



<b>TYPE OF DOCUMENT:</b>	<b>POLICY</b>
<b>TITLE:</b>	<b>COURSE BOOKING FILE</b>
<b>DOCUMENT NUMBER:</b>	<b>POL10</b>
<b>VERSION NUMBER</b>	<b>2.0</b>

### **POLICY STATEMENT**

Perth Boat School is committed to maintaining effective administrative records for all courses provided. As such, Perth Boat School will ensure that it develops, compiles, and maintains a course report file for each course provided.

In doing so, Perth Boat School will ensure:

- \* the information kept in these files is accurate and current;
- \* the secure storage of these records;
- \* the confidentiality of information maintained on these records.

## **COURSE BOOKING FILE**

### **1.0 INTRODUCTION**

Perth Boat School is committed to providing quality training and assessment in accordance with the Australian Quality Training Framework 2007 (AQTF 2007). As such, Perth Boat School is required to have effective administrative and records management procedures in place. Perth Boat School acknowledges it can only succeed in this with effective and efficient quality processes.

### **2.0 POLICY PRINCIPLES :**

The course booking file consists of the following:

#### **Course Booking Form**

This form is completed by the Manager of Perth Boat School. Information on this form includes full details relating to

- o Course identification, location, date etc
- o Trainers and assessors for the course
- o Assessment tools used for course
- o Administration arrangements
- o Participant list, participation and results
- o Collated trainer and assessor feedback and recommendations for improvement
- o Travel details if required.

#### **Trainer Documentation**



This documentation includes a checklist and evaluation forms.

### **Assessor Documentation**

This documentation includes a checklist and evaluation forms.

## **3.0 SUPPORTING DOCUMENTATION**

Perth Boat School documentation which supports the implementation of this Policy includes:

- F10\_01 Course booking checklist
- F10\_02 Course booking form Template
- F10\_03 Course Calendar
- F10\_04 Course booking group enquiry form
- F16\_03 Participant Evaluation Forms
- F16\_04 Trainer Evaluation Form
- F16\_05 Candidate Evaluation Form
- F16\_06 Assessor Evaluation Form
- Course Booking file
- Group Training Register



#### 4.0 PROCEDURES :

<b>COURSE BOOKING FILE</b>	<b>10-01</b>
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##### **Step One – Generation of Course File**

- 1 The Manager of Perth Boat School will generate and keep a course booking file. This file keeps a record of all courses scheduled and conducted in a financial year.
- 2 The Manager of Perth Boat School will commence a course booking form, as a course is booked and entered into the student management system.
- 3 Each course has a dedicated divider and includes the following:
  - Course booking form
  - Written confirmation from company requesting training program (as appropriate)
- 4 The course booking file is used as an ongoing run sheet to ensure the successful implementation of the program.
- 5 Once the course is complete the Manager of Perth Boat School will complete the course report, including an evaluation of the success of the training program and assessment.