

## COVID Policy Update and Re scheduling Terms and Conditions

**Licences 4 Work remains committed to strict measures to ensure the health and safety of all students and staff members.**

More information about the NSW Public Health Order and other restrictions is available on the [NSW Government COVID-19 site](#).

### COVID Policy Update:

- ✔ We require students and visitors to check in
- ✔ Most of our students WILL NOT need to be vaccinated to attend our premises – contact us if you are unsure
- ✔ We will be abiding by current Health Orders relating to Vaccination (and these may change)
- ✔ We constantly monitor assess the health advice given which may change
- ✔ We have carefully designing training and assessment to minimise the risk
- ✔ We ask that we each play our part in minimising the risk
- ✔ Stringent sanitising practices continue to be followed in all sites.
- ✔ Class sizes are regularly updated to abide by social distancing guidelines.
- ✔ Training and assessments methods have been modified as much as possible to avoid close contact with other students and surfaces as much as possible.
- ✔ Protective gear to prevent infection will be provided on site if needed.
- ✔ It is important to note that you enter our premises at your own risk'

*Please note that our business has the right to change our COVID-19 Policy (based on any changes based on risk and advice) without notice and have the right to enforce our policies.*

### Students are required to:

- Check in using the check in system in place at the training centre  
**NOT ENTER** our premises if they are:
  - Suffering from any COVID-19 related symptoms
  - Are not allowed to attend our business or leave their home or their localities or any other restrictions have been imposed in current Health Orders that may apply for different areas
  - Have been notified or are aware that they are a Casual or Close Contact of anyone who has tested positive for COVID-19
- **LEAVE OUR PREMISES** immediately if at any time during your time with us you develop any COVID-19 related symptoms
- **Wear Face Masks** if this is in line with current Health Orders. We strongly recommend the use of face masks at all times.
- **Maintain social distancing** where possible and follow social distancing requirements
- **Follow all instructions given by staff** in relation to safety measures in place – violence or aggression will NOT be tolerated
- **Practice good hygiene** by:
  - **Washing hands** regularly and using sanitisers provided on site.
  - **Covering their mouth** and nose with their elbow if they coughed or sneezed.

In the case of a state forced lock down, rest assured as one of our friendly team members will call you within 24-48 hours to inform you if any changes apply to you booked course.

- For the latest COVID News and Updates relevant to your state, please refer to the Australian Government Health website: <https://www.health.gov.au/>
- For the latest information, news and updates in NSW, please visit <https://www.health.nsw.gov.au/>

## COVID Reschedule Terms and Conditions

Standard Reschedule Terms and Conditions are applicable to all courses

Our standard rescheduling terms allow for reschedules due to medical reasons, if you fall into any of the below categories, this will be treated as a medical reason; and the applicable fee will need to be paid.

- You cannot **and should not** enter our premises and /or commence and/or continue your course due to:
  - Enforced Lockdown(s)
  - Government Restrictions
  - Symptoms of COVID-19
  - You have tested positive to COVID-19
  - Being classified or being a Casual or Close Contact of someone that has tested positive to COVID-19
  - Need or directed to Isolate
  - Restrictions restricting you from entering our premises due to any current Health Order including vaccination status (if applicable on the day/s of your course)
  - Your decision that you do not feel safe on a premises that may have some people who may be unvaccinated

Please ensure to review your course Terms and Conditions before requesting a reschedule, as they still apply and terms above relate ONLY to our COVID policy. Where you have rescheduled once due to one or more of the above scenarios, then any further absences may result in full loss of fees. Management Discretion may apply and decisions are final.

L4W guarantees a commitment to enforcing our strict COVID Safe plan and all measures are being exercised to ensure the health and safety of all students and staff.

We appreciate your cooperation,

**Licences4work team**

