



GROUP TRAINING IN THE TRADES - FILENOTES

*****The following is a guide for all Field Officers and Providers under GTTPP in relation to keeping filenotes on Participants:**

The following is taken from Section 4 of the GTTP Provider Guidelines:

“POST PLACEMENT SUPPORT:

Providers must provide tailored support to assist Participants to obtain, maintain and successfully complete an Australian Apprenticeship by:

- Providing information, advice and tailored support to Participants throughout the Australian Apprenticeship and offering effective post placement support through timely onsite visits, including consultation with the host employer to monitor and evaluate progress of the Australian Apprentices and provide constructive feedback; and
- Ensuring the morale and best interests of the Participant are maintained through to the completion of their training.”

***Please ensure that Filenotes are kept for all participants under GTTPP. These can be electronic or manual and must include details of all contact with Participant, Host Employer and any other associated organisations – eg: Job Network Member, Careers Counsellors, Schools. These Filenotes need to be made available to SkillsPlus upon request.

NOTE: - Many Field Officers already complete this role as part of their position – however these contacts are often not documented. Below is a minimum requirement:

ALL PARTICIPANTS – PRE VOC’S IN GTTPP

- MONTHLY CONTACT IN THE FIRST 3 MONTHS – Obviously, there can be a lot of contact in the initial stages of sign up, please document ALL contacts.
- CONTACT/MONITORING/PASTORAL CARE visits as per the Provider’s Company Policy.
- Please ensure that any additional contacts are documented for GTTPP participants.

***** If you have any questions relating to keeping filenotes – please contact your GTTPP Field Officer.**