

VOC trainers checklist

This is a brief form to ensure all steps have been completed for MSK Resources to successfully process a VOC.

***Required**

1. Email address *

2. Trainers Name

Mark only one oval.

- Stewart Khouri
- Claudio DiMattia
- Jarred Holmes
- Matthew Khouri
- Ashley Redman
- Stephanie Redman
- Anthony Garard

3. Learners Name

4. Courses completed by learner (Select all that apply)

Tick all that apply.

- Haul Truck
- Front End Loader
- Skid Steer
- Excavator
- Dozer
- Scraper
- Water Cart
- Roller
- Grader

5. Charge per course

6. The following must be completed: *

Tick all that apply.

	Yes
LEARNER - complete theory assessment	<input type="checkbox"/>
TRAINER - check learners score for theory assessment	<input type="checkbox"/>
TRAINER - conduct practical assessment and complete form.	<input type="checkbox"/>
LEARNER & TRAINER - Complete learner declaration	<input type="checkbox"/>
TRAINER - Provide learner with interim certificate if required.	<input type="checkbox"/>

7. I have submitted the following to training@mskresources.com.au *

Tick all that apply.

	Yes	No
Photos of old tickets or competencies	<input type="checkbox"/>	<input type="checkbox"/>
Photo of the operator for their card	<input type="checkbox"/>	<input type="checkbox"/>
Photo/scan of completed learner declaration	<input type="checkbox"/>	<input type="checkbox"/>

8. Any additional notes or comments?

Thanks for submitting this VOC

We will endeavour to process this straight away, but please allow up to 3 business days for completion.

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