

# Progressive Training <sup>TM</sup>

(WA) Pty Ltd

<b>Title:</b>	<b>Tuition Contact Record</b>	<b>FORM TA 3.38</b>
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**Purpose:** This form allows the trainer/assessor assigned to a participant enrolled in a course to log any tuition contact and record relevant feedback that may transpire throughout the training process. The Tuition Contact Record is to be added to the evidence collected for the participant and placed onto PowerPro. *Notes must clearly indicate discussion about the delivery/learning of the subject competencies.*

Please attach a copy of relevant email correspondence between Trainer and student if appropriate.

The 'External Learner Tracker' located on SharePoint must also be used to record contact with participants (Contact Administration).

<b>Participant Name:</b>		<b>Trainer Name:</b>	
<b>Participant Signature:</b>		<b>Trainer Signature:</b>	
<b>Course / Qualification:</b>			
<b>Date:</b>	<b>Unit/s of competency:</b>		
	<b>Time allocated:</b>		
<b>Contact Method:</b> <input type="checkbox"/> Phone <input type="checkbox"/> Email <input type="checkbox"/> Face to Face	Reason for contact (feedback etc.):		

**Comments:**

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This document is <b>UNCONTROLLED</b> in hard copy – Progressive Training (WA) Pty Ltd			
Prepared by: Sarah Pike	Title: Tuition Contact Record	Issue Date: September 2016	
Reviewed by: Tanja Parry	Code: TA 3.38	Last Reviewed: Sep 2020	
<b>***ONCE THIS FORM HAS BEEN UPDATED, ENSURE THE LATEST VERSION IS UPLOADED ONTO THE WEBSITE***</b>			