

# ACCREDITED COURSE PAPERWORK

As a trainer with Certificate IV in Training and Assessment (TAE40110) or higher level TAE qualification you will be well aware of the paperwork you need to keep accurately and securely and return to us in good order. The paperwork forms part of the evidence of teaching, learning, attendance and assessment. Because we need to alter documents from time to time to make sure that they are up to date and accurate, we will send new versions of hard copy documents to you. You should destroy old copies.

## YOUR FIRST LESSON

**We will supply you with:**

1. **Roll and WHS Checklist**
2. **Student Identification Sheet.** Use this to confirm students' full names and to record the photo identification they have presented as proof of identity.
3. **Student handbook.** One for each student. Get students to tick, complete, sign and return the first page to you. Put it in your box or send back with the Student ID sheet.
4. **Course information sheet.** One for each student.
5. **Assessment tasks**

Teachers and trainers will explain to students in their first session that all work submitted for assessment must be the student's own work.

Teachers and trainers will refer students to the College referencing guide, in their Student Handbooks, for guidance on how to quote the work of others.

Teachers and trainers will give students direction in relation to work to be submitted for group assessment tasks.

If teachers and trainers have evidence that a student has plagiarised the work of others, they will discuss their concerns with the Program Manager.

A copy of the plagiarised work will be forwarded to the program manager for perusal.

6. **Assessment task materials**
7. **Assessment outcome sheets.** Complete an outcome sheet for **every** enrolled student. We produce a statement of attainment / certificate on the basis of the completed and signed assessment outcomes for each student. Please make it clear if you believe the student is not competent.

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8. **Learner Questionnaire forms.** One for each student. Please distribute in the last lesson according to the procedure set out on the Learner Questionnaire page (Last Lesson tab).

**Also, where relevant, you may have**

9. **Student manuals.** One for each student.
10. **'WHS in the Office'.** One for each student.
11. **Pay claim and pay dates.**