

General Training Information

Lennox Institute provides the best on-site and offsite training with ongoing support through all aspects of the training. Our services extend beyond the defined traineeship program to ensure that companies and employees receive maximum benefits from the training through a hassle free management program.

Additional services

- Liaising with the Australian Apprenticeship Centre to facilitate the sign-up process.
- Quarterly or monthly reporting of staff in training, and annual reports to assist in claiming Payroll Tax for eligible staff.
- Provision of management advice and assistance across all aspects of training, and on-call assistance from our team of experienced trainers and program managers.

Delivery of training

- Training courses are customised for each client through consultation and consideration of operational needs and focus.
- Industry qualified and experienced trainers can deliver training sessions onsite or offsite with minimal disruption to your daily operations.
- Training involves a combination of group sessions and individual mentoring and assessing.
- As part of the package each student is provided with an industry recognised Training Resource Manual to ensure relevant training is provided to the staff.
- Upon completion, employees receive a nationally recognised accredited Certificate.
- Employees should also be motivated to successfully complete the course and have a functional or operational level of English language fluency.

Fees & terms

All Registered Training Organisations have been instructed by DET to charge a compulsory minimum enrolment fee for new workers for each nominal year of the traineeship.

- Fees are based on a minimum group size of 6 people.
- Enrolment and commencement fees are invoiced on commencement of training.
- Completion fees are invoiced on completion of scheduled training delivery.
- Terms are strictly 30 days from date of invoice unless prior arrangements made.

Agreement

Each client will receive an Agreement from the Lennox Institute prior to the start of any training. The agreement outlines all of the services and expectations from both parties and will confirm fees and payment schedules.

Any issues should be discussed with the Business Development Manager so they can be included in the agreement.