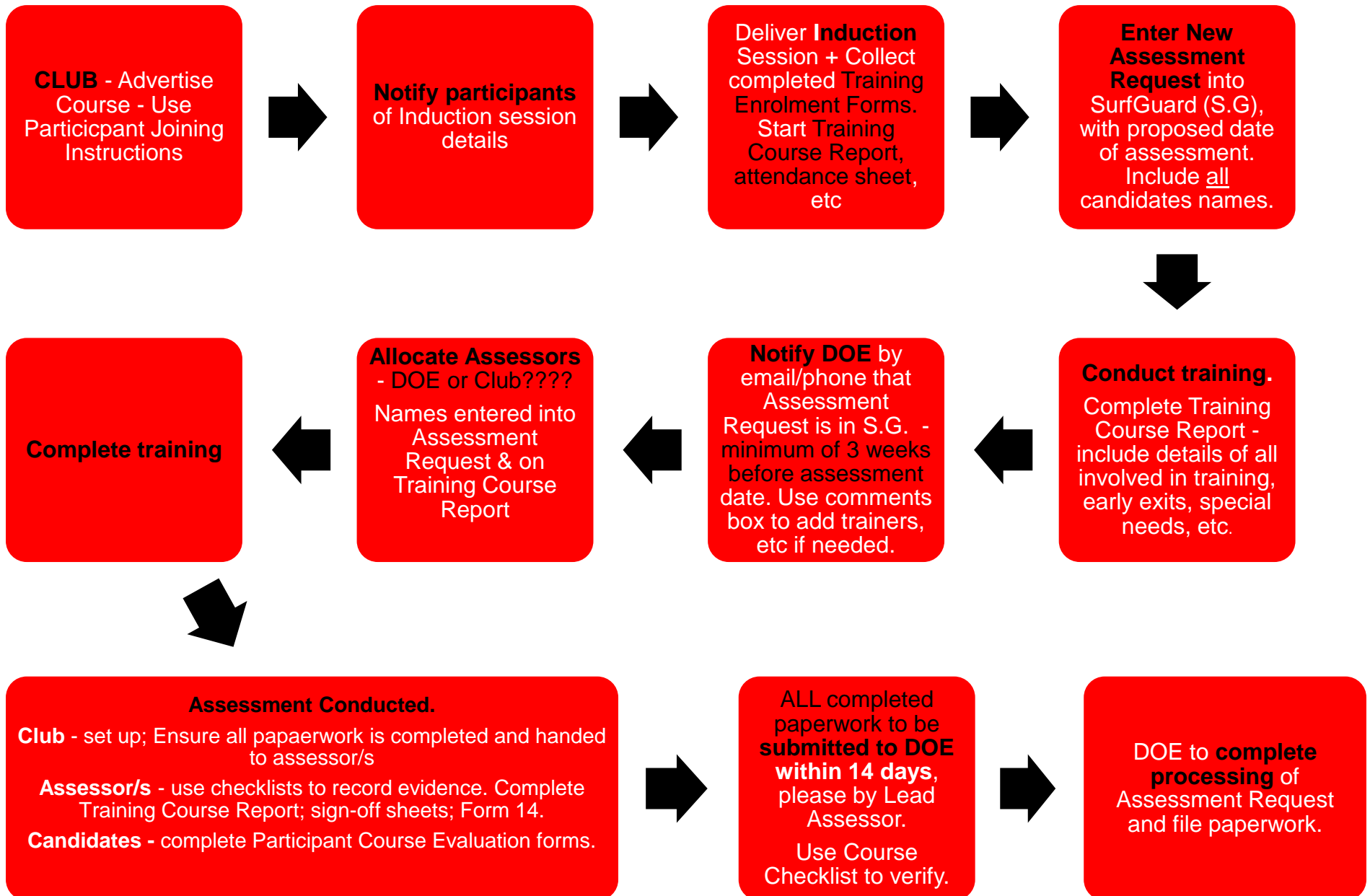


LNC Branch Training/Assessment Flow Chart





LOWER NORTH COAST BRANCH

ASSESSMENT EVIDENCE CHECKLIST

COURSE:

VENUE:

DATE/S:

TRAINERS/ ASSESSORS/ FACILITATORS:

CONTENTS

Please return completed paperwork to Branch Director of Education (Stuart Small) within 14 days of assessment. Thank you. Ensure that ALL paperwork is included.

- | | |
|---|--|
| <input type="checkbox"/> Training Enrolment Forms | <input type="checkbox"/> Participant Course Evaluation Forms |
| <input type="checkbox"/> Training Course Report | <input type="checkbox"/> Assessors completed Checklist |
| <input type="checkbox"/> Participant Joining Instructions (Copy) | <input type="checkbox"/> Final Assessment Sign-off page (BM/SRC) or Assessment Portfolio |
| <input type="checkbox"/> Participant attendance sheet (multi or single day) | <input type="checkbox"/> Signed copy of Form 14 |
| <input type="checkbox"/> Student Exit Questionnaire (if applicable) | |

Please note that paperwork will not be processed until it is completed correctly. It will be returned for completion.