

Australian Alpine Training Institute Trainer Non-Conformance

You have been reviewed and found to be non-compliant in the following area(s):

There were no signatures on the trainee enrolment form	
There were no signatures on the Statement of understanding and/or the details were not filled in	
The delivery plan was not signed by the Trainer	
The delivery plan was no signed by the Mentor	
The delivery plan was no signed by the Trainee	
The delivery plan was not filled out completely	
A Training Visit report was not filled in	
A Training Visit report was not signed by Trainer	
A Training Visit report was not signed by Mentor	
A Training Visit report was not signed by Trainee	
The evidence had not been initialed/dated and/or verified	
There was no evidence stapled to the assessment exercise form	
There was no assessment exercise	
The assessment exercise was not signed by Trainee	
The assessment exercise was not signed by Trainer	
The assessment evaluation was not signed by Trainer	
The assessment evaluation was not signed by Workplace Coach	
The Preliminary assessment form was not filled in	
The Preliminary assessment form was not signed by trainer and/or trainee	
The form of understanding for RCC was not signed and/or filled in	
The Preliminary Exercises were not completed and/or were not initialed by trainer	
There was no "Demonstration of skills and knowledge form"	
Demonstration of skills form was not signed	

Please complete the required conformance task prior to next invoice cycle and then resubmit your trainees folder and next invoice, your previous invoice will be modified. In "description field" of invoice, indicate the wording "resubmission" next to Unit description.