

## Free Training Policy

*Maxwell Recruitment & Training is pleased to offer free training through our Registered Training Organisation (RTO 41350) to our workers and candidates to promote safety and excellence at work.*

### Eligibility

To be eligible for free training, the worker or candidate must:



Be working with us currently or available for work immediately; and



Have a current and compliant full registration with us, including:

- Provision of a current resume and up-to-date qualifications;
- Current & clear drug screen;
- Acceptance of our Employment Agreement; and
- Completion of our Candidate Form, Medical Questionnaire, SWMS, induction and interview.

### Procedure

Applications for free training can be made to our Recruitment Consultants or Account Managers.

Once deemed eligible, the worker or candidate will be entitled to **free** enrolment into any of our **1 day training courses** subject to the following terms and conditions:



Enrolment is limited to 1 free course every 12 months (during which any additional 1 day courses are provided at a 20% discount);



The worker or candidate will not be remunerated for their time and attendance at the training course;



Scheduling of the training course will be at the discretion of our administration, subject to course availability (or anticipated availability);



At all relevant times during enrolment and training, the worker or candidate will be bound by Maxwell Recruitment & Training's Student Handbook and all policies and procedures;



This Policy and these terms and conditions may be varied or cancelled at any time in Maxwell Recruitment & Training's discretion.

### Maxwell Recruitment & Training