

12<sup>th</sup> August 2020

Dear InterCare Students,

**RE: SUBMISSION OF COMPLETED WORKBOOKS**

As per the directive of the Victorian Government on Sunday 2<sup>nd</sup> August, Melbourne has now entered Stage 4 restrictions due to the COVID-19 pandemic. As a result, all InterCare Melbourne based classes have now been moved to online delivery (via ZOOM) only.

We have now received further clarification relating to our specific restrictions from Victoria's Chief Health Officer, including details of whether Students can attend InterCare sites during this period.

Completed workbooks can be submitted via the following methods:

**In Person:**

Students are permitted to drop off their workbooks to us at the following locations and times:

- 1 Fairborne Way, Keysborough, Monday – Friday (9am – 5:00pm); or
- Unit 3, 19 Enterprise Avenue, Hampton Park, Tuesday –Friday (10am – 4:00pm).

Please contact us at the below email address prior to attending site so a time can be pre-arranged for the drop-off.

All Students attending and entering the site must strictly adhere to social distancing requirements including hand sanitising upon arrival, observing the 1.5m distancing, being temperature checked and wearing a mask at all times.

Where possible we will make arrangements so that Students do not need to enter the building.

**By Post:**

Please contact us at the below email address if you would like to request a pre-paid post satchel to be sent to you. Completed assessments can be returned to us upon completion in bulk.

If you wish to arrange your own delivery via post, please ensure your parcel is sent with tracking. This is to avoid untracked envelopes becoming lost in the post.

**Local Pick-Up:**

If you live within 5 kilometres of our Keysborough or Hampton Park sites, we may be able to arrange pick up by one of our Staff. If you would like to arrange collection of your completed workbooks, please email your request to the below email address and we will confirm our availability to service this request.

If you require further information regarding submitting your completed workbooks or require any other support, please don't hesitate to talk to your Trainer directly or contact us at [training@intercaretraining.com.au](mailto:training@intercaretraining.com.au).

Kind Regards,  
InterCare Training.