

How to use the Record training component

Each page has been duplicated so you as the assessor can complete each unit of competency required

Unit of Competency Name of the competency that the participant is undertaking		
Unit Code & Descriptor Each unit has a Unit Descriptor which describes what the unit is all about and the competency required in order to complete it Competency in each of the elements must be signed by Teacher/Trainer assessor is required before certification is acknowledged.		
ELEMENTS OF COMPETENCY/PERFORMANCE CRITERIA Students can complete this section to ensure comprehension of each element	Date Achieved	Trainer / Assessor's Initials

Competency and unit descriptor being assessed is listed here by the Trainer / assessor

Each unit is broken down into elements of competency as stated in the training package

On completion of each element this must be signed off by the Trainer/ assessor

Students name _____ (Print student's name)		Student ID number _____ (Student's ID number)	
has achieved the necessary elements of to achieve this unit of competency.		Student Signature _____	
Signed: _____ Trainer/ Assessor Date: _____ Trainer/ Assessor Stamp		Training and Assessment for this unit has taken place at (Address): _____ _____ _____	
Competent / Not yet competent		Comments: _____ _____ _____	

On completion of each unit the Trainer/Assessor must date and sign the completed competency

Result of the training

Trainer/Assessors comments on the overall performance of the participant can also be added

Unit of Competency

Unit Code & Descriptor

Competency in each of the elements must be signed by Teacher/ Assessor is required before certification is acknowledged.

ELEMENTS OF COMPETENCY/PERFORMANCE CRITERIA Students can complete this section to ensure comprehension of each element	Date Achieved	Trainer / Assessor's Initials	

Students name _____ (Print student's name)		Student ID number _____ (Student's ID number)	
has achieved the necessary elements of to achieve this unit of competency.		Student Signature _____	
Signed: _____	Trainer/ Assessor	<u>Training and Assessment for this unit has taken place at (Address):</u>	
Date: _____			
Trainer/ Assessor Stamp	Competent / Not yet competent	<u>Comments:</u>	

