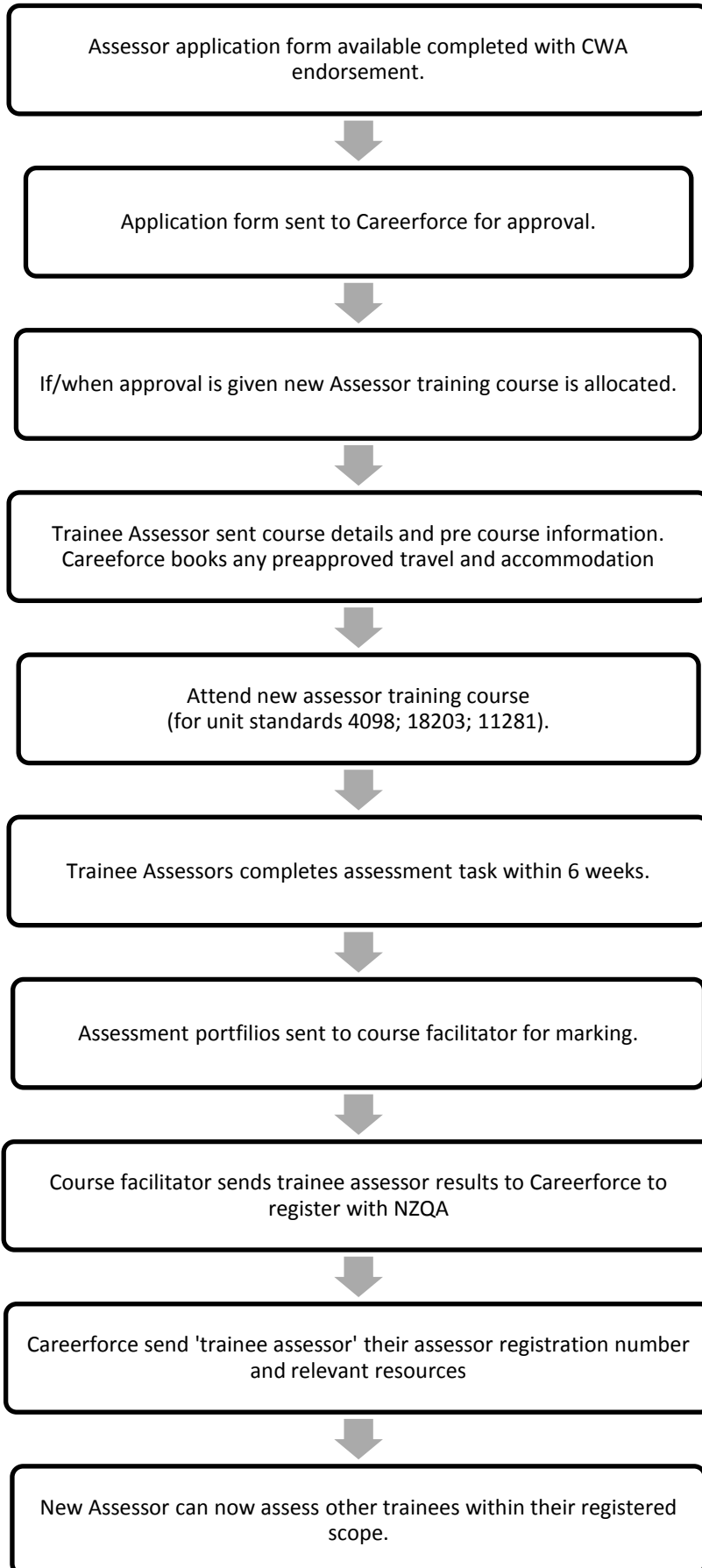


## Trainee Assessors: The Process



- Forms available via Training Support Team or a CWA (Careerforce Workplace Advisor).
- Please identify which course you would like to attend on your application form (details on our web site).
- **Course registrations close one week before course.**
- Please complete 'Finding a Trainee and a Verifier' form and return to Careerforce.
- Travel and accommodation expenses, if applicable, need to be pre-approved by Careerforce.
- Questions or queries on the assessment should be directed to the course facilitator.
- Please take a photocopy of your assessment portfolio before sending. **NB** Only send photocopies of Workplace Trainees material.
- Trainee assessors **cannot** do any further assessments until they have their registration number confirmed.