

## Trainer Responsibilities

- A list of forms pertaining to trainers can be found on the INAP website – [www.inap.org.au](http://www.inap.org.au)
- All attendance sheets are required within 24 hours after the course. The preferred method is to email these to INAP - [info@inap.org.au](mailto:info@inap.org.au) or alternatively fax to 8344 4062
- Invoices need to be sent by all Private Trainers to INAP at the end of each **term**. A copy is enclosed in your Induction kit. RTO's to invoice INAP according to negotiated INAP prices.
- Result sheets – (**as per the INAP proforma**) to be emailed by to INAP by the due date.
- INAP requires updated copies of (if applicable):
  - First Aid Certificate (if you have one)
  - Mandatory Reporting Certificate (if you have one)
  - Police Check
  - Catholic Police Check – if required at venue
  - Certificate IV or TAA \*
  - OH&S form

### Induction Checklist

Within the first two to three sessions of your course, all students **must** sign the **Induction Checklist**, which confirms that you have:

Welcomed and introduced them
Shown them through the training facility
Identified the toilets
Shown them where the telephone is located
Show students where the Emergency Procedure is kept
Show students where to obtain an Accident or Injury report form
Explained the Punctuality policy
Explained the Absenteeism policy
Explained personal hygiene and dress standards
Explained behaviour expectations
Explained the breaks
Explained OH&S
Explained Equal Opportunity
Explained Privacy / Confidentiality
<b>Does the student understand that they have to have written parental consent to travel to and from the course in another student's vehicle?</b>

All students must read the **Student Induction Booklet** before they sign the form. **Please do not return the ORIGINAL of this form to INAP until ALL the students have signed it.** This may take a couple of weeks, but needs to be returned by week 3 of your course at the latest.

**Please ensure this form is completed by all students as soon as possible.**

## **Enrolment forms:**

Please note that all the **ORIGINAL** INAP Enrolment and Terms & Condition forms need to be sent to INAP at Medindie for processing. If a student gives them to you please ask them to forward to INAP immediately. INAP will send you a copy of the Enrolment form so that you have the student's emergency contacts etc., once it has been checked and processed.

### **Student Email address:**

Please can you ask the student's to include their email addresses (**please print clearly**) on the Induction Checklist so that we can forward relevant information directly to them in the future? This may save us asking you to forward paperwork etc.

### **Student Evaluation Form**

**Students** are required to complete this form **seven weeks after the commencement** of the course. Updated forms will be given to you at the Trainer Induction session. When completed please return these forms to INAP ASAP.

### **Trainer Feedback Report**

These forms will be posted to you (**with the student details typed on the reports**) for the **Trainer** to complete and return to INAP by the date shown on the Attendance Sheet. These reports are required to be filled in during Terms 1 & 3 and must be returned to INAP so that they can be sent to the school to be distributed with end of Semester school reports.

### **Student Feedback Questionnaire**

This form is to be completed by the **students** during their **last training session** and returned to INAP.

### **Trainer End of Course Feedback Form**

This form is to be completed by the **trainer** and returned to INAP **during the last week of the course**. This is the Trainers feedback to INAP.

### **Course Excursion Forms**

This form is required to be completed by **every student** who leaves the regular training facility for an excursion.

### **Workplace Learning Agreement Form**

This school form must be filled in for any student completing structured work placement as part of their chosen course (retail and Hospitality). This ensures that the student is covered by the schools insurance policy during placement. The student **CANNOT** complete any work placement unless this form is signed by a Parent/Caregiver, the Work Place Provider and the School Principal or Principals Delegate. **Please ensure students are aware of this.**

### **End of course Certificates**

Please can you make sure that there is only 1 certificate per student? If there has to be two, can you please put them in a pouch/sleeve, do not glider clip them. This causes problems at the Graduation as certificates can become entangled together. We also

request that the students name be in a legible font (not fancy cursive), for easy reading on the night - thank you very much.

### **INAP Enrolment and Terms and Condition forms**

If students enrol late we ask the Trainers to request them to complete our enrolment forms and bring them back – fully signed – the following week, otherwise they cannot continue in the course. Thank you for your assistance with this.

### **Students travelling in other students vehicles**

As a Duty of Care issue, please make sure that your students understand that they have to have written parental consent to travel to and from the course in another student's vehicle?

Many thanks for your continued support.

Staff & Management of INAP