# TEACHER TRAINER HANDBOOK INDEX

## **CONTACTS**

# FURTHER INFORMATION ABOUT RIGHTS AND RESPONSIBILITIES

#### A. FIRST LESSON

- 1. Class Checklist
- 2. WHS Checklist
- 3. Student ID CPI form
- 4. Accredited Course paperwork
- 5. Classroom safety
- 6. Accidents and evacuation
- 7. Venues

### **B. PREPARING TO TEACH**

- 1. Employment checklist
- 2. Teacher qualifications
- 3. Preparation
- 4. Good teaching practice
- 5. Course Plan
- 6. Trainer Observation checklist
- 7. Copying and copyright
- 8. Check your courses online
- 9. Child protection
- 10. Job description
- 11. Privacy
- 12. Students with LLN barriers + information
- 13. Students with disabilities + information

#### C. LAST LESSON

- 1. Last lesson checklist
- 2. Evaluation
- 3. Learner Questionnaires
- 4. Complaints
- 5. Getting paid

#### D. ALSO

1. AQTF Standards