





### **Training Available in Workpalce**

Your team unavailable to come into our site? No Problem! Licences 4 Work provides training at your workplace. Look at the individual requirements of the course you're interested and speak to our staff for more information on Training in the Workplace.



### **Government Funded Programs**

With the assistance of the Federal and State government funding initiatives – JCT has the ability to offer FREE\* or small fee training to eligible students.

# **Program Outlines**

### **FORKLIFT COURSES**

### FORKLIFT (LF) **Licenced Outcome** TLILIIC0003 Licence to Operate a Forklift Truck National High Risk Work Licence - LF Class This unit specifies the skills and knowledge required to operate Public Course Available a forklift truck safely in accordance with all relevant legislative Group Discounts Applicable requirements. Forklift truck means a powered industrial truck Recognised Training equipped with lifting media made up of a mast and an elevating Approved by State Regulator load carriage to which is attached a pair of fork arms or other **Training in the Workplace** attachments that can be raised 900 mm or more above the ground, May be Funded by Gov\* but does not include a pedestrian-operated truck or a pallet truck.

### Standard Course

- Suitable for all levels of experience
- 2 days training + 1 day assessment

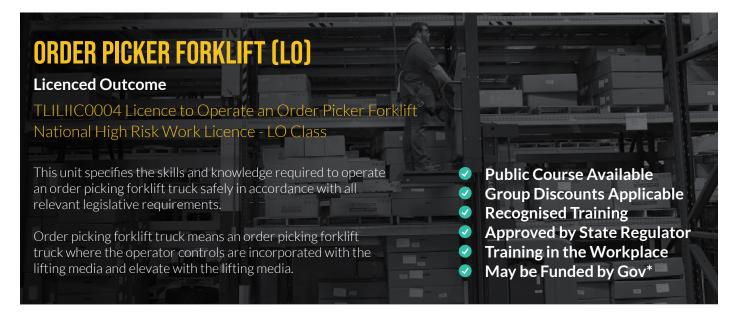
### **Advanced Course**

- Experienced Forklift Operators
- Good level of English Language & Numeracy skills.
- Pre-course requirements (study and questions).
- 1 day training + 1 day assessment

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Forklift or High Reach Forklift
- Space for manoeuvring
- Racking or similar load bearing structures
- Area for Theory Training



### Standard Course

- Suitable for all levels of experience
- 2 days training + 1 day assessment

### **Advanced Course**

- Experienced Forklift Operators
- Good level of English Language & Numeracy skills.
- Pre-course requirements (study and questions).
- 1 day training + 1 day assessment

### Available in the Workplace

- Order Picking Forklift Truck
- Space for maneuvering
- Racking or similar load bearing structures
- Goods/Items for picking
- Area for Theory Training

### SHORT LOAD STACKING COURSES



### Standard Course

- Suitable for all levels of experience
- 2-3 Hours of training involving theory and practical

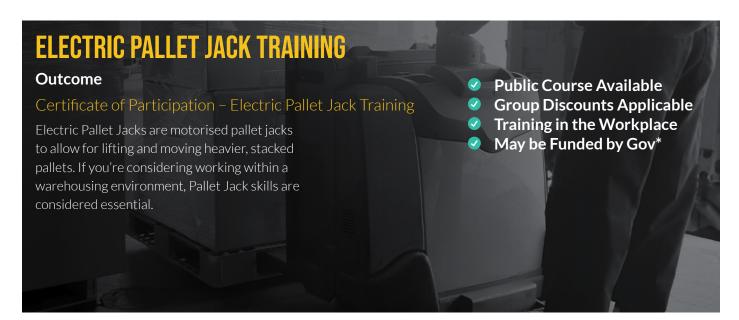
### Additional Information

• This course can only be attended by those who hold a current LF Licence.

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- High Reach Forklift
- Space for manoeuvring
- Racking or similar load bearing structures
- Area for theory training



### Standard Course

- Suitable for all levels of experience
- 2 hours of training involving theory and practical.

### Available in the Workplace

Yes, minimum numbers apply

Facility and Resource requirements:

- Electric Pallet Jack Space for maneuvering
- Low level storage & palletised products
- Area for Theory Training



### Standard Course

- Suitable for all levels of experience
- 2 hours of training involving theory and practical.

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Walkie Stacker
- Space for maneuvering
- Suitable racking structures
- Area for theory training



### Standard Course

- Attend 1 day of testing.
- You will need to provide evidence of a current + valid LF or LO Licence.

### Available in the Workplace

- Forklift or Order Picker
- Space for maneuvering
- Suitable racking structures
- Area for Theory Training

### **ELEVATING WORK PLATFORMS**



### Standard Course

- Suitable for all levels of experience
- 2 days of training involving theory and practical followed by up to 1 day for assessment.

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Boom Lift (reach over 11m)
- Space for manoeuvring
- Area for theory training
- Area for pracitcal training



### Standard Course

- Suitable for all levels of experience
- 1 full day of training involving theory and practical.

### Available in the Workplace

Yes, minimum numbers apply

Facility and Resource requirements:

- Boom Lift or Scissor Lift or Vertical Lift
- Space for manoeuvring
- Area for theory training
- Area for pracitcal training

# EWP UNDER 11M + OVER 11M Licenced Outcome Statement of Attainment - EWP (under 11m) EWPA Yellow Card (BL, SL, VL) National High Risk Work Licence - WP (Class\* This unit describes the skills and knowledge required to operate an elevating work platform at any height. This unit applies to those working in operational roles. Public Course Available Group Discounts Applicable Recognised Training \*Approved by State Regulator Training in the Workplace May be Funded by Gov\*

### Standard Course

- Suitable for all levels of experience
- 2 days of training involving theory and practical followed by up to 1 day for assessment.

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Boom Lift (reach over 11m)
- Scissor Lift or Vertical Lift
- Space for manoeuvring
- Area for theory training
- Area for pracitcal training



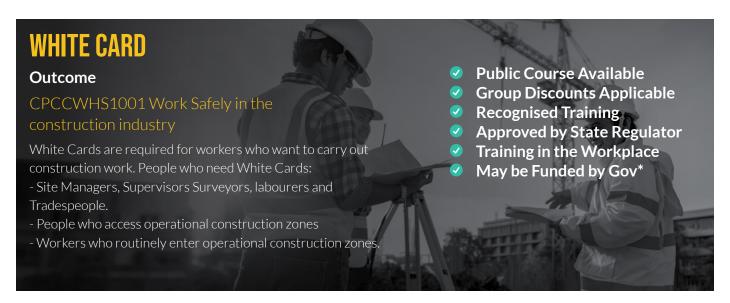
### Standard Course

- Attend 1 day of testing.
- You will need to provide evidence of a current + valid WP Licence.

### Available in the Workplace

- Boom Lift
- Space for maneuvering
- Racking or similar load bearing structures
- Area for Theory Training

### **WORKPLACE SAFETY**



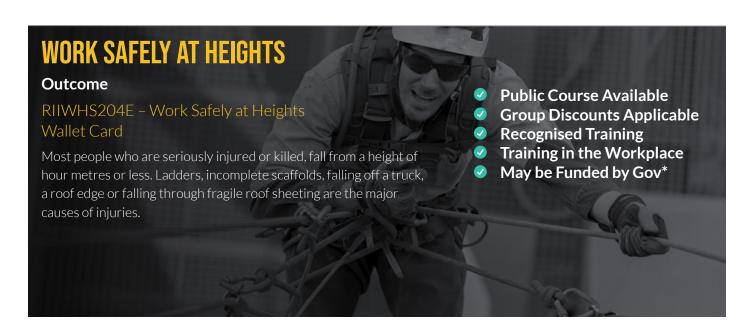
### Standard Course

- Suitable for all levels of experience
- 1 full day of training involving theory and practical.

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Area for Theory Training
- Appropriate PPE



### Standard Course

- Suitable for all levels of experience
- 1 day of training involving theory and practical.

### Available in the Workplace

- Area for Theory Training
- Suitable Height Area

# **CONFINED SPACE TRAINING**

### **Outcome**

RIIWHS202D Enter and work in Confined Spaces Wallet Card

This unit describes a participant's skills and knowledge required to enter and work in confined spaces in the Resources and Infrastructure Industries.

This unit is appropriate for those working in operational roles undertaking work in confined spaces.

- Public Course Available
- Group Discounts Applicable
- Recognised Training
- Training in the Workplace
  - May be Funded by Gov\*

### Standard Course

- Suitable for all levels of experience
- 1 day of training involving theory and practical.

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Area for theory training
- Suitable confined area



### Standard

- Suitable for all levels of experience
- 2 days of training involving theory and practical.

### Available in the Workplace

- Area for Theory Training
- Suitable Heights area
- Suitable confined area

### TRAFFIC CONTROL

### TRAFFIC CONTROLLER + CONTROL PLAN IMPLEMENTER **Outcome** RIIWHS201D Work safely and follow WHS policies and work procedures RIIWHS205D Control traffic with a stop/slow bat **Public Course Available** RIICOM201D Communicate in the workplace **Group Discounts Applicable** RIIWHS302D Implement traffic management plan **Recognised Training** Safework NSW TCWT Approved by State Regulator Training in the Workplace Traffic Controllers direct traffic safely around a construction zone, May be Funded by Gov\* accident or other road disruption.

### Standard Course

- Suitable for all levels of experience
- 2 days of training involving theory and practical.
- 2 hour assessment for Traffic Control + 3 Instances for implementer

### Available in the Workplace

Yes , minimum numbers apply Facility and Resource requirements:

- Area for Theory Training
- Area for Pratical Training
- Area for Assessment



### Standard Course

- Suitable for all levels of experience
- 1 days of training involving theory and practical followed by a 2 hour assessment.

### Available in the Workplace

- Area for Theory Training
- Area for Pratical Training
- Area for Assessment

### TRAFFIC CONTROL PLAN IMPLEMENTER **Outcome** RIIWHS201DWork safely and follow WHS policies and work procedures **Public Course Available** RIICOM201D Communicate in the workplace **Group Discounts Applicable** RIIWHS302D Implement traffic management plan **Recognised Training** Safework NSW TCWT Approved by State Regulator Training in the Workplace Traffic Control Plan Implementers are responsible for site setup and May be Funded by Gov\* traffic management at a construction zone, accident or other road disruption.

### Standard

- Suitable for all levels of experience
- 1 days of training involving theory and practical.
- Followed by practical instances

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Area for Theory Training
- Area for Pactical Training



### Standard

- Suitable for all levels of experience
- 3 days of training involving theory and practical followed by a post-course assessment.

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

• Area for Theory Training

### **FIRST AID**

### **PROVIDE FIRST AID Outcome** Public Course Available HLTAID011 Provide first aid **Group Discounts Applicable** HLTAID009 Provide CPR Recognised Training **Training in the Workplace** This unit describes the skills and knowledge required to provide a May be Funded by Gov\* first aid response to a casualty in line with first aid guidelines determined by the Australian Resuscitation Council (ARC) and other Australian national peak clinical bodies. The unit applies to all persons who may be required to provide a first aid response in a range of situations, including community and workplace settings.

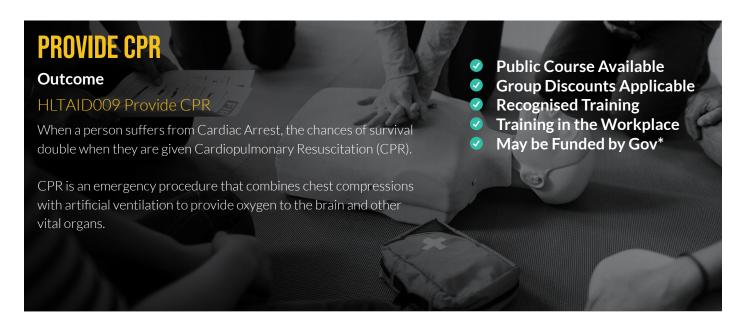
### Standard / Refresher

- Suitable for all levels of experience
- 1 day of training involving theory & practical.
- Pre-attendance requirements

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Area for Theory Training
- Area for Practical Training



### Standard

- Suitable for all levels of experience
- Up to 4 hours training involving theory & practical.
- Pre-attendance requirements

### Available in the Workplace

- Area for Theory Training
- Area for Practical Training

# FIRST AID IN AN EDUCATION AND CARE SETTING Outcome HLTAID012 Provide an emergency first aid response in an education and care setting HLTAID009 Provide CPR First Aid training provides you confidence to step in during a medical emergency This course meets Australian Children's Education and Care Quality Authority (ACECQA) for first aid, anaphylaxis management and emergency asthma training.

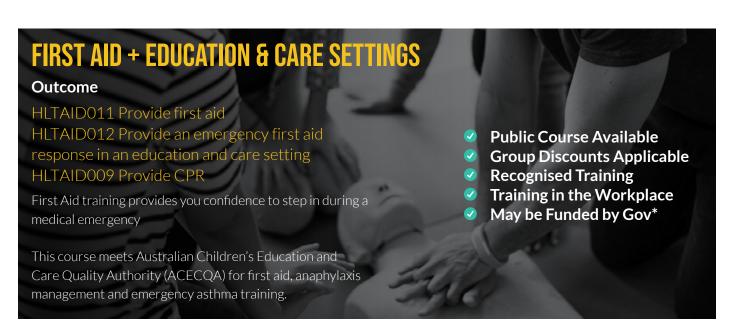
### Standard

- Suitable for all levels of experience
- 1 day of training involving theory & practical.
- Pre-attendance requirements

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Area for Theory Training
- Area for Practical Training

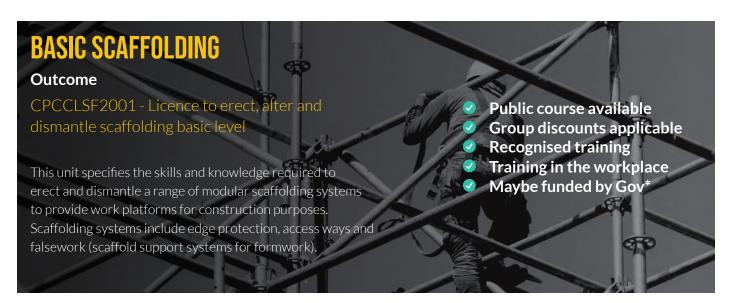


### Standard

- Suitable for all levels of experience
- 1 day of training involving theory & practical.
- Pre-attendance requirements

### Available in the Workplace

- Area for Theory Training
- Area for Practical Training



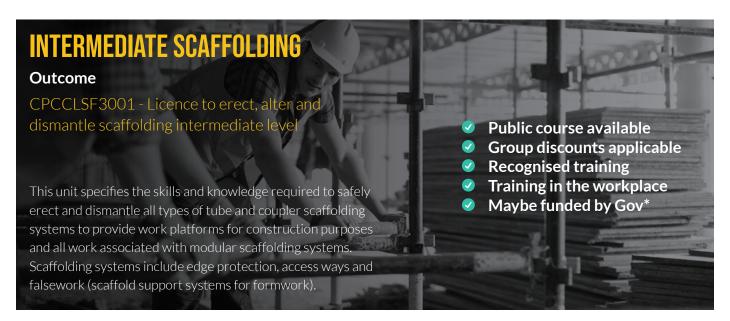
### Standard

- Suitable for beginners and those with experience
- Standard Combo Course 4 days training and 1 day for assessment

### Available in the Workplace

Yes, minimum numbers apply Facility and Resource requirements:

- Area for theory training
- · Area for practical training



### Standard

- Suitable for beginners and those with some experience
- Standard Combo Course 4 days of training attendance, 1 day for HRW Assessment (booked on site)
- Pre-attendance requirements

### Available in the Workplace

- Area for Theory Training
- Area for Practical Training

# Standard Workplace Training Terms & Conditions:

The terms below apply to:

- Group Bookings to our training facilities exclusively for our clients
- Training conducted in the workplace
- Training conducted in other agreed locations

For Individuals and groups that will be attending our training centres – the Terms and Conditions associated with each of the courses, as found on our websites will apply:

- Sydney: www.licences4work.com.au
- Newcastle: www.licences4worknewcastle.com.au
- Brisbane: www.licences4workbrisbane.com.au
- Perth: <u>www.licences4workperth.com.au</u>

### **Booking Requirements:**

- Student name(s), email addresses, contact numbers, training, locations dates for Training and other details to be confirmed
- Completed Facility and Resource Check
- Client accepting Standard Terms
- Invoice generated and will apply once we con irm the following minimum details:
  - a. Course(s), Options (if applicable)
  - b. Groups
  - c. Participant numbers, and
  - d. Dates for training;
  - e. Location of training(s)
  - f. Location of assessment(s)
  - g. Any additional fees or costs that apply (see below)

### **Terms and Conditions**

- 1. Min Fees apply regardless of attendance, provision for replacement students is available and alternate training (with fees) available;
- 2. Final invoice will include (as applicable) –administration fee per group, training fee, assessment fee (if separate and applicable), any Card/Licence Fees, Resource Fees, Location Loadings, Other fees as agreed.
- 3. Students may be replaced by others at least 48 hours prior to commencing training (first date of training) with no additional costs by way of email to the L4W representative; this can be arranged with less than 48 hours, however the responsibility to communicate with replacement students and the completion of Pre-Attendance requirements is the clients.
- 4. All invoices are 30-day terms from invoice date.

- 5. Reschedule / Cancellation for the group with more than 72 hours (calculated by time of agreed commencement) incurs no fee.
- 6. Reschedule / Cancellation with less than 72 hours notice, regardless of the reason (Calculated by time of agreed commencement) incurs a fee of 25% of the fee invoiced or \$599 (the lessor or 2 amounts).
- 7. Where cancelled and the client does not or can not book in the next 20 days then invoices will be amended and become payable by the original due date.
- 8. Where cancelled and the client does book in the next 20 days then a new invoice will be generated.
- 9. Where training is booked and Invoices are yet to be paid, then the terms still apply and invoices will be amended as per these terms and are to be paid.

### **Students Pre-attendance Requirements:**

- 1. Most courses will have a pre-attendance requirement. This is accessed online, alternate arrangement can be made.
- 2. Clients will be required to provide email addresses of all students for communicating training and assessment requirements dates and time will be the responsibility of the Client.
- 3. It is the responsibility of the client to ensure that their staff members access and complete any pre-attendance work required.
- 4. Where pre-attendance work is not completed then a period of 7 days after training will be granted to allow for students to finalise these requirements; however, certificates will not be issued until pre-attendance work is completed satisfactorily. This does not apply for HRW courses (see below). If not submitted within 7 days; a new Training Plan will need to be developed and this will incur a fee of \$50 per student. All courses have a 90 day expiry after which re-enrolment will be required.
- 5. For HRW courses it is at the SOLE discretion of the trainer / assessor to decide if the training plan can be reasonably adjusted go ahead as planned additional costs may apply if additional training hours required at a rate of \$100/hr or \$500 for a full day.
- 6. Please note that not completing pre-attendance work may result in staff not completing their course or attaining their certificates / licences within the scheduled time and this will attract further fees (set out below)

## Competency award, Additional Training and /or Assessment and other Terms:

- 1. No VET provider can guarantee outcomes this strictly enforceable. Rather, most people that attend and participate usually complete within the program timeframes.
- 2. Where staff do not attain outcome by the end of t prescribed program timeframe;
- a) they may attend one of our centres to finalise training and/or assessment. Further training and/ or re-assessment fee(s) as detailed in the standard Terms and Conditions for our courses found on the relevant Licences 4 work website or
- 3. Additional training/assessment arranged in the workplace AT THE DISCRETION of the training company (will depend on fees).
- 4. Additional training hours will be billed at a rate of \$100/hr or \$500 for a full day. Extending the day to complete the training is at the SOLE discretion of the trainer.
- 5. Additional days are to be arranged through our National Business Development Team again this is at the SOLE DISCRETION of the training company.
- 3. Where a group requires additional training/ assessment in the workplace then this can be arranged at a fee of \$500 extra day with maximum numbers set per day.
- 4. Where less than 100% attendance is achieved then all fees are still payable. A JCT/L4W consultant may offer a 50% discount on the advertised price (for the date booked) at the training centres for those that did not attend the group as an additional payment to undertake / complete their training; the original invoice is still payable. Once a student(s) is transferred to a training centre then all Terms and Conditions for the course at the training centre will apply. This training must be booked in within 7 days and completed within the 90 days.
- 5. Training resulting in a National Recognised Qualifications has certain rules and requirements which at times are non-negotiable.

- 6. Where our Facility, Equipment and Resource check indicates a need for resources in addition to those already present in the workplace, or those provided as Standard as part of our responsibilities, then these may be arranged by the client. Where arranged by the client Failure to arrange/prepare the require facility, equipment and/or resources may result in cancellation of training and this is regarded as a cancellation without notice and all fees as per these Terms and Conditions will apply.
- 7. Where the RTO has agreed to arrange or provide additional facility, equipment and/or resources then this will be charged to the client at a fee calculated as Cost + 20% admin fee.
- 8. Accommodation required for trainers/assessors will be changed at cost + 10% admin fee.
- 9. Where training is cancelled by the client then any costs incurred (from third parties) as a result are payable by the client including the 10% additional admin fee
- 10. Location Loading in addition to any fees for facility, equipment and/or resources agreed, a location loading of 10% is applied per group admin fee, assessment fee and per student (based on min fee per person). Anything more than 80km from nearest center will have 10% added to total fee, anything more than 150km will have an additional 10% added.

Just Careers Training trading as Licences 4 Work (JCT/L4W) may cancel any course at any time due to unforeseen circumstances. If this should occur, then JCT/L4W will offer a free reschedule (and this may be in the workplace or at one of our training centres at our discretion) or a refund of fees paid. At all times, a cancellation by JCT/L4W will NOT result in any liabilities or costs payable by JCT/L4W. Should the client incur additional costs relating to equipment hire then JCT/L4W will cover the costs associated with the cancellation if more than 48 hours notice is provided to the client.

## About Us

Just Careers Training (RTO ID 91413) is a Registered Training Organisation that also trades as Licences 4 Work.

Established in 2007, Just Careers Training (JCT) / Licences 4 Work has assisted tens of thousands of individuals and workplaces in meeting their workplace training requirements.

Registered and approved by a range of Regulators, and with multiple purpose designed sites in Sydney, the Hunter / NC region, Brisbane and Western Australia we offer a range of short courses and full qualifications. Our Licences for Work offerings include a range of products designed to ensure safety, Regulatory and, where applicable, licencing requirements are met.

Just Careers Training Pty Ltd also trades as Just Careers Training and offers employers and individuals a range of

short courses and full qualifications from Certificate III to Diploma level, delivers a range of Traineeships and funded training options in the areas of Business Administration, Leadership and Management, Warehousing and Logistics, Community Pharmacy, Food Safety and more.

Our Public Training Centres hold courses daily, weekly, on weekdays, weeknights and weekends and our specialist Workplace Training Solutions Team will tailor and deliver workplace training in a cost effective no fuss manner, ensuring that we provide you with options to meet your workplace training, safety and licencing requirements.

Contact us anytime to discuss your workplace training needs.

### **SYDNEY**

- **(**02) 8292 0111
- www.licences4work.com.au

### **Bankstown City Bankstown Site**

2/69 The Mall. 7/148-150 Canterbury Bankstown NSW 2200 Road, Bankstown NSW 2200

### Blacktown Site

3/1 Meliss a Place. Kings Park NSW 2148

### **PERTH**

- **(**08) 9344 1704
- perth@licences4work.com.au
- www.licences4workperth.com.au

### Malaga

### **Jandakot**

2/22 Commerce Street 2/2 Monash Gate. Malaga WA 6090

Jandakot WA 6164

### **NEWCASTLE**

- **(**02) 4954 4101
- www.licences4worknewcastle.com.au

### Cardiff

15 Aruma Place Cardiff NSW 2285

### **BRISBANE**

- **(**07) 2101 2499
- www.licences4workbrisbane.com.au

### **Coopers Plains**

815 Boundary Road, Coopers Plains QLD 4108

### **NATIONAL BUSINESS DEVELOPMENT TEAM**

### Mazin Samad

**NBDT Manager** 

- 0429 041 474
- mazin.samad@licences4work.com.au

**NBDT General Contact** 

- 1300 558 242
- nbdt@licences4work.com.au

# EMPLOYER JOURNEY

# WHAT'S NEXT

- Contact our **Specialist Staff** to discuss yourWorkplace Training Needs.
- 2. Our Consultant will request information to allow us to design a Quality **Workplace Training Solution**, that meets the training needs of your Workplace and Staff.

This information will also assist us to ensure that your workplace is a suitable location for quality training.

- We will send you a **Consultation Training Solution** and Quotation for your review
- 4. WE WILL DELIVER!







**(**02) 8292 0111

www.licences4work.com.au