

Please file me!



Updated July 2011

What to Send When Courses are Completed

A Training Agreement needs to be forwarded to Health Ed Trust when a student starts any course.

Check that the Training Agreement is:

- Completed in line with the Guidelines to completing a Training Agreement

ACE Programme

- ✓ ACE Programme Final Reporting Form
- ✓ Processing fee \$52: cheque payable to Health Ed Trust NZ Inc.
- ✓ Evaluation forms

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

ACE Advanced Programme

- ✓ ACE Advanced Programme Final Reporting Form
- ✓ Processing fee \$52: cheque payable to Health Ed Trust NZ Inc.
- ✓ Evaluation forms

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

ACE Dementia Programme

- ✓ Final Student Checklist
- ✓ Modules 1 to 7, Assessment Records & Student Assessments (until Decemeber 2011 then papers will no longer need to be sent.
- ✓ ACE Dementia Programme Final Checklist
- ✓ 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.

On-site Assessors Course

- Assignment, including Assessor Application Form (if not already sent)
- Assignment Cover Sheet
- Students Papers Modules 2 and 3 (copy only) – Students Assessment and Assessment Record for each module.