

# CPCCLSF2001 – CPCCLSF4001 Licence to erect and dismantle scaffolding

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## Terms and Conditions

- “If you have booked your course then you will have already accepted these terms and conditions”
- “If you book your course over the counter at one of our offices then you will be given these terms and conditions”
- “If you book over the phone, then you are required to visit our website for the full terms and conditions of your course. Should you disagree with these terms you will have to contact us within 24 hours of your phone booking for a full refund.”
- “We are not a Cricos Registered Provider and our courses are not Cricos Registered - if you are on a Student Visa you should not book this course.”
- Correct ID (in line with your local High Risk Work Regulator ID requirements) [Evidence of identity | Workplace Health and Safety Queensland](#)

## Booking & Payments

- Course bookings are non-transferable to another person nor are fees paid transferable to another course.
- In order to book this course you will be required to pay a non-refundable Booking Fee as advertised on our website. ***Please note this is not the full course fee*** you must pay further fees as below, to continue your course and obtain your HRW licence
- The fees for this course are made up of three equal payments
  - o The non-refundable Booking Fee (as above)
  - o The Training Commencement Fee is payable on day one of your course.
  - o Assessment Booking Fee payable by the completion of your training and prior to your assessment
- In order to complete your training you will be required to pay your training commencement fee. The training commencement fee is non-refundable once you have commenced your training. Training commencement is defined as attending day one of your course and paying the required fee
- In order to participate in licence assessment and obtain your HRW licence you will be required to pay your assessment booking fee. Assessments may be conducted on the 5<sup>th</sup> day of your course, as such your assessment fee must be paid prior to your assessment
- Please refer to the assessment terms below

## Pre-Requisite for Basic, Intermediate and Advanced Options

**Basic Course:** If you booked into the Basic course then you must ensure that you are 18 years of age or older to sit the course and assessment.

**Intermediate Course:** If you booked into the intermediate course then you must ensure that you have a Statement of Attainment for CPCCLSF2001 or Workplace Health and Safety Queensland Card for Scaffolding Basic (SB).

**Advanced Course:** If you booked into the advanced course then you must ensure that you have a Statement of Attainment for CPCCLSD3001 or Workplace Health and Safety Queensland Card for Scaffolding Intermediate (SI).

If you have booked for the wrong course or you do not meet the prerequisite then you will need to book into the right course and pay the fees required.

## Preparing For Your Course

- You must wear steel cap boots. If you do not have steel cap boots you may hire a pair from us for a fee of \$20 per week (a refundable deposit of \$100 is required)
- Your confirmation email will contain a link to our online portal which will give you access to course material. We **highly recommend** you review this material in preparation for your course.
- Please ensure you are ready to pay any outstanding fees required to commence and complete your course.
- You will be required to provide 100 points of ID for your assessment. We strongly recommend you bring your ID at the beginning of your course so that the trainer may review these for suitability.

## Rescheduling Your Training

- If you reschedule with more than 10 days' notice, then there is no fee payable. You may **ONLY** reschedule your course once after which you will need to rebook your course at the advertised price.
- You **CAN NOT** reschedule with less than 10 days' notice, you will need to rebook your course at the advertised price.
- If you are required to reschedule your course (not assessment - see below) due to illness, you must notify us on the day and a medical certificate must be supplied by the close of business on that day and a fee of \$150 is payable in order to reschedule your whole course. If you have completed part of your course you will not be required to repeat any completed parts.
- If you are required to reschedule your course due to any other reason (not assessment - see below) a new date must be booked within 5 days of your original booking or you will lose all fees paid and will have to make a new booking. You must continue your training within 6 weeks of the original commencement date.

## Cancellation

- If a booking is cancelled by you with more than 10 days' notice, we will refund any fees paid.
- If you cancel with **LESS** than 10 days of notice you will lose your non-refundable Booking Fee.
- If you do not turn up on the day then you lose all fees paid, even if you contact us on the day as this falls outside the required notice periods.

## Non-attendance / Lateness

- Other than the above, there are no refunds except in genuine emergencies. In this case, we may ask to see evidence before granting a refund. Decisions will ultimately be made by management.
- In the event you are running more than 15 minutes late to your course, you will not be allowed to enter. No refunds shall apply, you will need to rebook your course with appropriate fees.

## Course timings and duration

- Basic, Intermediate & Advanced Day Course hours are 8:30 am - approx. 4:30 pm and are run over 4 days then 1 separate day for assessment. Assessments are 1 full day - see below for information. Assessment date based on availability and booked on day 4 if training requirements are met.

## Assessment Requirement

- All our courses have a theory knowledge and practical assessment component. You must successfully satisfy the requirements of the course to be able to sit your final High-Risk Work assessment.
  - If you do not pass your theory knowledge or practical Practice assessment at the end of your training session(s), you will not be permitted to sit your High-Risk Work Assessment and you will be required to be reassessed or attend for a further day training depending on results attained. Results may require you to:
- Re-sit Theory knowledge Assessment at a fee of \$100
  - Re-sit Practical Assessment at a fee of \$150
  - Re-sit both Theory knowledge and Practical at a fee of \$200
  - Undertake a Full Day of Re-Training at a fee of \$250 (this includes Theory knowledge and Practical Assessment)

## Other Important Information

- If you do not provide a valid USI you will not be permitted to undertake your Workplace Health and Safety Queensland assessment. Contact us for further information.
- If, at the completion of the training session(s) you feel you are not yet ready to sit for your Workplace Health and Safety Queensland Assessment, despite passing your Practice Tests, you may choose to attend further day training at a cost of \$250
- Where you are entitled to a refund as per these terms, and where this has been approved. Refunds may take up to 14 days to appear in your account and will only be paid to the party that made the payment.
- Parking within the unit complex is available.
- Certificates and Statements of Attainment will not be issued until all fees owing are paid and we have the required information to issue a certificate, this includes the need to have a valid USI.
- Just Careers Training (trading as Licences 4 Work) reserves the right to cancel or reschedule a course due to unforeseen circumstances. Should this occur, you will be rescheduled with no additional fees or you may request a refund. Refunds are limited to any amounts paid, no further liabilities will be accepted.

## High Risk Work Assessment Terms

**Tests are booked in only once you have met the requirements of the course including passing a Theory Knowledge and Practical Assessment. Regulations prescribe strict Identification Requirements and time limits.**

- Assessment day may not fall on consecutive days after your booked training, rather is subject to availability and your readiness for assessment. Waiting periods may apply
- Assessment days commence at 7:30am and subject to availability.
- Your first assessment must be booked in and attempted no longer than 6 weeks from your commencement of training date.
- Course enrolment expires 6 months from your commencement. After this time, you will need to have make a new booking for training - a detailed training plan developed by your trainer based on your needs and pay the required advertised fee.
- The High-Risk Work Assessment has a theory, calculation and practical component.

- If you pass all components, then you will get a Notice of Satisfactory Assessment. This serves as your interim licence and is **valid for 60 days**. You must then apply for your National Licence to perform High-Risk Work – You will be required to pay a fee in order for High-Risk Work Regulator to process your application and issue you with your photo card.
- If you do not pass all components, then you will have to be reassessed. In this case, you will receive an Assessment Summary detailing your results. In this case, you must re-sit the assessment **within 90 days**.
- If you do not turn up or turn up more than 15mins late then you will need to re-book for assessment for a fee of \$250, this is payable before we can rebook your assessment.
- If you do not dress appropriately (steel cap shoes) you will not be allowed to sit the assessment and a \$250 fee applies. This is payable before we can rebook your assessment.

## High Risk Work Identification

- If you do not bring your correct ID (in line with Workplace Health and Safety Queensland ID requirements) you will not be allowed to sit the assessment and a \$250 fee applies. This is payable before we can rebook your assessment.

## High Risk Work Reassessment Fees

- The High-Risk Work Assessment has a theory, calculation and practical component.
- If you do not pass your High-Risk Work assessment you will be required to be reassessed and pay a fee of \$250, this is payable before we can book your reassessment.

## High Risk Work Rescheduling Assessment

- You may reschedule your booked assessment with more than 3 days' notice with no fees (**once only**), further reassessments may be made for a fee of \$250.
- You may reschedule your booked assessment with less than 3days' notice for a fee of \$250.
- If you are required to reschedule your assessment date due to illness, a medical certificate with the date of illness **must be supplied on the day of your assessment** and a fee of \$250 is payable to reschedule your assessment.