

## ESSENTIAL ACTIVITY WORK/STUDY TRAVEL VERIFICATION

This verification letter is to confirm the individual in possession of this document is engaged as a student of Intelligent Training Solutions (RTO: 22570) and is currently undertaking study with a registered training provider as classified as a approved activity under the Victorian Government's direction.

As part of this student's enrolment with Intelligent Training Solutions (RTO: 22570), they are required to travel to and from our training venues, worksites and/or conduct educational services that require in-vehicle training.

Dear Sir/ Madam,

The individual who is in possession of this letter is engaged as a enrolled student with Intelligent Training Solutions and is travelling to undertake study as part of their essential work duties.

Intelligent Training Solutions undertakes training and assessment activities, for customers who are under a contractual arrangement. The education industry has been declared an essential activity by the federal and state government and Intelligent Training Solutions is operating under the provision of ASQA and the Australian Government Department of Education, Skills and Employment.

For verification, our students have been asked to carry **one** of the following document/cards with them while travelling to and from our venues:

- A copy of their welcome email which will confirm the students course date, time and location.
- A student ID card – Please note, student cards are only issued to long term students and not those students enrolled into to a short course.
- A copy of the student's enrolment form

In the event, that the student presents without one of the documents above, you are welcome to contact the Intelligent Training Solutions administration office on 03 5415 0204 to verify the student's movements.

Intelligent Training Solution's is committed to reduce and minimize the spread of COVID-19 and have implemented further safe working practises on various locations in line with government and industry guidelines, including but not limited to:

- Isolation protocols
- Hygiene controls
- Social distancing; and
- Strict site training (classroom) management processes

Further information, including our COVID-19 management guide can be found on our website: <https://www.its.vic.edu.au/coronavirus/> or provided upon request. This work travel verification is only used by the indivial when travelling for work required purposes.

Kind Regards,

**Alexander Mueller**  
Chief Executive Officer  
Intelligent Training Solutions  
T: 1300 585 866