



2024

Program Outline & Workplace Training Solutions

L4W Workplace Training Solutions Program Outline
& Standard Terms





Capability Statement

Scope of Service

-
- » Accredited Training
-
- » Non-Accredited Training
-
- » Refresher Training Needs
-
- » Implementation of Standard Operating Procedures (SOP)
-
- » Verification of Competency Requirements
-



Company Profile

About Us

Just Careers Training (RTO ID 91413) is a Registered Training Organisation (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, Western Australia and Victoria we offer a range of short courses and full qualifications at both our training facilities and in the workplace.

Our offerings include a range of products, including short course, licence courses and full qualifications designed to ensure safety, efficiency, productivity, regulatory and, where applicable, licencing requirements are met. Our centres commence courses daily with evening and weekend options for flexibility.

Contact us to discuss your workplace training needs and experience the L4W way today!

National Support Centre

(02) 8292 0111

info@licences4work.com.au

National Workplace Training Team

1300 558 242

nbd@licences4work.com.au



Our Values

JCT and L4W has a set of Values that we use to guide our services and interactions with government, clients and within the organisation. Our values include:

- **Honesty**
We will be and expect other to be
- **Integrity**
We say what we mean and do what we say, we also expect the same
- **Fairness**
We like for others what we would expect of ourselves
- **Simplicity**
Let's not complicate things
- **Sympathy**
Where we need to go over and beyond fair; we will

National Locations



Where do we deliver?

Workplace training available nationally*.



9 State-of-the-art facilities located in major States and cities.

Training at our Facilities

Send your staff to one of our state of the art facilities to attain their qualifications, licenses and/or tickets.

Training in your Workplace

Team unavailable to come into our site? Prefer to train in your workplace? No Problem!

Licences 4 Work provides training at your workplace. Look at the individual requirements of the course you're interested and speak to your assigned relationship manager for more information on Training in the Workplace.

Modes of Delivery

Face to Face

This includes trainer led presentations and practical sessions. This mode is available at our Training Facilities and in the Workplace.



Mixed Mode

This includes access to our Learning Management Portal to complete some course requirements, followed by face to face deliver. This mode is available at our Training Facilities and in the Workplace.



Online

This involves completing most of the course requirements online and may include a verification process (phone or site visit).

**May vary in each State based on regulatory approvals.*

Industries

Licences 4 Work (L4W) is a dynamic and innovative training company that specialises in providing comprehensive training solutions to companies across various industries. Our tailored programs are designed to meet the unique needs of businesses in manufacturing, supply chain, construction, rail, and mining sectors.



Construction

Civil Construction | Commercial Construction

Construction projects demand a skilled and safety-conscious workforce. L4W provides comprehensive training for individuals in both civil and commercial construction.



Manufacturing

Steel | Packaging | Food Processing | General

In the manufacturing sector, including steel production, packaging, food processing, and general manufacturing, L4W collaborates closely with companies to deliver specialised training programs.



Supply Chain / Warehousing & Logistics

Efficient and effective supply chain management is crucial for the success of any business. L4W works closely with companies in the supply chain industry to offer training programs that focus on logistics, inventory management, and safety protocols.



Mining

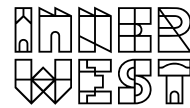
In the mining sector, safety is paramount. L4W works with mining companies to provide training that emphasises safety protocols, equipment operation, and compliance with industry regulations.



Rail

L4W collaborates with rail companies to deliver training programs that meet these industry standards. Our courses ensure that rail employees are well-prepared for the challenges of working in this specialised field.

Clients



Testimonials

Our relationship with licences4work has been nothing but smooth sailing, honest and friendly. Their training delivery has been very accommodating to our team having the most resourceful experience to their learning. We recommend L4W for all training needs.

- Joe Sleiman
Mesh & Bar

For the past two years, I have been engaging "Licences for Work" to provide training in Whitecard and First Aid Courses, for the students at All Saints College, Maitland. The training has been delivered in a professional and organised manner. I have always found working with the company to be efficient and reliable. I would highly recommend their services for the delivery of engaging and proficient training.

- Kim Wickham
Careers Advisor
All Saints College Maitland

Jordan's enthusiasm and willingness to collaborate made our information sessions a success. Despite initial nerves, he exceeded our expectations with his professionalism and energy.

I extend my gratitude to Jordan and Licences 4 Work for their dedication to our clients' growth and success. It's been a pleasure working alongside them.

- Ashlee Morris
Employer Engagement Consultant
atWork Australia

ARC NSW engaged the services of Steph and the team at Licences 4 Work to run formal gantry crane training for our experienced crane operators throughout the state. The team were happy to tailor the course so that the operators were hearing consistent language and messaging around key safety aspects meeting the requirements of our own safety management system as well as legislation. Development of the material was collaborative and straightforward and more importantly feedback from the crew has been overwhelmingly positive, with operators noting an increased confidence for having gained an accredited unit of competency."

- Natalie Clark
National Safety Manager
InfraBuild

I have now been using Licences4work for several years for forklift licence training and in my experience, I have been delighted with the ease of booking training, the reliability of the training, and the friendly approachable staff.

- Leigh Leslie
State Training Manager NSW/ACT
Australia Post

I wanted to express my gratitude for your assistance in booking the Traffic Control Combo course for the young women involved in my Women in Trade project. Your dedication and attention to detail ensured a seamless process from start to finish. Caitilin was exceptional in her support for helping young women obtain their qualifications. Working with you was a pleasure, and I'll definitely keep your contact for future endeavors.

- Emily Plews
Community Projects Officer - Youth
Wollondilly Shire Council



Customised Workplace Training

Customised Workplace Training

As an approved Registered Training Organisation Just Careers Training / Licences 4 Work offers an extensive range of Australian Quality Framework (AQF) endorsed training programs, which includes hundreds of approved Nationally Recognised Qualifications / Skills Sets, thousands of industry relevant accredited Units of Competencies and an impressive High Risk Work Licencing offerings list, which extends across Australia and it's state regulators.

Our specialised scope provides a vast range of training opportunities across many industries, including but not limited to:

- Construction
- Manufacturing
- Supply Chain & Warehousing
- Rail
- Mining

Customised Training

All our training programs can be customised and developed to meet individual workplace training needs and objectives. Our capabilities and expertise provide the opportunity to customise all offerings including;

- Accredited Qualification / Skills Sets & Units of Competencies Courses
- Competency Management Programs
- Verification of Competency (VoC) Training
- Refresher Training
- Policy and Procedure Implementation Programs
- Implementation of Standard Operating Procedures Programs
- Professional Development Training plus any internal training and development needs

With almost 20 years of verifiable Regulator approvals / authorisation and Industry backed and relevant experience, be assured we are the right people to Ask, Listen, Recommend, Develop and Customise training that focuses on your specialised and individualised training needs and objectives.



Verification of Competency

Verification of Competency - What is this?

A Verification of Competency is an assessment of a person's knowledge and skills against the original competency held. A VOC is also the process undertaken to ensure that a person has the skills and knowledge for the equipment and/or the specific processes and requirements of their workplace. The successful undertaking of a VOC does not satisfy the requirements for the issuance of a nationally accredited Unit of Competency.

Verifications of Competency can be undertaken for both High Risk Work Licences and Accredited Units of Competency. When assessing against the HRWL or Accredited Unit of Competency the participant must hold and be able to provide evidence of their current High Risk Work Licence and/or existing competency (this may be done by providing a Statement of Attainment or a USI transcript record).

This may be based on:

- » Accredited Training
- » Non-Accredited Training
- » Refresher Training Needs
- » Policy & Procedure Implementation
- » Implementation of Standard Operating Procedures

Competency Management Program

Licences 4 Work specialise in the development of Competency Management Programs (CMP's) – Designed and Developed to meet organisational training needs (identified skills and knowledge gaps) and Professional Development Goals and Objectives.

Once we develop a Customised VOC Program for your organisation, the CMP will allow for:

- Continued Compliance with PCBU & Regulators
- Minimise Risk & Improve Safety
- Regular, Systematic Need Analysis
- Superior Award Management
- Improve Productivity & Efficiency
- Cost Savings
- Time Savings
- Flexibility & Adaptability

Our CMPs can be set up for any of our training products!

Refresher Training

Refresher Training is a customised training program designed to ensure participants are meeting the identified needs and quality standards of the organisation. At the completion of the refresher program, organisations may opt to undertake a Verification of Competency on the knowledge and skills obtained during the refresher training.

These may be based on:

- » Accredited Competencies
- » Licenced Outcomes
- » Standard Operating Policies & Procedures
- » Or any other relevant programs



Verification of Competency Options

Features	Standard VOC	Customised VOC	CMP
VOC meets agreed standard competency requirements	✓	✓	✓
VOC Tool based on Standards	✓	✓	✓
Includes Learner Guides		✓	✓
VOC Tool and Guides built based on specific requirements in consultation (including Standards)		✓	✓
VOC delivered by our trainers on site		✓	
VOC delivery internal (by selected and trained staff) with external Validation by RTO	✓		✓
Training of Staff to participate in VOC			✓
Flexibility to conduct VOC on demand and as needed			✓
Documents and tools developed review prior to implementation		✓	✓
Set Locked Fee for VOC Annually		✓	✓
Further Discounted (locked) Fee for VOC			✓
Review of VOC documents and tools quarterly			✓
Record Management System			✓
Value for Money	★ ★ ★	★ ★ ★ ★ ★	★ ★ ★ ★ ★ ★ ★

What's Next?

Ready to go?

01. Speak to us about your needs.

02. We will propose the best suited training solution and your options.

03. We will contact you (and deliver!)

How to book?

Booking Online

1. Visit our Websites
2. Use our specially designed Employer Portal
3. Choose your payment option
4. Get instant Confirmation for you and your staff!

Book/Enquire by Contacting Us

1. Contact your Relationship Manager
National Business Team
☎ **1300 558 242**
✉ **NBDT@licences4work.com.au**
2. Send an Enquiry:
<https://www.licences4work.com.au/enquiry-form>



Scan here to
enquire

Contact Us

Sydney

(02) 8292 0111

info.syd@licences4work.com.au

www.licences4work.com.au

Newcastle

(02) 4954 4101

info.nc@licences4work.com.au

www.licences4worknewcastle.com.au

Victoria

(03) 9125 1998

info.melbourne@licences4work.com.au

www.licences4workmelbourne.com.au

Queensland

(07) 2101 2499

info.qld@licences4work.com.au

www.licences4workbrisbane.com.au

Western Australia

(08) 9344 1704

info.wa@licences4work.com.au

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National Workplace Training

1300 558 242

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RTO ID #91413

ABN: 35 126 432 817



Our Programs





Our Courses

» Material Handling Equipment Courses

» Access Equipment Courses

» Crane & Lifting Courses

» Safety Access Courses

» Construction Courses

» Traffic Management Courses

» Workplace Safety Courses

» Full Qualifications



Material Handling Equipment Courses



Material Handling Equipment Courses

Licenced courses

TLILIC0003 Licence to operate a forklift truck

TLILIC0004 Licence to operate an order picking forklift truck

RIIHAN309F Conduct telescopic materials handler operations



Related courses

L4WEPJ Electronic Pallet Jack Training

L4WWS Walkie Stacker Training

Also available

TLIF0009 Ensure the safety of transport activities (Chain of Responsibility)

TLID0020 Shift materials using safe manual handling methods

VOCLF0003 Licence to operate a forklift truck Verification of Competency

VOCLO0004 Licence to operate an order picking forklift Verification of Competency

RT0003 Forklift Refresher Training

RT0004 Order Picker Refresher Training

L4WEPJVOC Electronic Pallet Jack Verification of Competency

L4WWSVOC Walkie Stacker Verification of Competency

L4WRTEPJ Electronic Pallet Jack Refresher Training

L4WRTWS Walkie Stacker Refresher Training

**Verification of Competency and Refresher programs are also available for all our courses (please refer to the rear of this guide for further details regarding these programs).*



**TRAINING
IN THE
WORKPLACE**



**TRAINING
AT OUR
FACILITY**



**7 DAYS
A
WEEK**



**CUSTOMISED
TRAINING**



**VOC &
REFRESHER
OPTIONS**



Material Handling Equipment Courses

Forklift Course*

TLILIC0003 Licence to operate a forklift truck (LF)

These courses are designed to develop and confirm the skills and knowledge required to safely and effectively operate a Forklift Truck in accordance with all relevant legislative requirements.

Order Picker Forklift Course*

TLILIC0004 Licence to operate an order picking forklift (LO)

This unit specifies the skills and knowledge required to operate an order picking forklift truck safely in accordance with all relevant legislative requirements. The successful completion of the High-Risk Work Assessment(s) will result with the issuance of National High-Risk Work Licences. Customised Training, Verification of Competency and Refresher options available.

Telescopic Handler Course*

RIIHAN309F Conduct telescopic materials handler operations

This unit specifies the skills and knowledge required to operate a telescopic materials handler (or telehandler) safely in accordance with all relevant legislative requirements.

**Please note: Participants must be at least 18 years old to complete this course.*

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
Up to 2 Days + 1 Day Assessment			Up to 2 Days + 1 Day Assessment	
Bookings arranged ON DEMAND			Courses run DAILY	

Walkie Stacker / Electronic Pallet Jack Course

L4WEPJ Electronic Pallet Jack Training

L4WWS Walkie Stacker Training

These courses are designed and developed to confirm the skills and knowledge to safely and effectively operate manual handling equipment. Electric Pallet Jacks are motorised pallet jacks that allow for lifting and moving heavier, stacked pallets while a walkie stacker is a powered elevating pallet truck which the operator walks behind.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
2 hours			3 hours	
Bookings arranged ON DEMAND			Courses run DAILY	



Training at OUR FACILITY

- 9 State of art training facilities (located in NSW, QLD, WA & VIC).
- Public courses run daily including, evening and weekends at selected sites.
- All public course offerings related terms and conditions are available on the websites.



Training in THE WORKPLACE

Facility and Resource Requirements:

- Forklift or Order Picking Forklift
- Space for manoeuvring
- Racking or similar load-bearing structures
- Area for Theory Training
- All Workplace Training Standard Terms and Conditions applicable as per this guide (refer to rear of this document)



Access Equipment Courses

Access Equipment Courses

Licenced Courses

TLILIC0005 Licence to operate a boom-type elevating work platform (boom length 11 metres or more)



Accredited Courses

RIIHAN301E Operate elevating work platform (Under 11m)
(Yellow Card)

Also Available

RIIWH5204E Work safely at heights

RIIHAN309F Conduct telescopic materials handler operations

CPCWHS1001 Prepare to work safely in the construction industry

VOCWP0005 Licence to operate a boom – type elevating work platform (boom length 11 metres or more) Verification of Competency

VOCEWPU Operate elevating work platform (Under 11m) Verification of Competency

RTWP0005 Elevated Work Platform* (boom length 11 metres or more) Refresher Training

RTEWPU Operate elevating work platform (Under 11m) Refresher Training

**Verification of Competency and Refresher programs are also available for all our courses (please refer to the rear of this guide for further details regarding these programs).*



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**TRAINING
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**VOC &
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Access Equipment Courses

These courses are designed to ensure that the operation of people lifting plant and machinery is safe, efficient and in line with Standards and regulations. With courses available for Boom Lifts (over and under 11m reach), scissor lifts, vertical lifts and any other kind of lift! Courses result in a National High Risk Work Licence (WP), Statements of Attainment and where applicable Yellow Card (EWPA National Photo Accreditation).

Elevating Work Platform (EWP)* National High Risk Work (HRW) Licence (WP)

TLILIC0005 Licence to Operate an Elevating Work Platform (over 11m)

This course is designed to develop and confirm the skills and knowledge required to safely and effectively operate a boom-type elevating work platform.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
Up to 2 Days + 1 Day Assessment			Up to 2 Days + 1 Day Assessment	
Bookings arranged ON DEMAND			Courses run DAILY	

**Please note: Participants must be at least 18 years old to complete this course.*



Elevating Work Platform

EWPA Yellow Card (including BL & SL)*

RIIHAN301E Operate Elevating Work Platform (Under 11m)

This unit describes a participant's skills and knowledge required to competently operate an elevating work platform under 11 metres in the Resources and Infrastructure Industries. This course includes both practical and theory aspects of elevating work platform (EWP) operations. The course is conducted over 1 day by leading industry trainers who are well experienced in the Resources, Mining and Infrastructure industries.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day Assessment			1 Day Assessment	
Bookings arranged ON DEMAND			Courses run DAILY	



Training in THE WORKPLACE

Facility and Resource Requirements:

- Boom Lift (reach over 11m), Self-Propelled Boom Lift (BL), Scissor Lift (SL) or Vertical Lift (VL)
- Space for manoeuvring
- Area for theory training
- Area for practical training
- Minimum numbers apply
- All Workplace Training Standard Terms and Conditions applicable as per this guide (refer to rear of this document)



Training at OUR FACILITY

- 9 State of art training facilities (located in NSW, QLD, WA & VIC).
- Public courses run daily including, evening and weekends at selected sites.
- All public course offering terms and conditions are available on the websites.



Crane & Lifting Courses

Crane & Lifting Courses

Licenced Courses

TLILIC0016 Licence to operate a bridge and gantry crane



Accredited Courses

RIIHAN305D Operate a gantry or overhead crane

CPCCLDG3001 Licence to perform dogging

CPCCLRG3001 Licence to perform rigging basic level

Also Available

CPCWHS1001 Prepare to work safely in the construction industry

VOCCB016 Licence To Operate A Bridge And Gantry Crane Verification of Competency

VOCGC Operate a Gantry or Overhead Crane Verification of Competency

RTCB016 Licence To Operate A Bridge And Gantry Crane Refresher Training

RTGC Licence To Operate A Bridge And Gantry Crane Refresher Training

CPCWHS1001 Prepare to work safely in the construction industry

VOCDG3001 Licence to perform dogging Verification of Competency

VOCRG3001 Licence to perform rigging basic level Verification of Competency

RTLDTG3001 Licence to perform dogging Refresher Training

RTLRG3001 Licence to perform rigging basic level Refresher Training

**Verification of Competency and Refresher programs are also available for all our courses (please refer to the rear of this guide for further details regarding these programs).*



TRAINING
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7 DAYS
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VOC &
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Crane Courses

Bridge & Gantry Crane*

National High Risk Work (HRW) Licence (CB)

TLILIC0016 Licence To Operate a Bridge and Gantry crane

This course specifies the skills and knowledge required to operate bridge cranes and gantry cranes safely.

Including:

- Plan for the work/task
- Prepare for the work/task
- Perform work/task
- Pack up.

Upon completion, this course results in a National High Risk Work Licence (CB) and Statement of Attainment for the unit TLILIC0016 Licence to Operate a Bridge and Gantry Crane.

Delivery Options, Locations & Duration

Workplace

Face-to-Face

Mixed

CMP

Up to 4 Days + 1 Day Assessment

Bookings arranged ON DEMAND



Gantry & Overhead Crane*

RIIHAN305D Operate a Gantry or Overhead Crane

This unit describes a participant's skills and knowledge required to operate a gantry or overhead crane, including planning and preparing and performing operational servicing. Upon completion, this course results in a Statement of Attainment for the unit RIIHAN305D Operate a Gantry or Overhead Crane.

Delivery Options, Locations & Duration

Workplace		
Face-to-Face	Mixed	CMP
1 Day Assessment		
Bookings arranged ON DEMAND		

**Please note: Participants must be at least 18 years old to complete this course.*



Training in THE WORKPLACE

Facility and Resource Requirements:

- Gantry or Overhead crane
- Space for manoeuvring
- Area for theory training
- Area for practical training
- Minimum numbers apply
- All Workplace Training Standard Terms and Conditions applicable as per this guide (refer to rear of this document)



Training at OUR FACILITY

- 9 State of art training facilities (located in NSW, QLD, WA & VIC).
- Public courses run daily including, evening and weekends at selected sites.
- All public course offering terms and conditions are available on the websites.

Dogging & Rigging Courses

Dogging Course*

CPCCLDG3001 Licence to perform dogging

This unit covers the skills and knowledge needed to safely undertake dogging work. Dogging involves using slinging techniques to move heavy loads. This includes choosing and checking lifting equipment, and guiding a plant operator when they are unable to see the load.

The successful completion of this course results in a statement of attainment for the unit CPCCLDG3001 Licence to Perform Dogging.

Delivery Options, Locations & Duration

Workplace

Face-to-Face

Mixed

Up to 4 Days + 1 Day Assessment

Bookings arranged ON DEMAND



Rigging Course*

CPCCLRG3001 Licence to perform rigging basic level

This unit outlines the necessary skills and knowledge for safely carrying out fundamental rigging tasks. Riggers employ mechanical equipment to shift, position, or secure various loads, such as machinery, equipment, or parts of a structure. They are responsible for ensuring the stability of these components and for assembling and disassembling hoists. Before enrolling in this unit, you must hold the CPCCLDG3001 Licence to Perform Dogging unit or hold a valid dogging license.

The successful completion of this course results in a statement of attainment for the unit CPCCLRG3001 Licence to Perform Rigging Basic Level.

Delivery Options, Locations & Duration

Workplace

Face-to-Face

Mixed

Up to 4 Days + 1 Day Assessment

Bookings arranged ON DEMAND



Training in THE WORKPLACE

Facility and Resource Requirements:

- Gantry or Overhead crane
- Space for manoeuvring
- Area for theory training
- Area for practical training
- Minimum numbers apply
- All Workplace Training Standard Terms and Conditions applicable as per this guide (refer to rear of this document)



Training at OUR FACILITY

- 9 State of art training facilities (located in NSW, QLD, WA & VIC).
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Safety Access Courses

Safety Access Courses

Accredited Courses

RIIWH5204E Work Safely At Heights

Level I - Confined Spaces

RIIWH5202E Enter And Work In Confined Spaces
MSMPER205 Enter Confined Space
MSMPER200 Work In Accordance With An Issued Permit
MSMPER202 Observe Work Permit
MSMWHS217 Gas Test Atmospheres



Level II - Confined Spaces

RIIWH5202E Enter And Work In Confined Spaces
MSMPER205 Enter Confined Space
MSMPER200 Work In Accordance With An Issued Permit
MSMPER202 Observe Work Permit
MSMWHS217 Gas Test Atmospheres
MSMWHS201 Conduct Hazard Analysis
RIIRIS201E Conduct Risk Analysis
MSMPER300 Issue Work Permit
PUASAR025 Undertake Confined Space Rescue

Also Available

CPCWHS1001 Prepare To Work Safely In The Construction Industry
VOCHTS Work Safely At Heights Verification Of Competency
VOCCS Enter And Work In Confined Spaces Verification Of Competency
RTHTS Work Safely At Heights Refresher Training
CSRT Enter And Work In Confined Spaces Refresher Training

**Verification of Competency and Refresher programs are also available for all our courses (please refer to the rear of this guide for further details regarding these programs).*



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Safety Access Courses

These units describes the skills and knowledge required to enter and work in confined spaces and safely work at heights.

Work Safely at Heights Course

RIIWHS204E Work Safely at Heights

This course has been designed to impart the required knowledge and skills in order to work safely at heights. The course results in a Nationally Recognised Statement of Attainment and includes both theory and practical components, with participants undertaking practical exercises to ensure familiarity with harness and safety systems.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day			1 Day	
Bookings arranged ON DEMAND			Courses run DAILY	

Level I - Confined Spaces

RIIWHS202E Enter and work in confined spaces

MSMPER205 Enter confined space

MSMPER200 Work in accordance with an issued permit

MSMPER202 Observe work permit

MSMWHS217 Gas Test Atmospheres

This course provides the skill and knowledge to enter and work in confined spaces in accordance with an issued work permit. This course results in a Nationally Recognised Statement of Attainment, combining theory and practical elements.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day			1 Day	
Bookings arranged ON DEMAND			Courses run DAILY	

Level II - Confined Spaces

RIIWHS202E Enter and work in confined spaces

MSMPER205 Enter confined space

MSMPER200 Work in accordance with an issued permit

MSMPER202 Observe work permit

MSMWHS217 Gas Test Atmospheres

MSMWHS201 Conduct hazard analysis

RIIRIS201E Conduct Risk Analyses

MSMPER300 Issue work permit

PUASAR025 Undertake Confined Space Rescue

This course, designed to impart the required knowledge and skills in order to enter and work in confined spaces. This course, resulting in a Nationally Recognised Statement of Attainment includes both theory and practical components, with participants undertaking practical activities to ensure familiarity with confined spaces and the safety requirements relating to entering and working in these spaces

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
2 Days			2 Days	
Bookings arranged ON DEMAND			Courses run DAILY	



Training in THE WORKPLACE

Facility and Resource Requirements:

- Heights Area
- Confined Areas
- Safety Harness or Relevant Safety Systems
- Area for Theory Training
- Minimum numbers apply
- All Workplace Training Standard Terms and Conditions applicable as per this guide (refer to rear of this document).



Training at OUR FACILITY

- 9 State of art training facilities (located in NSW, QLD, WA & VIC).
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Construction Courses

Construction Courses

Licenced Courses

CPCCLSF2001	Licence to erect, alter and dismantle scaffolding basic level
CPCCLSF3001	Licence to erect, alter and dismantle scaffolding intermediate level



Also Available

CPCCLSF4001	Licence to erect, alter and dismantle scaffolding advanced level
CPCWHS1001	Prepare to work safely in the construction industry
TLILIC0003	Licence to operate a forklift truck

**Verification Of Competency And Refresher Programs Are Also Available For All Our Courses (Please Refer To The Rear Of This Guide For Further Details Regarding These Programs).*



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Construction Courses

Basic Scaffolding Course*

CPCCLSF2001 Licence to erect, alter and dismantle scaffolding basic level

This course consists of scaffolding work connected with the operation or use of modular, mobile or prefabricated scaffolds, cantilevered materials hoists with a maximum working load of 500kg, ropes and gin wheels, safety nets and static lines, and bracket scaffolds (tank and formwork) for licensing purposes.

On successful completion of this course, participants will be issued with a Nationally Recognised High Risk Work licence (SB).

Intermediate Scaffolding Course*

CPCCLSF3001 Licence to erect, alter and dismantle scaffolding intermediate level

This course consists of scaffolding work connected with the operation or use of cantilevered crane loading platforms, cantilevered scaffolds, spur scaffolds, barrow ramps, sloping platforms, scaffolding associated with perimeter safety screens and shutters, mast climbing work platforms, tube and coupler scaffolds (including tube and coupler covered ways and gantries) for licensing purposes.

On successful completion of this course, participants will be issued with a Nationally Recognised High Risk Work licence (SB).

**Please note: Participants must be at least 18 years old to complete this course.*

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
Up to 4 days training + 1 day for assessment			Up to 4 days training + 1 day for assessment	
Bookings arranged ON DEMAND			Courses run DAILY	



Training in THE WORKPLACE

Facility and Resource Requirements:

- Area for Theory Training
- Practical Area for Practical
- Minimum numbers apply
- All Workplace Training Standard Terms and Conditions applicable as per this guide (refer to rear of this document)



Training at OUR FACILITY

- 9 State of art training facilities (located in NSW, QLD, WA & VIC).
- Public courses run daily including, evening and weekends at selected sites.
- All public course offering terms and conditions are available on the websites.





Traffic Management Courses

Traffic Management Courses

Licenced Courses

Traffic Controller Course

RIIWH5201E Work safely and follow WHS policies and work procedures

RIIWH5205E Control traffic with a stop/slow bat

RIICOM201E Communicate in the workplace

RIIWH5206 Control traffic with portable traffic control devices and temporary traffic signs (NSW & VIC ONLY)



Traffic Management Plan Implementer

RIIWH5201E Work safely and follow WHS policies and work procedures

RIICOM201E Communicate in the workplace

RIIWH5303 Position, set up and program portable traffic control devices (NSW ONLY)

RIIRIS301E Apply Risk Management Processes (NSW & QLD ONLY)

RIIWH5302E Implement traffic management plan

Prepare Work Zone Traffic Management Plan Course (NSW ONLY)

RIICWD503E Prepare work zone traffic management plans and traffic guidance schemes

RIIRIS402E Carry Out the Risk Management Process

Related Courses

CPCWHS1001 Prepare to work safely in the construction industry

*Verification of Competency and Refresher programs are also available for all our courses (please refer to the rear of this guide for further details regarding these programs).



TRAINING
IN THE
WORKPLACE



TRAINING
AT OUR
FACILITY



7 DAYS
A
WEEK



CUSTOMISED
TRAINING

Traffic Management Courses

The **Traffic Controller** course provides training for those who are required to control traffic with a Stop/Slow bat including stopping and starting traffic in temporary traffic management.

The **Implement Traffic** course, known as Traffic Management Plan Implementer in NSW, Traffic Management Implementation (TMI) in QLD, and Basic Worksite Traffic Management (BWTM) in WA, provides training for those who must setup and conduct traffic management at construction zones, accident or other road disruption. In Queensland and Victoria, a mandatory 20 hours of work placement is required by the relevant regulators.

The **Prepare Work Zone Traffic Management Plan** course is *only offered in NSW* and provides the skills and knowledge required for individuals responsible for developing traffic management plans and traffic guidance schemes to perform a preliminary risk assessment of a temporary traffic management site and select, modify and design traffic management plans and traffic guidance schemes.

**To complete this course, participants must be at least:*

17 years old (NSW & VIC)

18 years old (QLD & WA)



Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
Up to 1 day of training + 1 day of assessment (per course offering)			Up to 1 day of training + 1 day of assessment (per course offering)	
Bookings arranged ON DEMAND			Courses run DAILY	



Training in THE WORKPLACE

Facility and Resource Requirements:

- Area for Theory Training
- Practical Area for Practical
- Minimum numbers apply
- All Workplace Training Standard Terms and Conditions applicable as per this guide (refer to rear of this document)



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- All public course offering terms and conditions are available on the websites.





Workplace Safety Courses

Workplace Safety Courses

Accredited Courses



CPCWHS1001	Prepare to work safely in the construction
CPCCWHS2001	Apply WHS requirements, policies and procedures in the construction industry
PUAFER008	Confine small emergencies in a facility
PUAFER005	Operate as part of an emergency control organisation
TLIF0009	Ensure the Safety of Transport Activities (Chain of Responsibility)
TLID0020	Shift Materials Using Safe Manual Handling Methods
HLTAID009	Provide CPR
HLTAID011	Provide First Aid
HLTAID012	Provide an emergency first aid response in an education and care setting

Also Available

L4WMHFAT Mental Health First Aid (MHFA)

**Verification of Competency and Refresher programs are also available for all our courses (please refer to the rear of this guide for further details regarding these programs).*



**TRAINING
IN THE
WORKPLACE**



**TRAINING
AT OUR
FACILITY**



**7 DAYS
A
WEEK**



**CUSTOMISED
TRAINING**



**VOC &
REFRESHER
OPTIONS**

Workplace Safety Courses

White Card (General Induction)

CPCWHS1001 Prepare to Work Safely in the Construction Industry

These WHS units of competency specify the mandatory work health and safety training required prior to undertaking construction work and while carrying out work practices. The successful completion of the CPCWHS1001 will result with the issuance of a SafeWork / WorkSafe General Construction Induction (GCIT) Card.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day			1 Day	
Bookings arranged ON DEMAND			Courses run DAILY	

Apply WHS

CPCCWHS2001 Apply WHS Requirements, Policies & Procedures in the Construction Industry

The ApplyWHS unit specifies the outcomes required to carry out work health and safety (WHS) requirements through safe work practices in all on- or off-site construction workplaces. Successful completion of this course results in nationally recognised Unit of Competency CPCCWHS2001 - Apply WHS requirements, policies and procedures in the construction industry.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day			1 Day	
Bookings arranged ON DEMAND			Courses run DAILY	

Confine Small Emergencies in a Facility

PUAFER008 Confine Small Emergencies in a Facility

The confine small emergencies unit of competency (PUAFER008) involves the skills and knowledge required to confine small emergencies in a facility and it applies to those who are required to have first attack firefighting skills.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day			1 Day	
Bookings arranged ON DEMAND			Courses run DAILY	

Fire Warden Training

PUAFER005 Operate as part of an emergency control organisation

This unit of competency involves the skills and knowledge required to work within the command, control and coordination structure of an Emergency Control Organisation (ECO). It includes undertake pre-emergency planning, taking appropriate actions in an emergency and assisting with post emergency activities.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day			1 Day	
Bookings arranged ON DEMAND			Courses run DAILY	

Workplace Safety Courses

Chain of Responsibility

TLIF0009 Ensure the safety of transport activities (Chain of Responsibility)

This unit involves the skills and knowledge required to ensure the safety of transport activities. It includes identifying features and applying chain of responsibility obligation in the Heavy Vehicle National Law (HVNL) or applicable state/territory law and regulations. It also includes identifying and reporting chain of responsibility risks.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1/2 Day Training			4hrs training	
Bookings arranged ON DEMAND			Courses run DAILY	

Manual Handling

TLID0020 Shift Materials Using Safe Manual Handling Methods

A third of all workplace injuries are the result of poor or incorrect manual handling. This unit involves the skills and knowledge required to shift materials safely using manual handling methods. It includes assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day Training			1 Day Training	
Bookings arranged ON DEMAND			Courses run DAILY	

Provide CPR

HLTAID009 Provide CPR

This unit describes the skills and knowledge required to perform cardiopulmonary resuscitation (CPR) in line with the Australian Resuscitation Council (ARC) Guidelines.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1/2 Day Training			1/2 Day Training	
Bookings arranged ON DEMAND			Courses run DAILY	

Provide First Aid

HLTAID011 Provide First Aid

The Provide First Aid Course provides you with the skills and knowledge required to provide first aid response, life support, management of casualty(s), the incident and other First Aiders until emergency qualified help arrives at the scene of the accident both in the workplace and in the community

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day Training			1 Day Training	
Bookings arranged ON DEMAND			Courses run DAILY	

Provide First Aid/Provide First Aid in a Care Setting

HLTAID011 Provide first aid

HLTAID012 Provide an emergency first aid response in an education and care setting

This course describes the skills and knowledge required to provide a first aid response to infants, children and adults. The unit applies to educators and support staff working within an education and care setting who are required to respond to a first aid emergency, including asthmatic and anaphylactic emergencies.

A Refresher Option is available for those wanting to refresh/ recertify prior to expiry of a currently held certificate.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day Training			1 Day Training	
Bookings arranged ON DEMAND			Courses run DAILY	

Mental Health First Aid

L4WMHFAT Mental Health First Aid (MHFA)

The Mental Health First Aid (MHFA) Course provides adults in the workplace and community, the knowledge and skills to recognise, understand and respond to another adult experiencing a mental health problem or mental health crisis.

Delivery Options, Locations & Durations

Workplace			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
1 Day Training			1 Day Training	
Bookings arranged ON DEMAND			Courses run DAILY	



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- Public courses run daily including, evening and weekends at selected sites.
- All public course offering terms and conditions are available on the websites.



Training in THE WORKPLACE

Facility and Resource Requirements:

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- Practical Area for Practical
- Minimum numbers apply
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Full Qualifications

Full Qualifications

Accredited Courses

RII30920 Certificate III in Civil Construction
TLI30321 Certificate III in Supply Chain Operations
BSB40520 Certificate IV in Leadership & Management
BSB50420 Diploma of Leadership & Management
BSB30120 Certificate III in Business
BSB40120 Certificate IV in Business
BSB50320 Diploma of Human Resource Management



APRENTICESHIP
/TRAINEESHIP
AVAILABLE



TRAINING
AT OUR
FACILITY



1-2 DAYS
STUDY
COMMITMENT



WORK
PLACEMENTS

Full Qualifications - Civil Construction

RII30920 - Certificate III in Civil Construction

The program RII30920- Certificate III in Civil Construction is designed for those already working in the civil construction industry as well as those who would like to pursue a career in this industry in a range of roles. This qualification reflects the role of individuals working as skilled operators in civil construction, who apply a broad range of skills in varied work contexts, using some discretion and judgement and relevant theoretical knowledge.

A range of Units of Competencies are available - contact us for the complete, comprehensive list and details.

Delivery Options, Locations & Duration

Workplace (NSW ONLY) (For eligible traineeships)			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
12-24 months + 1 Trainer visit every 6 weeks at your workplace			6-12 months 1 day per week (1 day training) <i>HRW courses may require additional day(s) attendance</i>	
Bookings arranged ON DEMAND			Courses run DAILY	



Full Qualifications - Supply Chain

TLI30321 - Certificate III in Supply Chain Operations

The program TLI30321 Certificate III in Supply Chain Operations is designed for those already working in the Warehousing and Storage Industries, as well as those who would like to pursue a career in this industry in a range of roles including logistics operator, warehouse operator, supply chain administration operator, supply chain administration officer and rail terminal operator.

This program offers up to eight licence and ticket based courses* (subject to final training plan).

A range of Units of Competencies are available - contact us for the complete, comprehensive list and details.

Delivery Options, Locations & Duration

Workplace (NSW ONLY) (For eligible traineeships)			At Our Training Facility	
Face-to-Face	Mixed	CMP	Face-to-Face	Mixed
12-24 months + 1 Trainer visit every 6 weeks at your workplace			6-12 months 1 day per week (1 day training) <i>HRW courses may require additional day(s) attendance</i>	
Bookings arranged ON DEMAND			Courses run DAILY	



Full Qualifications - Business

BSB40520 - Certificate IV in Leadership & Management

This course is intended for those who are likely to provide guidance, support, and leadership to others. In addition, they may be responsible for organizing and monitoring team output.

BSB50420 - Diploma of Leadership & Management

This diploma is intended for developing and emerging leaders and managers who demonstrate the initiative to utilise communication skills to plan, organize, execute, and keep track of their own and others' tasks.

BSB30120 - Certificate III in Business

This course is intended for those who are in a range of Business Services job roles and conduct a variety of routine procedural, clerical, administrative or operational tasks that require technology and business skills.

BSB40120 - Certificate IV in Business

This course is intended for those who are in a variety of Business Services job roles who may have supervisory performance accountabilities.

BSB50320 - Diploma of Human Resource Management

This diploma is designed for those working in a variety of roles within the human resources sector. The job roles that relate to this qualification may include Human Resources Consultant, Human Resources Advisor and Human Resources Business Partner. Responsibilities are determined at a workplace level.

A range of Units of Competencies are available - contact us for the complete, comprehensive list and details.

Delivery Options, Locations & Duration

Workplace (NSW ONLY) <i>For eligible traineeships</i>		At Our Training Facility	
Face-to-Face	Mixed	Face-to-Face	Mixed
12-24 Months		6-12 Months (1 day per week)	
1 trainer visit every 6 weeks at your workplace		HRW courses may require additional day(s) attendance	

How to book?

1. Contact our specialist Just Careers Training Team.

1300 558 241

info@justtraining.com.au

2. Or send us an Enquiry:

<https://www.justtraining.com.au/contact-us>



*Scan here to
enquire*





Recruitment Services

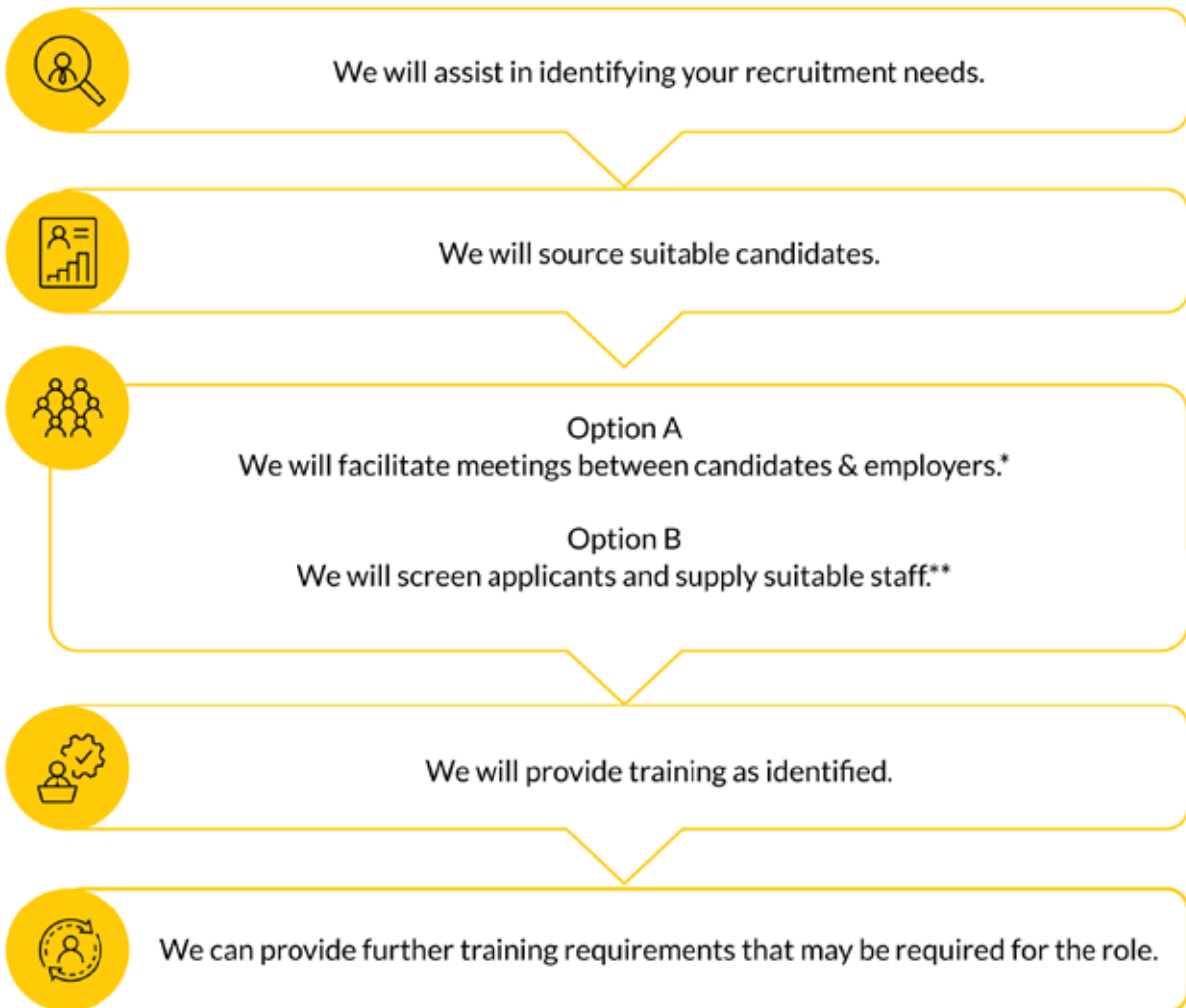
Employment Pathways Program



Employment Pathways Program

Our Employment Pathways Team works closely with employment service providers who meet the needs of people looking for work. This includes people with prior skills and invaluable experiences. This program is a cost effective and efficient way to recruit new staff to your organisations while assisting those genuinely looking for an employer. Our team will source suitable recruits, organise meets, and provide the training required to ensure they meet work requirements. Contact our Employment Pathways Team or contact your consultant to find out more.

How It Works



Roles that can be filled

- Any role that requires a licence or ticket
- Any role that has a safety requirement
- Labourers & Plant Operators
- Scaffolders - Basic, Intermediate & Advanced levels
- Traffic Control / Traffic Management Staff
- Warehouse & Logistics Staff
- General hands / labourers
- Load Shifting Machinery Operators
- Business administration staff, customer service and sales staff

** A fee is payable at this stage should the employer and candidate wish to proceed (not applicable if Government funding applicable).*

***A initial fee is payable on commencement of employment and a further fee is payable at 3 weeks.*




Contact our National Business Development Team



1300 558 242



nbdtd@licences4work.com.au



Standard Workplace Training Terms & Conditions



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: www.licences4workperth.com.au
- Melbourne: www.licences4workmelbourne.com.au

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 confirm 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)
 - h. Purchase order or authorisation

Terms & 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) –
 - a. \$399 admin fee per group (per course/day) applies to all Workplace Training this fee does not apply to assessment days.
 - b. \$750 assessment fee applies to all HRW Assessment (max numbers apply/region).
 - c. Travel and accommodation charges where applicable, at cost plus 10%.
 - d. 20% Regional Training Loading applies to all regional Workplace Training (more than 100km from the city centre).
 - e. 20% loading applies to all Workplace Training commencing after 5pm or anytime on Sunday.
 - f. 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.
 - g. Plus any other Card/Licence Fees 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.

For Face-to-Face Delivery Options

5. Reschedule / Cancellation for the group with more than 7 days (calculated by time of agreed commencement) incurs no fee.
6. Reschedule / Cancellation with less than 7 days and more than 72 hours – all admin fee(s) are payable.
7. Reschedule / Cancellation with less than 72 hours notice, regardless of the reason (Calculated by time of agreed commencement) incurs a fee of 50% of the fee invoiced or \$599 (the greater/higher of 2 amounts plus any additional costs incurred) plus any admin fees.
8. Where cancelled and the client does not or can not book in the next 20 days then invoices (including any reschedule fees applied) will be amended and become payable by the original due date.
9. Where cancelled and the client does book in the next 20 days then a new invoice will be generated.
10. 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.

For Online Delivery Options

11. All online programs have a default Enrolment Period of 30 Calendar days.
12. Enrolment Period duration may be negotiated at time of quote / proposal.
13. Enrolment Period is calculated from the day of the Agreed Commencement Date.
14. Agreed Commencement Date of online programs is defined as the date of sending login credentials to participants and/or their representatives.
15. Agreed Commencement date is determined in consultation with the client and must be within 20 days of the signed acceptance of the quote/ proposal.
16. Terms application are determined by relation to

the Commencement Date .

17. Cancellation for 1 or more students with more than 7 days of the Agreed Commencement Date will incur no fee and related invoices will be cancelled or modified.
18. Cancellation of 1 or more students with less than 7 days notice will attract a fee of the greater of the following two - \$49 per student or 50% of the invoice
19. After the Agreed Commencement Date , if Login credential have been sent then no refunds will apply for cancellation
20. Reschedule of Commencement Date for 1 or more students with more than 7 days notice will incur no fee and related invoices will be cancelled or modified.
21. Reschedule of Commencement Date for 1 or more students with less than 7 days notice will attract a fee \$30 per student.
22. Reschedules are treated as Cancellations if not requested before the Agreed Commencement Date.
23. On (should this occur) expiry of the Enrolment Period , re-enrolment will be required at a fee of 50% of the original fee for a period of another 30 days (calculated form the original expiry of Enrolment) and the same fee will apply for each re-enrolment (max 3 extensions)

Student Pre-Attendance Requirements

1. Some courses will have a pre-attendance requirement. This is accessed online, alternate arrangements 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, all pre-attendance work must be completed to proceed to assessment – 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 where a full day is required, then this will be arranged at a rate of \$750 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) and/or additional.

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 time frames.
2. Where staff do not attain outcome by the end of the prescribed program time frame;
 - 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.
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 \$750 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.
6. Where a group requires additional training/assessment in the workplace then this can be arranged at a fee of \$750 extra day with maximum numbers set per day.
7. 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.
8. Training resulting in a National Recognised Qualifications has certain rules and requirements which at times are non-negotiable.
9. 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.
10. 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.

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.

Terms & Conditions for Customised Training

1. Training Needs Analysis are complimentary if agreed by the Business Development Manager (BDM).
2.
 - a. Minimum consultation fee apply.
 - b. Any further consultation, development and/or site visits will incur additional fees. Please refer to proposal quote for current details of fees.
 - c. Initial Consult may require site visit at fees applicable.
 - d. The developed of any customised Tool remains the property of Just Careers Training
– The rights to the tools can be purchased for a fee of \$990 per Program.
- e. The use of the customised tool is ONLY to be administered by approved Just Careers Training trainers / assessors as part of customisation service delivery.
3. Development work will only commence once initial invoice is issued.
4. Further costs applied only on acceptance by client.
5. Once initial invoice has been issued 50% becomes non-refundable.
6. Once initial consultation has taken place with our L&D team the 50% fee becomes payable and is non refundable
7. When additional hours required (hrs/visits), additional invoice will be sent.
8. On completion of the Work , the final 50% of the invoice will be issued on completion of the development
9. All outstanding fees, including any applicable additional consultation / site visit charges must be paid prior to the release of any material
10. Training dates cannot be confirmed until development work is finalised and Training invoice issued.





Employment Pathways Program (EPP)

Terms & Conditions

EPP Outline

This EPP program is a cost effective, low risk and efficient way to recruit new staff to your organisations while assisting those genuinely looking for an employer.

This program includes sourcing suitable recruits that may meet the requirements of your organisation, organising meetings between your organisation and suitable candidates, and providing the training required to ensure they meet work requirements.

1. Employers will be required to submit a Job Description (or similar) with sufficient detail to ensure that our candidates understand the role(s) that are available
2. Employers are also required to detail the employment details including location(s), type of employment contract(s), hours of employment, and other information to ensure candidates are selected accordingly and are aware of the employers needs.
3. Our pool of candidates include Job Seekers and those transitioning careers and many have previous skills and experiences.
4. Employer is required to participate in an information and/or recruitment session presenting the opportunities to prospective employees.
5. Employers are required to make one of the following decision once they have met each candidate and within 3 working days:
 - a. Agreement to Proceed – this means that there is an employment opportunity at this stage for the candidate
 - b. Does not meet employer needs

6. Recruitment may occur at any time after first meeting, however the employer will need to allow for the candidate to undertake or complete any short courses (typically 1-5 days) that has been arranged to ensure suitability and skill development.

EPP Terms & Conditions

1. The Program has a Recruitment Fee of \$495 - payable by the Employer per recruit
2. The Recruitment fee is payable once Agreement To Proceed is provided to our organisation
3. Agreement to Proceed must be submitted within 3 days
4. Agreement To Proceed is defined as where the employer has met the recruit and would like to continue discussion with the intent of eventual employment and/or employment offers are made . To be clear , anything other than a determination that candidate is NOT suitable is an Agreement to Proceed.
5. Once Agreement to Proceed takes place invoices will be issued to the employer
6. Once invoiced – no refunds applicable , in specific cases the Employment Pathways Manager may credit fees at their discretion.
7. NO RECRUITMENT FEES APPLY IF THE TRAINING IS FULLY or PARTIALLY FUNDED BY THE GOVERNMENT.

Contact Us

Head Office

Suite 3/69 The Mall, Bankstown NSW 2200
1300 558 241 www.justtraining.com.au
info@justtraining.com.au www.licences4work.com.au

National Workplace Training Team

Suite 3/69 The Mall, Bankstown NSW 2200
1300 558 242
nbd@licences4work.com.au

Sydney

7/148-150 Canterbury Rd, Bankstown NSW 2200
3/1 Melissa Place, Kings Park NSW 2148
(02) 8292 0111 www.licences4work.com.au

New Customer Enquiry:

info.syd@licences4work.com.au

Existing Customer Enquiry:

support.bankstown@licences4work.com.au
support.blacktown@licences4work.com.au

Newcastle

15 Aruma Place, Cardiff NSW 2285
3A/88 Munibung Rd, Cardiff NSW 2285
(02) 4954 4101 www.licences4worknewcastle.com.au

New Customer Enquiry:

info.nc@licences4work.com.au

Existing Customer Enquiry:

support.cardiff@licences4work.com.au

Brisbane

815 Boundary Road, Coopers Plains QLD 4108
(07) 2101 2499 www.licences4workbrisbane.com.au

New Customer Enquiry:

info.qld@licences4work.com.au

Existing Customer Enquiry:

support.coopersplains@licences4work.com.au

Perth

2/22 Commerce St, Malaga WA 6090
1790 Albany Highway, Kenwick WA 6107
(08) 9344 1704 www.licences4workperth.com.au

New Customer Enquiry:

info.wa@licences4work.com.au

Existing Customer Enquiry:

support.malaga@licences4work.com.au
support.kenwick@licences4work.com.au

Melbourne

50 Boundary Road, Sunshine West VIC 3020
(03) 9125 1998 www.licences4workmelbourne.com.au

New Customer Enquiry:

info.melbourne@licences4work.com.au

Existing Customer Enquiry:

support.melbourne@licences4work.com.au



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