



FINANCIALS

The pay rate is \$100 per unit, per student, based on a 1-hour session per student per unit and marking of said unit.

- You will need to have a signed contract, returned to MSATPD
- Invoices are to be submitted to msa-monashtraining@monash.edu

WHAT YOU WILL NEED

- Course materials – inclusive of Marking Guides, PowerPoints, Assessments, Student Guides
- Job Ready access
- Zoom access – Monash email address required
- Blank timetable – to plan visits/dates
- Unit reflections – To be completed after each session
- Express post satchels – to send hardcopy assessments to MSATPD
- Placement visit forms
- Trainer notes document
- Placement log book

MAKING CONTACT

The trainer will need to contact the student/supervisor and introduce them self, during this conversation we suggest you plan an outline of the course schedule, book times for visits/Zooms and swap contact details.

Once you have gotten in touch and agreed on the dates please let Stacey and/or Emma know.

SESSIONS

As the students are Workplace-based, they need to be seen once a month for a 1-hour session.

This can be a 1 hour each via zoom or in the childcare centre.

It is up to the trainer and the student on when the trainer will conduct placement visit, there is a minimum of 3 visits so they can sign off the practical placement.

Each time you go through a new unit, the student needs to complete a unit reflection and the trainer must complete a Trainer Notes document. Then send it to Stacey and/or Emma via msa-assessment@monash.edu so we can commence assessments.

STUDENT ASSESSMENTS

Students will have access to the course materials on Job Ready. Hard copies will also be sent to them periodically so they are not overwhelmed. Please inform MSATPD when the students are needing new unit materials to be sent.

All assessments completed by the students need to be uploaded to JobReady, once you have signed off a unit as competent for all tasks, and students must complete a Placement Logbook, a training plan needs to be signed by the trainer/supervisor and student and needs to be completed and submitted to MSATPD once the student has completed the course.

TRAINER VIDEOS

Below are trainer induction videos which we suggest all trainers watch.

<https://youtu.be/Be5ae20BhAY> (Trainer induction)

<https://youtu.be/SsJ6XpifNOQ> (RTO Trainer induction)

CONTACT DETAILS

www.msatraining.edu.au

www.monash.jobreadyrto.com.au

msa-monashtraining@monash.edu

msa-assessment@monash.edu

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