

## Course Roles and Responsibilities (Trainer and Workplace Mentor)

For the duration of the course, all trainees are expected to have monthly contact with their trainers; it is preferable that this contact is at the workplace in a face to face training visit. The time for these training visits will be organised to coincide conveniently with the company.

In between the regular monthly visits, there is an expectation that the trainee will practice and apply in the workplace the skills taught at the previous session; this includes the completion of any assigned assessment practice tasks. This should take on average three hours per week.

After each training session, the trainer will leave clear instructions as to what the assessment/practice tasks will be required for the unit enrolled in. The trainee will have access to training manuals provided by the trainer-for perusal/revision etc. In between training visits the student should also feel free to contact the training company or the individual trainer.

It is the duty of the workplace mentor and training company to assist the student and allow them to complete the tasks set.

The trainer will file a training visit report and if needed an assessment every month that will be shown and discussed with the workplace mentor. It is important that all three parties are privy to this information. They will sign off, indicating that the training, assessment and weekly practice is progressing.

The course is recognised Australia wide, so if for some reason training has to cease, or the trainee leaves the workplace, all credits for units passed competently will be recognised by other RTOs and T.A.F.E providers.

Signed and agreed by:

Trainee \_\_\_\_\_ Mentor \_\_\_\_\_ Trainer \_\_\_\_\_

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Telephone