

LSV TRAINEE LOGBOOK

TRAINEE DETAILS

| | |
|-----------------------|-------|
| Name | |
| Employment Start Date | |
| Phone | Email |

This logbook is a record of the courses which you have presented (under supervision) as an LSV / Licensee Trainee as a component of your induction / on-boarding process. Please read the below procedure. Once signed off for a given course you will be eligible to deliver these courses as a part of the LSV Training Team.

1. Pre-requisites: Prior to completing the log book process the LSV Trainee will need to hold an appropriate Cert IV in Training and Assessment and hold the applicable (and most recent) course units of competency. A Trainer file will be held at the LSV State Office with all other required documentation.

2. Log Book Process: Trainees will need to coordinate attendance at supervised courses through the State Office team. The log book process involves assisting in the delivery of LSV courses alongside (and under the overall supervision of) current LSV Trainer. Full time trainers will be utilised to supervise, where possible.

3. Competency Defined: Knowledge, understanding and demonstration of the following factors should be considered when establishing the competency of a new Trainee on a given course:

- Enrolment process;
- Candidate documents;
- Knowledge of and access to resources;
- Candidate management;
- Candidate engagement;
- Dissemination of course materials;
- Equipment set up and management;
- General housekeeping;
- Course content knowledge;
- Knowledge and understanding of course assessment materials;
- Communication;
- Exam supervision;
- Post course processes;
- Client feedback management;
- Candidate support;
- Resit Policy;
- Paperwork and reporting;

4. Log Book - 'Not yet Competent' (NYC): If a candidate is not signed off as competent, the supervising Trainer will still complete and sign the log book table (below) and note the applicant as 'not yet competent' (NYC) in the applicable column. In these instances feedback and areas for improvement must be identified. Please use the extra (blank) rows in the table if Trainees are 'not yet competent' after attending two or more sessions on the same course.

5. Log Book - 'Competent' (C): Following the successful completion of a course, the supervising Trainer will sign off the appropriate log book table (below) as 'competent' (C). The log book should only be signed off in this manner, if the Supervising Trainer is confident that the Trainee is capable of delivering the applicable course without supervision, to the expected standard of LSV.

6. Log Book Records: Once a Trainee has been signed off, in a specific course type the LSV team should be advised of this by the candidate who shall scan a copy of the log book to training@lsv.com.au. Upon receiving receipt, the candidate will be issued with a letter of 'competence' from the Training Team Leader. One copy of this will be sent to the candidate and another copy will be placed on Trainers file at the LSV State Office.

Please contact us on 03 9676 6950 if you require any assistance or have any questions about this process.

| LSV Course Name (Select F / B / U) | Venue | Date | Mentor Comments / Feedback | S / NS | Signature |
|---|--------------|-------------|-----------------------------------|-------------------|-------------------------|
| F / B / U | | | | | Mentor: Trainee: |
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