
Trainee's Procedure



1. Check your Nextra diary and identify all tasks include daily, fortnightly and monthly that you need to do.
2. Put these tasks in the 'to do' list in your diary
3. Identify task that you are not competent
4. Go to 'Online Resources' or 'Learning Resources' (hard copy) to study/read the theory then complete 'Learning Activities' and sent to Workplace Trainer Assessor for assessment.
5. Complete practical task by using the procedure manual, instruction manual and trainer.
6. When complete, undertake all assessment tasks and assess by Workplace Trainer Assessor

