

Please file me!



Updated June 2010

What to send with completed courses

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

Check that the Training Agreement is:

- Signed by both the Student and the Assessor or Manager
- Identification is attached – must be in the same name as the Training Agreement
- Residency or Work Permit (with more than two months validity) when the student is not a New Zealand citizen

ACE Programme

- ✓ Module 1 to 9, Assessment Records & Student Assessments
- ✓ ACE Programme Final Checklist
- ✓ 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.

ACE Dementia Programme

- ✓ Modules 1 to 7, Assessment Records & Student Assessments
- ✓ ACE Dementia Programme Final Checklist
- ✓ 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.

ACE Advanced Programme

ACE Programme must be completed before starting this programme

- ✓ Modules 1 to 6, Assessment Records & Student Assessments
- ✓ ACE Advanced 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)