



## What to send with completed courses

**A Training Agreement needs to be forwarded to CSSITO when a student starts any course.**

An "Assessor Attestation Form" needs to be completed (once only) for each person who Assesses ACE Courses.

### ACE Core Programme

- ✓ Topic 1 – 12 plus Supplement papers. (Assessment records, question sheets, skill checklists)
- ✓ ACE Core Programme Final Checklist for Residential Care Facility.
- ✓ Additional Student Information form
- ✓ Processing fee \$52: cheque payable to Health Ed Trust NZ Inc.
- ✓ Evaluation forms.

**Evidence** needs to be attached if some unit standards have been achieved through another Training Provider.

### Supplement Only

ACE Core Programme Final Checklist for Residential Care Facility - note that in Section Four, only these two items are required:

- Student's name is on all pages of their Question Sheets and all questions completed.
- Supplement attached

NO processing fee – costs met by Health Ed Trust NZ Inc., while funding is available.

**Evidence** needs to be attached if some unit standards have been achieved through another Training Provider.

### ACE Dementia Series

- Modules 1-8. (Assessment records, question sheets, case study)
- ACE Dementia Series Final Checklist for Residential Care Facility.
- Additional Student Information form.
- Fastrack only: Unit standards 5012, 5019 & 5020 completed & attached
- Processing fee \$52: cheque payable to Health Ed Trust NZ Inc.
- Evaluation forms.

***If the ACE Core Programme has not been completed then also:***

- **Evidence** that prerequisites have been met. See Prerequisites information sheet.

### ACE Core Programme Stage 2

- ✓ Modules 1 – 8 (Assessment records, question sheets)
- ✓ ACE Core Programme Stage 2 Final Checklist for Residential Care Facility.
- ✓ Processing fee \$52: cheque payable to Health Ed Trust NZ Inc.
- ✓ Evaluation forms.
- ✓ **Evidence** of First Aid qualifications - unit standards 6400, 6401, 6402.
- ✓ **Evidence** of unit standards that have been achieved through another Training Provider

**A Training Agreement should have been forwarded to CSSITO when the student started the course with "National Certificate in Support of the Older Person" ticked on the second page. The student's qualifications can not be registered if this is not done.**

### On-site Assessors Course

Assignment, including Assessor Attestation Form & Application to Register as a CSSITO Assessor.  
Processing Fee \$52: cheque payable to Health Ed Trust NZ Inc.