



Australian Alpine Training Institute

First Initial Training Session – Checklist

Introduction to course

- Next level up from CE
- Nationally recognised anywhere in Australia
- Course duration ie. 1 year
- Will up skill the work force

Student Information & Orientation Guide (which was supplied at signup)

- Attendance of structured workshops (Page 7)
 - Summarise
- Explain the purpose of assessments, talk about the 4 key principles of assessment (valid, reliable, flexible and fair) (Page 4)
- Recognition of prior learning (Page 22)
 - Ask whether anyone qualifies
 - Certificates higher than Cert II
 - Other qualifications
- Sign the **statement of understanding** (Form H)
 - For witness swap with workmates.
 - Don't have to fill out , only used in case of emergency.
- Rip off and put inside folders, they keep the actual handbook.

Australian Qualifications Framework (Form F)

- Where the course lies in the framework.

Student enrolment form (Form C)

- Fill out
- Sign by trainee, keep in folder.

Course roles & responsibilities (Form E)

- Summarise
- Signed by everyone, keep in folder

Recognition of prior learning signoff form (Form G)

- Fill out and sign, keep in folder.

Training Plan

- Name and sign at top, keep in folder

Training session report (Form K)

- Signed every month,
- Everyone sign the bottom

Preliminary assessment (Form Ba) & Pre-training Form (Form PTA-PM (proc Manf) or TD (Trans Dist) or IT Info Tech)

- Fill out, what they want from the course - may be specific.
- Step through whole sheet
- Ask questions and make notations, answers are on last page for comparison
- Date and sign forms

Introduce Memory retention/recall skills

- Brief on study skills (page 17 Student Information & Orientation Guide)
- Give lecture on how to use memory more effectively (using peg method) ref 6-12 think learn & create
- When finalising Training Session Report (Form K) ensure that you insert that you have given lecture on memory retention skills

Delivery of the First Unit [depends on course]

Introduce Unit

- Explain what the outcomes are (on third page of every workbook) and what is required to ensure competence in module
- Go through workbook and describe briefly what they will be looking at.
- Give tasks related to performance criteria.
- Trainee must read the material before attempting the exercises.
- Demonstrate a few of the exercises and get the trainee to demonstrate one or two of exercises
- Complete OHS Checklist Form OHchk

State what will be needed to be completed prior to next session

- Evidence of completed work including assigned tasks, exercises, Q & A forms

Make appointment for next session

What should be in folder after session

Finally, ask to see the mentor and finalise documents by obtaining mentors signature where required, explain to mentor the outcome of the first session and let him know the date that you will be returning. Make notes in trainees' folder of your visit and return folder with evidence to office. At office your returned material will be checked for compliance to AQTF Standards.