



## Course Commencement Fact Sheet

Congratulations on taking the step to upskill at *Pro Lift Training FNQ!* Below you will find a few tips on how to prepare for your training!

### **Where do I attend my training?**

Our Cairns Training Facility is located at ***39 Moffat St, Cairns North QLD 4870***

### **What times am I required to attend?**

Our training generally commences 8am to 4pm – unless otherwise notified.

Please arrive ***15 minutes early*** to complete any additional enrolment documents.

### **What should I bring with me?**

All students are required to bring:

- ✓ Current Drivers Licence (or Photo ID)
- ✓ Current Medicare Card
- ✓ Current Passport – contact our office if you don't have a passport
- ✓ Lunch & Water bottle
- ✓ USI Number

### **What is a USI?**

A USI (Unique Student Identifier) is a reference number that creates a secure online record of your recognised qualifications gained in Australia & is required when training with us. If you do not have a USI visit [www.usi.gov.au](http://www.usi.gov.au) to create one.

### **What should I wear?**

Please wear sun smart clothing (ie a shirt with sleeves). You are required to wear closed in shoes at all times in our training facility.

### **What if I am running late or cannot attend?**

Please call us as soon as you can on 07 42140129

### **What is my outcome from training at Pro-Lift Training?**

At the completion of your required units Pro Lift Training will issue you a Statement of Attainment within 2 (two) weeks of training signed off (unless otherwise agreed upon).



## PRO-LIFT TRAINING FNQ

39 Moffat Street Cairns North Qld. 4870

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### What about payment of fees?

Payment of fees are required prior to commencement of any training at Pro Lift Training, unless we have received a Purchase Order from an organisation.

### High Risk Licences

**Please note** that the course fees will not cover the cost for any High-Risk Licence applicable. These will need to be applied for separately upon successful completion of your assessment.

Applications for high risk work licences are submitted online and a fee is applicable. You will require a passport photo for your licence also.

### Booking your High Risk Assessment

All high-risk work licence assessments need to be confirmed with Workplace health and safety within 3 days of assessments being conducted.

Unfortunately, due to this stipulation, we are unable to change your booking for these assessments with the 3-day timeframe so please ensure that the assessment day/course you book is suitable for your needs.

### ID Requirements

You will be unable to sit your assessment if you do not bring your ID on the DAY of assessment.

More Questions?

Please call our office on

(07) 42 140 123

for further info!