ATAR DESIGN

Records Management

Policy, Procedures, Forms and Registers

POLICY	
Purpose	ATAR Design is committed to providing quality training and assessment products and services in accordance with the Standards for Registered Training Organisations (2015). This Policy ensures that ATAR Design maintains a systematic, compliant approach to the effective management of all records.
Standard reference	3.3, 3.6
Who is responsible	The CEO is responsible for ensuring compliance with this policy. Data entry and records management is carried out by the administrator, in accordance with the Duty Statement. All staff are responsible for ensuring compliance with privacy and confidentiality of records, including non-disclosure of computer logins and passwords. Enrolments are entered into the RTO Database and then held on the Student Training File. Assessments results are entered in the RTO Database and the paper copy will be held on the Student Training File. Qualifications and Statements of Attainment will be issued in accordance with the Issuing of Qualifications Policy. Copies of all Qualifications and Statements of Attainment issued will be stored inside the RTO Database. Client Induction Checklist and receipt for course payment will be held in the Students file.
Review date	Every 12 months
Definitions	The following words and expressions have the following specific meaning, as in the Standards for Registered Training Organisations (RTOs) 2015. **Record** means a written, printed, or electronic document providing evidence that activities have been performed. **Student Identifier** has the meaning given in the Student Identifiers Act 2014
Policy	ATAR Design is committed to implementing effective and efficient records management processes for business, compliance and all training and assessment records and documentation, in accordance with legislative and regulatory requirements.

POLICY	
Policy principles	**Records** Records on operations include: • Training and Assessment Records • Client Enrolments and personal details; • Client progress, training and assessment activities and outcomes; • Employer/client relations; • Complaints and appeals; • Issuing of certification documentation; • Total VET Activity; • Training Delivery; • Recognition; • Client fees; • Refunds. **Compliance Records** • Continuous improvement activities and systems; • Training and assessment strategies; • Validation plan, activities and outcomes; • Industry consultation; • Training and assessment resources; • Quality Indicators; • Evaluation; • Audit. **Business Records** • Business planning processes; • Financial management records; • RTO compliance and auditing; • Staff records; including selection, induction; professional development, performance review; • Third party Partnership arrangements; • Marketing and advertising approvals; • Legislative and regulatory requirements; • Workplace health and safety. **Electronic Records** ATAR Design's Student Management System (SMS) is backed up on a daily basis, at the COB daily or on completion of data entry. All ATAR Design documents, emails are saved to the system network (server), which is backed up at the COB daily and weekly and stored externally to the secure FTP site. Electronic Records will be uploaded to relevant reporting databases in accordance with the reporting requirements. Quality Indicator Reports are to be uploaded in accordance with the Quality Indicator Guidelines.

POLICY	
	Paper-based Records • Paper Records are stored in secure/lockable cabinets for a period of not less than 12 months. • Paper records are archived annually, for an additional four (4) years at a secure off-site storage facility. • Paper Records can be destroyed after five (5) years.
Records management	**Access and Equity** ATR Design access and equity policy applies to student access to their own personal records. (See Access and Equity Policy) **Monitoring and Improvement** All records management practices are monitored by the CEO and areas for improvement identified and acted upon. (See Continuous Improvement Policy)

PROCEDURE – RECORDS MANAGEMENT

Step	Who	Procedure
1 Creating courses records	Admin	Create Course File: • Obtain a 'Course File Checklist', manila folder and course file tabs • Place 'Course File Checklist' on the inside cover of the manila folder. • Complete 'Course File Checklist' with all relevant information. • Create a course file in accordance with the checklist. • Create Visual Training and Assessment Plan with scheduled program dates. • Create Course Nomad File, in preparation for Training Delivery. Store with Course File. • Forms are filed in the course file progressively under the appropriate tab • TAS – Training and assessment strategy • Course outline • Student enrolments list & attendance sheets • Course evaluations • Trainer evaluations • Venue bookings • Course marketing • Miscellaneous • Store course file in filing cabinet.
	Admin	Create Course in SMS: • Ensure course is created in SMS. If not, create a new course. • Create a course occurrence (new date for the occurrence of the course) in SMS.
2 Updating course details	Admin	Upon receipt of information regarding the course: • Retrieve the Course File. • Make note relevant detail in course file. • Make relevant notes in SMS. • Upon receipt of documentation regarding the course: • Process the relevant documentation in accordance with procedures; (eg See Evaluation procedures, See Training delivery procedure regarding 'Attendance records') • Make note of relevant information in course file. • Store documentation on course file. • Store course file in filing cabinet.

PROCEDURE – RECORDS MANAGEMENT

Client Records and File
Client files are used to record, organise and manage client enrolments, progression and completion.

1 Creating Client Records	Admin	Create Client File: • Obtain a 'Client File Checklist', manila folder and Client File tabs • Place 'Client File Checklist' on the inside cover of the manila folder. • Complete 'Client File Checklist' with all relevant information. • Create a Client File in accordance with the checklist. • Add 'Learning and Assessment Submission Checklist' to the front of client file • Create Client Nomad File (if workplace based learner). • Forms are filed in the file progressively under the appropriate tab • Enrolment form/s • TPO – Training Plan Outline • Invoices & Payments • Correspondence • Assessments • Certification • Induction • Training journal • Miscellaneous • Store Client File in filing cabinet. • Provide Client Nomad File to allocated Trainer / Assessor.
2 Updating Client details	Admin	Upon receipt of information regarding the client: • Retrieve the Client File. • Make note of relevant detail in Client File. • Make relevant notes in SMS. • Upon receipt of documentation regarding the course: • Process the relevant documentation in accordance with procedures; (e.g. See Evaluation procedures, See Training delivery procedure regarding 'Attendance records') • Make note of relevant information in Client File. • Store documentation on Client File. • Store Client File in filing cabinet.

PROCEDURE – RECORDS MANAGEMENT

Employer Client Records and File Employer Client files are used to record, organise and manage Employer client services		
1 Creating Employer Client Records	Admin	Create Employer Client File: • Obtain a 'Employer Client File Checklist', manila folder and Employer Client File tabs • Place 'Employer Client File Checklist' on the inside cover of the manila folder. • Complete 'Employer Client File Checklist' with all relevant information. • Create an Employer Client File in accordance with the checklist. • Forms are filed in the file progressively under the appropriate tab • Agreement / Contract • Discovery Notes • Financials • Correspondence • Client feedback • Miscellaneous • Store Employer Client File in filing cabinet.
	Admin	Create Employer Client record in SMS: • Ensure Employer Client is created in SMS. If not, create a new Employer Client.
2 Updating Employer Client Records	Admin	Upon receipt of information regarding the Employer Client: • Retrieve the Employer Client File. • Make note of relevant detail in file. • Make relevant notes in SMS. • Upon receipt of documentation regarding the Employer Client: • Make note of relevant information in file. • Store documentation on file. • Store file in filing cabinet.

PROCEDURE – RECORDS MANAGEMENT		
Staff Records and File		
1 Creating staff file Records	Admin	Create Staff File: • Obtain a 'Staff File Checklist', manila folder and Staff File tabs • Place 'Staff File Checklist' on the inside cover of the manila folder. • Complete 'Staff File Checklist' with all relevant information. • Create a Staff File in accordance with the checklist. • Forms are filed in the file progressively under the appropriate tab • Employment offer / Contract • CV / Resume • Qualifications & checks • Profession development /training • Performance management • Induction • Direct supervision • Payroll / Leave forms • Insurances • Miscellaneous • Create new staff member in SMS. • Provide Staff File to CEO for processing and secure storage.
2 Updating staff file Records	CEO	• Ensure Staff member has been created in SMS. • Add relevant confidential documentation to Staff File. • Store Staff File securely.
Archiving Records		
1 Archiving Records	Admin	Every three (3) months, identify the Clients that have either: • Completed their training / assessment more than twelve (12) months ago'; or whose enrolment has expired. • Every three (3) months, identify Courses that have been completed within the last three (3) months. • Obtain the 'Client Files' and 'Course files' from filing cabinets. • Obtain Archive boxes and lids. • Complete an 'Archive Register Form' with all relevant information, listing all records to be archived within each Archive box. • Obtain the next available Archive box number from the 'Archive Register'. • Complete the 'Archive Register' accordingly. Ensure: • Like records are stored with like records (i.e. all client records together, all course records together etc.) • Files/records are kept in alphabetical order. • Scan the completed 'Archive Register Form' and store electronically in the Archive Folder on the server. • Place the completed 'Archive Register Form' on the top of all records /files inside of the Archive box. • Label the outside of the Archive box clearly, identifying ATAR Design, and Archive box No. • Forward Archive box to Secure Storage location

CLIENT FILE CHECKLIST FORM

SECTION 1 – CLIENT DETAILS					
Client Name:		Client (SMS) No.			
SECTION 2 – VERIFICATION OF CLIENT FILE DOCUMENTATION					
☐ USI received and Verified	Initial		Date	/ /	
☐ Client Created in SMS	Initial		Date	/ /	
Enrolment form					
☐ Client Enrolment form in file	Initial		Date	/ /	
☐ RPL Application form in file	Initial		Date	/ /	
☐ Client Withdrawal form in file	Initial		Date	/ /	
☐ Client File notes in file	Initial		Date	/ /	
Training Plan Outline					
☐ Training and assessment Plan Outline signed and on file	Initial		Date	/ /	
Invoices and Payments					
☐ Invoices on file	Initial		Date	/ /	
☐ Payments arrangements on file	Initial		Date	/ /	
☐ Payments Received / Receipts on file	Initial		Date	/ /	
☐ Refund application/s on file	Initial		Date	/ /	
Correspondence					
☐ Client Correspondence on file (Emails, Letters, Faxes)	Initial		Date	/ /	
☐ Complaint on file	Initial		Date	/ /	
Assessments					
☐ Assessments completed on file	Initial		Date	/ /	
☐ Credit Transfers on file	Initial		Date	/ /	
☐ Appeal on file	Initial		Date	/ /	
Certification					
☐ Certificate Issuance Authority on file	Initial		Date	/ /	
☐ Copy of Certification Documentation issued on file	Initial		Date	/ /	

CLIENT FILE CHECKLIST FORM

☐ Replacement Certificate Request on file	Initial		Date	/ /
Induction				
☐ Induction Checklist signed and on file	Initial		Date	/ /
Training Journal / Workplace log book				
☐ Completed Training Journal on file and workplace log book on file	Initial		Date	/ /
Miscellaneous				
☐	Initial		Date	/ /
☐	Initial		Date	/ /

CLIENT FILE NOTE FORM

SECTION 1 – CLIENT DETAILS			
Client Name:		Date	/ /
Qualification			

SECTION 2 –DISCUSSION NOTES

SECTION 3 – FOLLOW-UP ACTIONS AGREED
RTO:
Client:

SECTION 4 – DECLARATION			
Client Signature		Date	/ /
RTO Signature		Date	/ /

EMPLOYER CLIENT FILE CHECKLIST FORM

SECTION 1 – CLIENT DETAILS (EMPLOYED)			
Company Name:			
Company Address:			
Contact Name:			
Contact Tel No:		Mobile No:	
Email Address:			
Client since Date:			
Products and Services Provided to Client			

SECTION 2 – VERIFICATION OF EMPLOYER CLIENT FILE DOCUMENTATION				
☐ Employer Client Created in SMS	Initial		Date	/ /
Agreement / Contract				
☐ Client Agreement Signed and on file	Initial		Date	/ /
Discovery Notes				
☐ Discovery Notes on file	Initial		Date	/ /
☐ Discovery Notes on file	Initial		Date	/ /
☐ Discovery Notes on file	Initial		Date	/ /
Financials				
☐ Quotes on file (Group Booking Form)	Initial		Date	/ /
☐ Invoices on file	Initial		Date	/ /
☐ Financial Acquittal on file (as relevant)	Initial		Date	/ /
Correspondence				
☐ Emails on file	Initial		Date	/ /
☐ Letters / Faxes on file	Initial		Date	/ /
☐ Training needs analysis	Initial		Date	/ /
Client Feedback				
☐ Manager Evaluation Forms / Feedback on file	Initial		Date	/ /
Miscellaneous				
☐	Initial		Date	/ /
☐	Initial		Date	/ /

COURSE FILE CHECKLIST FORM

SECTION 1 – CLIENT DETAILS (EMPLOYED)					
Course Name:		Course (SMS) No.			
Audience Group:					
Date/s					
Venue/ Location:		Booking Required	☐ Yes	☐ No	
Trainer / Assessor:					

SECTION 2 – VERIFICATION OF EMPLOYER CLIENT FILE DOCUMENTATION				
Course Preparation				
☐ Course Checklist on file	Initial		Date	
☐ Course occurrence Created in SMS	Initial		Date	
Training and Assessment Strategy				
☐ TAS in file	Initial		Date	
Course Documents / Details				
☐ Course outline on file	Initial		Date	
Enrolments / Attendance records				
☐ Course enrolment report on file	Initial		Date	
☐ Attendance records on file	Initial		Date	
Course Evaluations				
☐ Client Course Evaluation forms on file	Initial		Date	
☐ Client Assessment Evaluation forms on file	Initial		Date	
☐ Manager Evaluation forms on file	Initial		Date	
Trainer / Assessor Evaluations				
☐ Trainer Evaluation forms on file	Initial		Date	
☐ Assessor Evaluation forms on file	Initial		Date	
Venue Bookings				
☐ Venue booked/confirmed and details on file (if required)	Initial		Date	

COURSE FILE CHECKLIST FORM				
Course Marketing				
☐ Marketing materials on file	Initial		Date	
Miscellaneous				
☐	Initial		Date	
☐	Initial		Date	

COURSE CHECKLIST FORM

Section 1 – Client Details (Employed)			
Course Name:		Course (SMS) No.	
Date/s:			

Section 2 – Actions to prepare for course occurrence (All supporting documentation to be kept on course file)				
Course Preparation				
☐ Course occurrence and timetable created in SMS	Initial		Date	/ /
☐ Course File & Course Nomad File Created	Initial		Date	/ /
Trainer / Assessor				
☐ Trainer advised via Email / SMS/ Phone / Letter	Initial		Date	/ /
☐ Trainer confirmed	Initial		Date	/ /
Attendees				
☐ Client / Attendee enrolments created in SMS	Initial		Date	/ /
☐ Confirmation sent to Clients / Attendees	Initial		Date	/ /
☐ Training Attendance Form created	Initial		Date	/ /
Training and Assessment Resources				
☐ Training & Assessment Resources ordered / Printed	Initial		Date	/ /
☐ Training & Assessment Resources Arrived / Ready	Initial		Date	/ /
☐ Training & Assessment Resources Sent to Venue	Initial		Date	/ /
Equipment / Facilities Required ☐ Yes ☐ No				
☐ Laptop and Projector – booked / organised	Initial		Date	/ /
☐ Flipchart and Whiteboard – booked / organised	Initial		Date	/ /
☐ Other Equipment – booked / organised (Specify) ____________________	Initial		Date	/ /
Venue Booking Required ☐ Yes ☐ No				
☐ Venue is:	Initial		Date	/ /
☐ Venue booked/confirmed	Initial		Date	/ /
Catering Required ☐ AM Tea ☐ PM Tea ☐ Lunch				
☐ Catering ordered with:	Initial		Date	/ /

COURSE CHECKLIST FORM

Travel Required for Trainer ☐ Yes ☐ No				
☐ Flights – Booked / Confirmed	Initial		Date	/ /
☐ Vehicle - Booked / Confirmed with:	Initial		Date	/ /
Accommodation Required for Trainer ☐ Yes ☐ No				
☐ Accommodation is:	Initial		Date	/ /

COURSE WITHDRAWAL/DEFER/TRANSFER/ EXTENSION FORM

SECTION 1 – CLIENT DETAILS

Client Name:		Date:	/ /
Contact Tel:		Mobile:	
Email:			
Qualification / Course:		Course Date:	/ /

SECTION 2 – CHANGE DETAILS

Withdraw from the course:

Declaration	☐ I wish to withdraw from this course. I understand I need to abide by the Refunds Policy.		
Withdrawal Reason:		Withdrawal Date:	/ /
Signature (if applicable)		Date:	/ /

Transfer course date:

Declaration	☐ I wish to Transfer to another course date. I understand my transfer will be subject to course availability.
Transfer to Date:	/ / or / /
Transfer Reason:	

Signature (if applicable)		Date:	/ /

Transfer course delivery mode

Declaration	☐ I wish to Transfer to another Delivery Mode. I understand there may be further fees involved.		
Transfer to Date:	/ /	New Delivery Mode	☐ Classroom ☐ Correspondence ☐ Online ☐ Workplace
Transfer Reason:			
Signature (if applicable)		Date:	/ /

Deferment			
Declaration	☐ I wish to Defer my enrolment in this course. I understand that my enrolment has an expiry date.		
Defer to Date:	/ /		
Deferral Reason:			
Signature (if applicable)		Date:	/ /
Extend the duration of the training and assessment plan			
Declaration	☐ I wish to extend the duration of the training and assessment plan. I understand that my enrolment has an expiry date and this request will extend the date. I also note fees may apply		
Extend the training and assessment plan	/ /		
Extend the training and assessment plan reason:	☐ I have attached the 'Extend the training and assessment plan form'		
Signature (if applicable)		Date:	/ /
SECTION 3 – AUTHORISATION			
Requested Change has been approved? ☐ Yes ☐ No			
Changed in SMS	☐ Yes ☐ No	Date:	/ /
Logged By:		Signature:	
Formal Letter/Email Sent:	☐ Yes ☐ No	Date:	/ /
Sent By:		Signature:	

NOTICE TO EXTEND THE TRAINING AND ASSESSMENT PLAN

SECTION 1 – DECLARATION

Important information regarding notice to extend the training and assessment plan
The parties to a training agreement may apply to extend the training contract with the ATAR Design, only if all parties have agreed to the extension before the application is lodged. The extension only comes into effect when approval from the RTO is given as a result of more than one attempt to determine readiness for assessment.

Extension notices must be received immediately upon determination of insufficient evidence of the student's readiness for assessment.

Notices received after 7 days of the due date of the assessment schedule will not be considered.

To lodge an application:
The parties should complete the attached form; 'Notice to extend a training contract'.

Please note: it is important that no coercion takes place for either party to agree to extend the training contract.

Extension period
The extension should be for a period sufficient to allow the student to attain all required learning requirements

The parties should:
- Discuss the remaining (if any) on the job training requirements;
- Discuss the remaining (if any) off the job requirements
- Agree on a new assessment commencement date based on the remaining time it will take for the student to achieve the remaining off and/or on the job requirements.

The above information will then be considered by the ATAR Design and a decision will be provided within 7 days of receipts of this request.

SECTION 2 – EXTEND THE TRAINING AND ASSESSMENT PLAN FORM

Please read the information sheet before completing and returning this form. If you have any questions or concerns, discuss with your trainer/assessor before signing this form. Hand over the completed form to your trainer/assessor whom will forward to the ATAR Design Training Manager for consideration. You will be provided with an outcome within 7 days of receipt of this form.

Client Details					
Client Name:		Date:	/ /		
Contact Tel:		Mobile:			
Email:					
Address:		Suburb:		Postcode:	
Qualification / Course:		Extension date:	/ /		

NOTICE TO EXTEND THE TRAINING AND ASSESSMENT PLAN

Employer's details (if party to the agreement)					
Legal name:		Date:	/ /		
Trading name:					
Contact person:					
Contact Tel:		Mobile:			
Email:					
Address:		Suburb:		Postcode:	
Host employer (if applicable):					

SECTION 3 – DETAILS OF THE EXTENSION	
Reasons for extension – to be completed by the student	
Employer recommendations (if applicable)	
Trainer/assessor recommendations	

Declaration			
By signing this form, I hereby certify that I have read and understood the information on the information sheet and confirm that all parties to the training plan have agreed to extend the training and assessment plan until the new assessment scheduled date has been approved by the RTO Training Manager			
Students Signature		Date:	/ /
Employer signature (if applicable)		Date:	/ /
Trainer/assessor Signature		Date:	/ /

NOTICE TO EXTEND THE TRAINING AND ASSESSMENT PLAN	
SECTION 4 – OFFICE USE ONLY – TO BE COMPLETED BY THE TRAINING MANAGER	
1. Extension to training plan and duration granted	
☐ If Yes	Continue to the Question 2.
☐ If No, complete the following:	Detail the reason for your decision:
	Have you notified the student, employer and trainer assessor of the decision to reject the application and the course of action to be taken? Ensure you notify the student of their rights for appeal. Has the student, employer and trainer/assessor been notified of the decision to reject the Notice to extend the training and assessment plan Please tick the method of confirmation used as follows: ☐ Phone (note you must accompany a phone call with either an email or letter) ☐ Email ☐ Letter Date / / Start Time: End time:
2. What date has the training duration been extended to?	
Date	/ /
3. Has the training plan been adjusted?	
If yes	☐ Yes, continue to question 4 ☐ No, why?
4 Has the student, employer and trainer assessor been notified of the outcome? Has the student/employer/trainer/assessor been provided with an adjusted training plan	
If yes	Please tick the method of confirmation used as follows: ☐ Phone (note you must accompany a phone call with either an email or letter) ☐ Email ☐ Letter Date / / Start Time: End time:

Training Manager Name		Training Manager Signature		Date	/ /

***Note: completed forms must be filed in the student file and maintained in RTO storage control system**

CONTACT RECORD FORM

SECTION 1 – STUDENT DETAILS	
Student Name	
Program	
Qualification	
Unit code / title (if applicable)	

SECTION 2 – CONTACT RECORD			
Date			
Contact Type	☐ Email ☐ Phone ☐ SMS		
Time spent			
Notes			
Trainer / Assessor Name			
Signature		Date	

TRAINEE/STUDENT WORKPLACE BASED VISIT FORM

SECTION 1 – STUDENT DETAILS

Student Name		Supervisor Name	
Program			
Qualification			
Unit Code / Title (if applicable)			
Trainer / Assessor Name		Date	
Location			

SECTION 2 – ACTION/DISCUSSION NOTES

SECTION 3 – TRAINING AND ASSESSMENT UNDERTAKEN DURING VISIT

Unit code	Unit title	Training		Assessment	
		Commenced	Ongoing	Submitted	Outcome
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	
		☐	☐	☐	

SECTION 4 – FOLLOW-UP ACTIONS AGREED

TRAINEE/STUDENT WORKPLACE BASED VISIT FORM
RTO / Assessor:
Client:

SECTION 5 – TRAINING AND ASSESSMENT MATERIALS REQUIRED FOR NEXT VISIT			
Unit Code	Unit Name	Learning Journal and Workplace Logbook	Assessment Tool
		☐	☐
		☐	☐
		☐	☐

SECTION 6 – DECLARATION			
Student Signature		Date	
Trainer/Assessor Signature		Date	
Supervisor Signature (if applicable)		Date	

TRAINER COURSE REPORT FORM

This document serves as an agreement between the parties in the Direct Supervision for a Trainer who does not hold the TAE40110 Certificate IV in Training and Assessment.

SECTION 1 – COURSE DETAIL

Trainer Name:		Date	/ /
Qualification/Course			
Venue			
Group / Company:			

SECTION 2 – TRAINER COURSE CONFIRMATION

Training Administration		Trainer	Admin	Initial
Attendance	☐ Received by Trainer, in the Course File	☐	☐	
	☐ All Participants signed	☐	☐	
	☐ Trainer completed and returned to Admin	☐	☐	
Materials Supplied	☐ Participant learning Materials – Quantity:	☐	☐	
	☐ Assessment Materials – Quantity:	☐	☐	
	☐ Text book	☐	☐	
Training Delivery		**Trainer**	**Admin**	**Initial**
Content Covered during Training		☐	☐	
		☐	☐	
		☐	☐	
		☐	☐	
Evaluations		**Trainer**	**Admin**	**Initial**
Client Course Evaluation Forms	☐ Supplied by Admin	☐	☐	
	☐ Completed by Learners	☐	☐	
	☐ Submitted to Admin by Trainer	☐	☐	
Trainer Evaluation Forms:	☐ Supplied by Admin	☐	☐	
	☐ Completed by Trainer	☐	☐	
	☐ Submitted to Admin by Trainer	☐	☐	

TRAINER COURSE REPORT FORM

SECTION 3 – TRAINER FEEDBACK / COMMUNICATION	
Issues / Concerns arising during Training	
Issues regarding the course / content / materials /venue etc.	
Issues regarding the Learners	
General Feedback from Trainer	
SECTION 4 – MATERIALS REQUIRED FOR NEXT SESSION	
Documentation: Date: / /	
Equipment / Resources: Date: / /	
SECTION 5 – ASSESSMENTS CONDUCTED	
Who:	What

TRAINER COURSE REPORT FORM

SECTION 6 – TRAINER SIGN-OFF					
Trainer / Assessor Name		Trainer / Assessor Signature		Date	

ADMIN USE ONLY				
☐ Attendance Records processed	Initial		Date	
☐ Evaluations Processed	Initial		Date	
☐ Materials Organised for next session	Initial		Date	
☐ Forward for Continuous Improvement (CI)	Initial		Date	

TRAINING ATTENDANCE FORM

SECTION 1 – CLIENT DETAILS

Course Name:		Course (SMS) No.	
Unit / Module Code:		Course Length:	Days Hours
Trainer Name:		Course Date:	/ /
Venue / Location:			

SECTION 2 – INSTRUCTIONS

Circulate this Training Attendance Form around the group. Each attendee is to sign their name in the designated column. Trainer to ensure that all attendees have signed this form. Trainer to add any comments, sign and date the form and returning it to Administration along with any feedback forms, in the Course attendance file.

SECTION 3 – ATTENDANCE CONFIRMATION

No.	Attendee Name	Attendee Signature	Admin use only	
			SMS Updated	Client File Updated
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

Trainer Comments:

Trainer / Assessor Name		Trainer / Assessor Signature		Date	/ /

ARCHIVE REGISTER FORM

Box Number:	
Date Archived:	
Location:	

Records Archived

Number	Client Number	Client Name
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		