



GROUP TRAINING IN THE TRADES: PROVIDER FILE CHECKLIST:

PRE VOCATIONAL:

- Eligibility Form
- Evidence of Enrolment
- Evidence of Induction
- Copy of Statement of Attainment
- Work Experience Agreement (if relevant)
- FILENOTES

COURSE FILE:

- Attendance Records
- Student Evaluation forms
- All Centrelink Documentation

The following must be added once an apprenticeship is secured:

- Training Contract
- OTTE Correspondence

** Once Pre-vocational Participants articulate into an Apprenticeship, their File can be combined with their Group Training File.

** **FILENOTES** – Please ensure that each participant under GTTPP has filenotes that document on-going support and guidance provided by Group Training Company and all associated parties – eg JNM, Host Employers. – Filenotes can be manual or electronic and must be made available upon request.