RTO Trainer Cheat Sheet

# Before class

* All course materials will be provided to you and your students, either through email, JobReady, Google Drive or as a hard-copy.
* We recommend following the implementation guide for your course
* Make sure you have signed and returned your course contract to Mandy
* If you would like additional materials printed, please email them to us with at least 1-week notice

# Zoom courses

* To use Zoom, you must sign in with your Monash email address as the host.
* Sessions are recorded and will be emailed to students later on.
* A Zoom link and password will be emailed to you from MSATPD prior to course commencement. This can be used throughout the entire course.
* Do not set up your own Zoom meetings for classes as MSATPD needs to be able to receive the recordings and send to students.

# Classroom based courses

* We recommending parking in the N1 carpark
* Download the Cello app on your phone prior to coming onto campus.
* Set up as a Monash staff member and use your staff ID that was sent to you with your Monash email address. (If you do not have this, ask Blair)
* Make sure you start your parking before leaving your car – Monash Security are constantly checking car-parks and handing out fines

# Preparing for session 1

* We will send you a list of student names and emails. We recommend you sending an email to introduce yourself (BCC students for privacy)
* If you would like to create a Facebook, What’s App etc group for your class we are more than happy for you to create this.
* Training Plans - This is like a contract for each student agreeing to complete the outlined units as part of their course and submit by the due date. If you could please email these to each student - explaining what it is, trainer and student are to sign and submit within a week of commencing training. You can either collect these and email them to msa-monashtraining@monash.edu after you have them all or you can ask the students to email them straight to msa-monashtraining@monash.edu. Whichever you find easier.

# End of each session

* Please ask all students to complete their Unit Reflections (This can be in Word, PDF or set up as Docusign, please tell the office which you prefer). Once you have collected them back from the students, please read through and see what the students have learnt from class, where they may have gaps, who may be struggling etc. Then save them as a Zip folder and upload to JR with the course code and date of the class.
* Attendance Record - Please complete and email through to msa-assessment@monash.edu after each session - If you can please record in the notes section if anyone is late or left early that would be helpful.

# Assessments

* Trainers are to explain their expectations of their students for what to submit and the dates of submitting.
* Students will have 4 weeks after the conclusion of a unit/cluster to submit their work to their trainer.
* Trainers are to mark student work within 4 weeks of the student submitting them.
* Students and trainers are to upload assessments through JobReady to ensure MSATPD is able to accurately track the progress of each student.

# Certificates

* MSATPD will produce certificates for students and send them out once the student has successfully completed all units.

# Invoicing

* Trainers are to send their invoices in PDF format to msa-monashtraining@monash.edu
* Trainers can choose how frequently they invoice
* Payments can take up to 2 weeks / 10 business days – holidays may affect the timeframe in which payments are completed.

# Refunds/transfers procedures

* If a student in your class would like a refund or to transfer, please inform them that their request will need to be made in writing to the office admin.
* Students who commence their training are not entitled to a refund.
* If students would like to transfer to a different timetable, please inform them that all transfer requests must be made to the office in writing, preferably an email to msa-monashtraining@monash.edu