

# PROGRAM OUTLINES & STANDARD TERMS

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L4W Workplace Training Solutions Program  
Outlines and Standard Terms.

**QLD JAN - JUNE 2022 - V02**

**LICENCES 4  
WORK**



# Program Outlines

## FORKLIFT COURSES

### FORKLIFT (LF)

#### Licensed Outcome

TLILIC0003 Licence to Operate a Forklift Truck  
National High Risk Work Licence - LF Class

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

#### 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

### ORDER PICKER FORKLIFT (LO)

#### Licensed Outcome

TLILIC0004 Licence to Operate an Order Picker Forklift  
National High Risk Work Licence - LO Class

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

#### 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:

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

### FORKLIFT LICENCE + ORDER PICKER LICENCE COURSE

#### Licensed Outcome

TLILIC0003 Licence to Operate a Forklift Truck  
TLILIC0004 Licence to Operate Order Picker Forklift  
National High Risk Work Licence - LF, LO Class

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

#### Standard Course

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

#### Available in the Workplace

Yes , minimum numbers apply

Facility and Resource requirements:

- Forklift Truck (checked)
- Order Picker Forklift (checked)
- Space for manoeuvring
- Racking or similar load bearing structures
- Area for theory training

## VERIFICATION OF COMPETENCY - FORKLIFT

### Outcome

Verification of Competency

- ✓ Public Course Available
- ✓ Group Discounts Applicable

### 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

Yes , minimum numbers apply

Facility and Resource requirements:

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

## ELEVATING WORK PLATFORMS

### ELEVATING WORK PLATFORM (OVER 11M)

#### Licensed Outcome

Statement of Attainment – EWP (Over 11m)  
National High Risk Work Licence – WP Class

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

#### Course Format

##### Standard

- 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 practical training

### ELEVATING WORK PLATFORM (UNDER 11M)

#### Outcome

Statement of Attainment – EWP (under 11m)  
EWPA Yellow Card (BL, SL, VL)

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by the EWPA

#### 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 practical training

## EWP UNDER 11M + OVER 11M

### Licensed Outcome

Statement of Attainment – EWP (under 11m)  
EWPA Yellow Card (BL, SL, VL)  
National High Risk Work Licence – WP Class\*

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ \*Approved by State Regulator

### 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 practical training

## VERIFICATION OF COMPETENCY - EWP

### Outcome

Verification of Competency

- ✓ Public Course Available
- ✓ Group Discounts Applicable

### Standard Course

- Suitable for all levels of experience
- Attend 1 day of testing. You will need to provide evidence of a current + valid WP Licence.

### Available in the Workplace

Yes, minimum numbers apply  
Facility and Resource requirements:

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

## WORKPLACE SAFETY

## WHITE CARD

### Outcome

CPCCWHS1001 Work Safely in the construction industry

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

### 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

## WORK SAFELY AT HEIGHTS

### Outcome

RIIWHS204E – Work Safely at Heights  
Wallet Card

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training

### 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 Height Area

## CONFINED SPACE TRAINING

### Outcome

RIIWHS202D Enter and work in Confined Spaces  
Wallet Card

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training

### 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

## HEIGHTS + CONFINED SPACE TRAINING

### Outcome

RIIWHS204E – Work Safely at Heights  
RIIWHS202D Enter and work in confined spaces  
Wallet Card

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training

### Standard

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

### Available in the Workplace

Yes , minimum numbers apply  
Facility and Resource requirements:

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

# TRAFFIC CONTROL

## TRAFFIC CONTROLLER + TRAFFIC MANAGEMENT IMPLEMENTER

### Outcome

RIIWHS201D Work safely and follow WHS policies and work procedures  
RIIWHS205D Control traffic with a stop/slow bat  
RIICOM201D Communicate in the workplace  
RIIWHS302D Implement traffic management plan  
WorkSafe QLD TMR Card

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

### Standard Course

- Suitable for all levels of experience
- 2 days of training involving theory and practical.
- Workplacement + Online Assessment
- Practical set up

### Available in the Workplace

- Yes , minimum numbers apply  
Facility and Resource requirements:
- Area for Theory Training
  - Area for Practical Training
  - Area for Assessment

## TRAFFIC CONTROLLER

### Outcome

RIIWHS201D Work safely and follow WHS policies and work procedures  
RIICOM201D Communicate in the workplace  
RIIWHS205D control traffic with a stop slow bat  
WorkSafe QLD TMR Card

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

### Standard Course

- Suitable for all levels of experience
- 1 days of training involving theory and practical
- Workplacement

### Available in the Workplace

- Yes , minimum numbers apply  
Facility and Resource requirements:
- Area for Theory Training
  - Area for Practical Training
  - Area for Assessment

## TRAFFIC MANAGEMENT IMPLEMENTER

### Outcome

RIIWHS302D Implement traffic management plan  
WorkSafe QLD TMI Card

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training
- ✓ Approved by State Regulator

### 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 Practical Training

# FIRST AID

## PROVIDE FIRST AID

### Outcome

HLTAID011 Provide first aid  
HLTAID009 Provide CPR

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training

### Standard / Refresher

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

### Available in the Workplace

Yes , minimum numbers apply  
Facility and Resource requirements:

- Area for Theory Training
- Area for Practical Training

## PROVIDE CPR

### Outcome

HLTAID009 Provide CPR

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training

### Standard

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

### Available in the Workplace

Yes , minimum numbers apply  
Facility and Resource requirements:

- 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

- ✓ Public Course Available
- ✓ Group Discounts Applicable
- ✓ Recognised Training

### Standard

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

### Available in the Workplace

Yes , minimum numbers apply  
Facility and Resource requirements:

- Area for Theory Training
- Area for Practical Training

## BASIC SCAFFOLDING

### Outcome

CPCCLSF2001 - Licence to erect, alter and dismantle scaffolding basic level

This unit specifies the skills and knowledge required to erect and dismantle a range of modular scaffolding systems to provide work platforms for construction purposes. Scaffolding systems include edge protection, access ways and falsework (scaffold support systems for formwork).

- ✓ Public course available
- ✓ Group discounts applicable
- ✓ Recognised training
- ✓ Training in the workplace
- ✓ Maybe funded by Gov\*

### 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

## INTERMEDIATE SCAFFOLDING

### Outcome

CPCCLSF3001 - Licence to erect, alter and dismantle scaffolding intermediate level

This unit specifies the skills and knowledge required to safely erect and dismantle all types of tube and coupler scaffolding systems to provide work platforms for construction purposes and all work associated with modular scaffolding systems. Scaffolding systems include edge protection, access ways and falsework (scaffold support systems for formwork).

- ✓ Public course available
- ✓ Group discounts applicable
- ✓ Recognised training
- ✓ Training in the workplace
- ✓ Maybe funded by Gov\*

### 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

- Yes, minimum numbers apply  
Facility and Resource requirements:
- 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](http://www.licences4work.com.au)
- Newcastle: [www.licences4worknewcastle.com.au](http://www.licences4worknewcastle.com.au)
- Brisbane: [www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)
- Perth: [www.licences4workperth.com.au](http://www.licences4workperth.com.au)

## Booking Requires:

- 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)

## 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 lesser of 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 the 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 Recognition 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 required 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 charged at cost + 10% admin fee.
9. Where training is cancelled by the client then the 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 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  
✉ info@licences4work.com.au  
🌐 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 Melissa 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  
✉ ncbookings@licences4work.com.au  
🌐 www.licences4worknewcastle.com.au

**Cardiff**  
15 Aruma Place Cardiff NSW 2285

## BRISBANE

☎ (07) 2101 2499  
✉ qld.bookings@licences4work.com.au  
🌐 www.licences4workbrisbane.com.au

**Coopers Plains**  
815 Boundary Road, Coopers Plains QLD 4108

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## 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

## WHAT'S NEXT


1. Contact our **Specialist Staff** to discuss your Workplace 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.

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





 (07) 2101 2499

 [www.licences4workbrisbane.com.au](http://www.licences4workbrisbane.com.au)