Supervision meeting log.

This meeting log **ONLY** needs to be completed **IF** you as the trainer **do not** have the TAE40110 Certificate IV in Training and Assessment. If this is the case, you must be supervised by a person that has the TAE40110. This person must also co-assess, and must sign off on the assessment tools used to sign the student off as competent or not yet competent at the completion of each unit. These assessment tools can be found at the start of each unit in our workbooks. If you are not using our workbooks please let us know and we will e-mail across an electronic version for you to use with each student.

**DETAILS OF MEETING:**

Name of trainer taking the class: ____________________________________________

Name of person undertaking supervision and co-assessment: ________________________

Date of meeting: _____________________________________________________________

Points discussed:

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
Actions to be implemented:

Date of next meeting:

Signature of trainer:

E-mail of trainer:

*Signature of assessor:

E-mail of assessor:

Date:

* PLEASE MAKE SURE THAT YOU SIGN THE UNIT ASSESSMENT SHEET IN THE ASSESSMENT MATERIALS FOR EACH UNIT FOR EACH STUDENT ONCE THEY COMPLETE THE UNIT.