Click here to enter a date.

Address

Dear Name

**Re**: Choose an item.

Thank you for enrolling in Choose an item., which is a Nationally Recognised Training module. To be found competent, you will need to successfully complete both the Assessment Booklet and a Workplace Assessment.

Your enrolment date is registered as the date at the top of this letter. Please aim to complete this module within three months of your enrolment date. Extensions maybe provided on request

Please find enclosed the following:

* Module Workbook (course notes)
* Assessment Booklet
* Student Handbook
* Privacy Statement
* Student Evaluation Survey and Learner Questionnaire – these must be completed and sent back with the Assessment Booklet.
* Learning, literacy and numeracy test

You will need to provide proof of current employment in an aged care setting. This could be a letter or email from your employer stating your position and length of service, or a certified copy of your employment contract. Please send with the Assessment Booklet to Alzheimer’s Queensland at the address on page 2 of this letter.

Workplace assessment tasks will need to be signed by a qualified Workplace Assessor. To be qualified as a Workplace Assessor, a person must have a Certificate IV in Training and Assessment (TAE40110) and relevant vocational competencies, at least to the level being assessed. If you are unable to arrange for a Workplace Assessor, please organise for your supervisor to sign off. They will also need to provide a copy of their qualifications and a brief description of their role and experience. If you have any problems organising this please contact the Association on details below.

Please give the forms headed, “Instructions for Workplace Assessment” and “Workplace Assessment Form” (found towards the back of the Assessment Booklet) to your nominated Workplace Assessor/supervisor and request they complete. These completed forms and certified copies of the Workplace Assessor’s qualifications must be received before your Assessment Booklet can be marked.

When returning your assessment please send back the whole Assessment Booklet which includes the answers section and workplace assessment section. It is not necessary to send back the Module Workbook. Please ensure you keep a copy of your assessment prior to posting (just in case it gets lost in the post).

Your assessment should be returned to:

**Alzheimer’s Queensland**

**47 Tryon Street**

**UPPER MT GRAVATT QLD 4122**

If you require any further information or assistance, please do not hesitate to contact me on the number below. We wish you all the best in your studies.

Yours sincerely

Name

Title

Phone:

Email: