

# LAST LESSON CHECKLIST

## **Last lesson**

- ☐ Thank students
- ☐ Talk about other courses that might interest them
- ☐ Hand out and collect evaluation forms according to the procedure
- ☐ Sign and date the roll
- ☐ Complete any other paperwork
- ☐ Return all paperwork to your caretaker or Program Manager

## **As with every lesson, make sure you**

- ☐ Check for hazards and fill in the WHS checklist
- ☐ Mark the roll
- ☐ Leave the room tidy and clean

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## VET Accredited Qualification and Social Inclusion Courses extra returns

- ☐ All participant assessments
- ☐ Marking sheets completed for ***all*** enrolled students whether attending or not
- ☐ Outcome summary sheets for ***all*** enrolled students
- ☐ The whole of the course roll.
- ☐ Learner questionnaires