

Pathways Program Transport and Logistics Industry

Checklist for Schools

Action	Completed by	Date
1. Establish coordinator and registered training organisation		
2. Select eligible candidates and have them complete an EOI.		
3. Work with coordinator who will complete MOU.		
4. Once all EOIs have been received, forward to the coordinator for consideration.		
5. Attend meeting of schools and RTO organised by coordinator to confirm candidates and the units to be studied.		
6. Once students have been selected, conduct a parent meeting at school's discretion.		
7. Confirm timetable with RTO and advise students.		
8. Organise classroom support (education assistant) if required		
9. Training commences		
10. Keep in contact with RTO regarding student progress		
11. Liaise with coordinator regarding work placements.		
12. Arrange to visit the workplace with the RTO before work placement begins.		
13. Confirm dates and hours of work with the employer. RTO and parents.		
14. Advise employer of the names of at least two people to contact in case of emergency and ensure the employer has details of at least two contacts at the school.		
15. Arrange a second visit to the workplace during the work placement if this is considered necessary.		
16. If a graduation ceremony is to be held, provide the coordinator with names of students, family and staff to attend.		
17. Complete an evaluation provided by the coordinator at the completion of the program.		