

Pathways Program Transport and Logistics Industry

Checklist for Coordinators

Action	Completed by	Date
1. Contact schools in a particular area to gain interest in participating.		
2. Organise a meeting of interested schools to decide how to proceed, choose an RTO and choose the units		
3. Work with the schools to prepare a MOU.		
4. Arrange with the schools to have students complete and forward EOIs.		
5. Once EOIs are received, arrange meeting with schools and RTO to select students to participate.		
6. Liaise with the RTO regarding content, starting and end dates, industry placement arrangements		
7. Advise participating schools of all relevant information, starting and end dates, requirements of the school		
8. Approach employers to participate in the program. This may be accompanied by an EOI.		
9. Once employers have been sourced liaise with the schools to match students to employers, bearing in mind geographic location, ease of getting to site, students' abilities etc.		
10. Advise RTO of possible placements so RTO and school can visit the workplace to ensure it is suitable.		
11. Once workplace training commences, maintain contact with schools, employers and the RTO to monitor progress and address any problems.		
12. At the completion of training, seek feedback from all parties, either verbally or written.		
13. Analyse results and send to all stakeholders.		
14. Arrange a meeting of all stakeholders to evaluate and assess the results.		
15. Confirm final results with RTO.		
16. Organise for a graduation to be held at the completion of the training.		