

### Course Consumables (Full Time Trainers / Core Casual Trainers)

The purpose of this procedure is to clearly define the process by which Full Time Trainers / Core Casual Trainers organise and obtain the course consumables, which they require for upcoming courses. The intention is to ensure a clear and consistent approach to the responsibilities associated with ordering, collecting and storage of consumable items of equipment.

- 1. Course consumables:** Course consumables are ultimately those that are not reused from one course to another. They are items that are either one-use (wipes) or provided to the candidates (course manuals / DRSABCD Cards).
- 2. Ordering consumables:** The Full Time Trainers / Core Casual Trainers will use the standard LSV internal requisition form to order consumable (without exception). This form should be completed in full and emailed to [logistics@lsv.com.au](mailto:logistics@lsv.com.au) for processing and records management. [andy.dennis@lsv.com.au](mailto:andy.dennis@lsv.com.au) should be copied into the email as the General Manager. Please ensure that you order resources / consumables based on your course allocations for the next 30 days. Regularly check aXcelerate for upcoming work load / resource requirements.
- 3. Collecting consumables:** The Full Time Trainers / Core Casual Trainers will need to provide the LSV internal requisition form to the logistics team at least 48 hrs before they plan to collect the noted items. As much as is possible, the trainers should try to avoid collecting consumables on Mondays and Fridays. These are the two days that the Logistics team are extremely busy. In addition access to the Logistics Department over the weekend is likely to not be possible.
- 4. Storing consumables:** It will be the responsibility of the individual Full Time Trainers / Core Casual Trainers to ensure that they carry suitable quantities of course consumables. The storage level should not be too small (to avoid the risk of running out) and should not be too large (to avoid the risk of materials requiring updating, leading to old ones needing to be thrown out). All course consumables will need to be appropriately stored in the same manner to which the trainers maintain their other equipment. If trainers have any concerns regarding storage or security they should raise it directly with General Manager.
- 5. Appropriate usage of consumables:** The provisions of consumables are for the sole purpose of the class / course being delivered by the trainer. Any equipment being used in an inappropriate manner or used for a purpose other than LSV training (Group / DHHS / YMCA / Public) will be investigated by the General Manager. In addition any usual quantities of course consumable ordering / usage identified by the Logistics team will be required in partnership between the General Manager and Logistics Manager.