**Adult Community and Further Education (ACFE)**

**Delivery of Pre Accredited Training Process**

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| **What happens** | **When?**  | **Who is responsible?** | **What documents?** |
| OAE enrols learners with an enrolment form provided by OAE, together with ID, Medicare card and Health care card if applicable  | Any time before the course starts . Enrolment scan still be accepted after the start of a pre accredited course  | Community development manager and OAE admin staff | OAE enrolment form |
| Learners are entered into Vettrak |  | OAE |  |
| Session One Complete Learner Plan with all learners |  | Teacher | Learner Plan |
| Set up a folder for each learner’s paperwork. Keep learner plan in it. |  | Teacher | Individual Learner folders |
| Teach the course and collect 3 pieces of evidence (work samples) from each learner. Each one needs to be signed and dated by the learner and kept in their folder. One can be the learner Plan and One can be the attendance roll |  | Teacher |  |
| Keep an attendance roll. Ensure that the work samples are dated on a day that the learner is marked as present. If a student is absent for few weeks or withdraws, please contact admin ASAP |  | Teacher | Attendance roll |
| Record actual changes to delivery on the session planner or present session plans for each session. It is expected that the courses responds to the needs of the learners so evidence that the course plan was flexible is welcome.  |  | Teacher |  |
| At the end of the course ensure that each learner completes a Learner review. Place it in the learner’s folder |  | Teacher | Learner Review |
| Complete the teacher evaluation |  | Teacher | Evaluation |
| Finalise the student’s folder of evidence and submit it to OAE | End of course  | Teacher | Evidence folder |
| Give a copy of the roll to OAE ensuring you have signed it every day |  | Teacher | Attendance roll |
| Submit learner results to Carol Williams at OAE. She will provide you with result codes  |  | Teacher | Results Request |
| Teacher may request certificates are issued | Before end of courser  | Teacher |  |
| Generate certificates  |  | OAE admin  |  |
| Distribute certificates |  | OAE or teacher  |  |
| Finalise upload of data  |  | OAE admin |  |
| A Course moderation meeting will be held at some stage between course teacher,coordinator and two OAE teachers  |  | OAE and Neighbourhood House teachers | Moderation documents  |