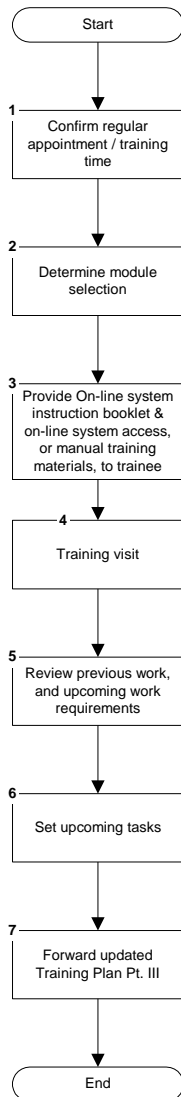




Training Delivery Procedure - during Covid-19



Work Instructions / Comments

1. Regular time for training visit and assessments to be determined in conjunction with trainer, trainee and Host/employer supervisor. The first training session is to be scheduled within the first month of employment commencing providing the (Victorian) trainee details are appearing on Epsilon. This is required to be not less than monthly, but generally fortnightly.
2. Module selection is completed in conjunction with trainee, Host and FFTR. Generally this is completed at induction but may be amended post this time if requested by the host/employer if agreed by FFTR.
3. On-line system access provided by a system super-user. Release of training material on-line completed by allocated trainer. Manual training materials will generally consist of the relevant units' FFTR workbook/assessment task booklet. Ensure a signed copy of the TPI & II are provided to the trainee and Host supervisor (this must be completed within 3 months of the trainee's contract being signed).
4. The training session is remotely conducted via phone or video (e.g. Facetime, Zoom). Formal training must not commence until the student has a valid Epsilon (for Victoria) number. Training not to exceed 8 hours on any given day.
5. Correct and explain where necessary the responses to the workbook activities and/or assessment tasks set.
6. Jointly determine the tasks (workbook activities, assessment tasks, or internal Host company learning requirements) that need to be achieved by next meeting.
7. Updated Training Plan Part III to be forwarded to the trainee and to the Host/employer supervisor within 1 working day of the training visit. The first TPIII must include i) evidence of outlining the supervisors responsibilities ii) evidence of outlining the purpose of further contacts, iii) evidence of outlining the key features of the training plan and iv) evidence of sign off and providing a copy of TPI and TPII to host company and trainee as soon as access to relevant individuals becomes available.