

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, Workpro 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 50% 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.

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