

Changes to your mandatory training



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Endeavour Foundation wrote this document.

When you see the word 'we' or 'us' it means Endeavour Foundation.

Bold
Not bold

We have written some words in bold. We will explain what these words mean.



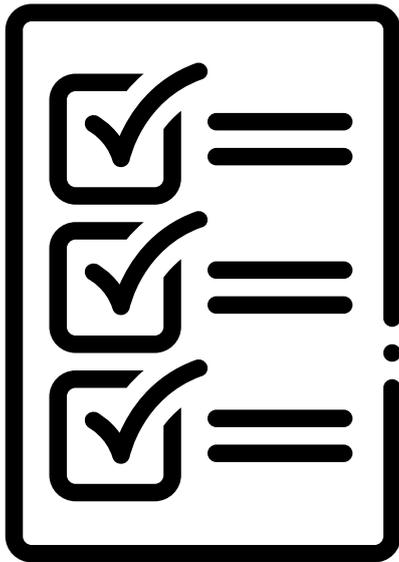
You can ask for help to read this document with someone you trust.



You can ask a friend, family member, or a support person to help you.



This Easy Read is about changes to **mandatory** training.



Mandatory means it is something that must be done.



You must do mandatory training to keep yourself and others safe at work.



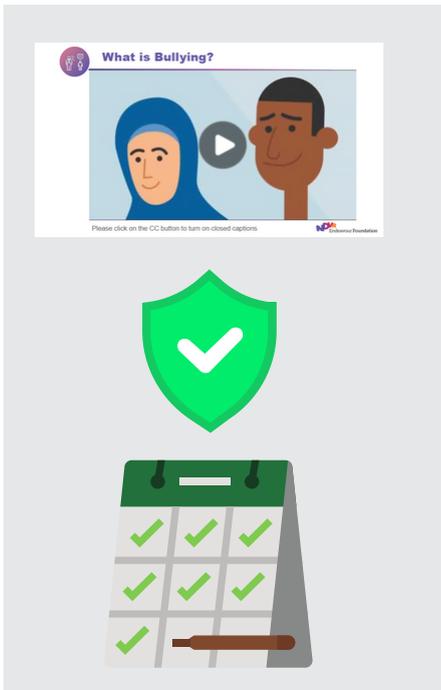
There is nothing you need to do now.



Your Site Manager or Employment Coach will explain the new training to you.



We have updated all your mandatory training for a few reasons.



- It is better because it has been written in an Easy Read style
- It follows safety laws.
- Everyone at work will learn the same things.



Your Employment Coach will take you through the training together.



We know changes can be hard.



We are here to support you.



It is okay if you do not understand.



Please speak to your site manager,
Employment Coach or support worker if you
have any questions.