full day assessment. Advanced Night Course hours are 5pm – 8.30pm and runs for 2 nights plus 1 full day assessment.
- Assessment day does not fall on consecutive days after your booked training, rather is subject to availability and your readiness for assessment. Waiting periods may apply.
- Assessment days commence at 7am and are only available on the Tuesday, Wednesday, Thursday, Friday and Saturdays.
- On arrival but prior to your commencement of your course, you may change your advanced course to standard course however will be required to pay an amount of \$60. You may not however change from Standard to Advanced course once your course has been booked.
- When booked into the Advanced Course, and training has commenced, you may change your course to Standard Course for a cost of \$60.
- If you booked into the advanced courses then you must ensure that your student workbook has been completed prior to commencing your course, otherwise, you will be required to complete the standard course and pay an amount of \$60.
- In the event you are running more than 30 minutes late to your course, you will not be allowed to enter. You will then be required to reschedule your course. A rescheduling fee of \$100 is payable upon rescheduling. No refunds shall apply.
- If you do not have the correct ID, and or do not wear the correct clothing as required (closed shoes), you will not be admitted. A rescheduling fee of \$100 applies.
- If you do not pass your theory or practical pre assessment at the end of your training day(s), you will not be permitted to sit your NSW WorkCover Assessment and you will be required to be reassessed or attend for a further day training depending on results attained. Your options in this case will be to:
 - Re-sit pre assessment at a cost of \$30 per pre assessment (\$60 for both)
 - Further day training at a cost of \$100 (Day and or Weekend class)
 - Further day training at a cost of \$50 (Night Class)

- If, at the completion of the training session(s) you feel you are not yet ready to sit for your NSW WorkCover Assessment, you may attend further day training at a cost of \$100 (weekday and weekend Standard Course) or at a cost of \$60 (Day and or Weekend class for Advanced Course) or \$50 (Night Class for Standard or Advanced Course)
 - If training is to occur at your workplace site, then your site must be made ready and suitable for training conditions. A facility checklist must be completed prior to commencement of training. Minimum numbers apply. Assessment can only be completed at your site once your site is deemed NSW WorkCover Assessment ready.
 - Just Careers Training (trading as Licences 4 Work) reserves the right to cancel a course due to unforeseen circumstances. Should this occur, any fees paid will be refunded in full, or you may reschedule with no additional fees. In such cases, Just Careers Training's liability will be limited to the amount of fees paid only.
 - Street parking only available at Kings Park premises. Parking within the unit complex is strictly off limits. If you park your vehicle within this unit complex, you run the risk of having your vehicle towed away. Any costs associated with this are payable by the vehicle owner/driver and will not be accepted by Licences 4 Work.
 - If it is found that you are parked within the unit complex, you will be asked to move your vehicle and be removed from your course. No refunds or reschedules apply.
 - Certificates and Statements of Attainment or attendance will not be issued until all fees owing are paid.
- **NSW WorkCover Assessment Terms**
 - You will be provided availability of assessment dates when you finish your training days.
 - Your assessment must be booked in and attempted no longer than 6 weeks from your commencement of training date.
 - Once your assessment date has been confirmed, you will be able to reschedule your assessment at no cost (once only) and only when you provide our office more than 48 hours. Otherwise a rescheduling fee of \$120 applies and must be paid prior to the new assessment date being confirmed.
 - If you are required to reschedule your assessment date due to illness, a medical certificate must be supplied and a fee of \$60 is payable
 - The NSW WorkCover Assessment has a theory component and a practical component.
 - Assessment commences at 7am sharp unless otherwise notified in writing
 - If you do not arrive at 7am to commence your assessment, you will be deemed as 'arrived late' and will not be allowed to sit your assessment. A reassessment fee of \$120 applies.
 - If you do not bring your correct 100 points ID (in line with NSW WorkCover ID requirements) on your assessment date or if you do not dress appropriately (closed/covered shoes) you will not be allowed to sit your assessment and a \$120 reassessment fee applies.
 - If you fail your theory assessment ONLY then a fee of \$80 applies for reassessment. Further Day 1 (theory) training is available at a cost of \$100/ day or \$100 for two nights (check our course availability either online at www.licences4work.com.au or by contacting our office)
 - If you fail your practical assessment ONLY then a fee of \$60 applies for reassessment. Further Day 2 (practical) training is available at a cost of \$50/ per half hour (available every week day between 4.30pm – 5pm)
 - If you fail your practical and theory assessment then a fee of \$120 applies for reassessment of both components. Reassessments fees must be paid at the time that you book your reassessment.
 - If you are required to be reassessed (failed your WorkCover assessment) then you must BOOK your assessment within 1 month of your previous attempt, failure to do this will mean that you will need to attend our office for a pre-assessment at a fee of \$60 in addition to your reassessment fee applicable.
 - If you have not passed your WorkCover assessment within 3 months of enrolment then your file will be cancelled and you will have to recommence the course and pay the applicable full course fee.

Just Careers Training Pty Ltd *trading as* Licences 4 Work

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