

STUDENT FILE CHECKLIST

(RTO Administration Only)

Name:	
USI No:	
Location & State:	
Role:	
Manager/Supervisor:	
Certificate Date:	
VETtrak Entry Date:	

Statement of Attainment

☐ **CHCAGE005** ☐ **CHCCCS020**

*Statement of Completion**

☐ **CHCAGE005** ☐ **CHCCCS020** (Student VISA)

*Partial Completion Certificate** (Knowledge Assessment Only) ☐ **CHCAGE005**

Available to AQ Domestic Assistant & Administration Roles

- ☐ Completed Student Registration Form
- ☐ Completed LLN Test
- ☐ Completed AQ Student Evaluation Survey
- ☐ Completed AQTF Learner Questionnaire
- ☐ Completed Assessment Checklist
- ☐ Knowledge Assessment: Further Evidence Record
- ☐ Other: _____

For **CHCAGE005** (2 Booklets)

☐ 1. **The Knowledge Assessment Booklet (KAB) Complete & Attached**

- ☐ Written student name and contact details on the front page
- ☐ Signed the declaration form - page 2 of KAB
- ☐ Dated and signed where indicated

☐ 2. **The Performance Evidence Booklet (PEB) Complete & Attached**

- ☐ Written student name and contact details on the front page
- ☐ Each activity signed off by your supervisor
- ☐ Student - Dated and signed where indicated
- ☐ Manager - Dated and signed where indicated
- ☐ ASSESSOR/SUPERVISOR signed the last page of the booklet

For **CHCCCS020** (1 Booklet)

☐ 1. ***The Assessment Booklet (AB) Complete & Attached***

- ☐ 2 sections Written and Workplace Completed
- ☐ Written student name and contact details on the front page
- ☐ Signed the declaration form on page 3 of AB

The Workplace Assessment form has:

- ☐ Has student name on it
- ☐ Has date and result recorded in all indicated spaces
- ☐ Is signed by student
- ☐ dated and signed where indicated
- ☐ Is signed by WORKPLACE ASSESSOR /SUPERVISOR