

# Contact Record

Four contacts per year required

For **full, on-campus based delivery of training and blended delivery of training** ensure that a minimum of **four (4) contacts** occur each year (**one** must be face-to- face).

*If undertaking some workplace based delivery, proportional additional face-to-face visits should occur eg: additional face-to-face visit per 25% of Nominal Contact Hours delivered on the job.*

For **full, workplace delivery of training** ensure:

1. In addition to: section 2: 4 contacts per year.
2. A minimum of four (4) face-to-face workplace visits per year are carried out as required. (This does not include the initial sign up visit)
3. Monthly training is occurring and logged to monitor progress against the *Training Plan*
4. Weekly withdrawal from normal work duties is occurring and logged using the *Workplace Withdrawal Log*.

**Apprentice Name:** \_\_\_\_\_ **Student ID Number:**

**Qualification Title:** \_\_\_\_\_ **Employer Name:** \_\_\_\_\_

Date	Person Contacted			Contact Type				File Note Section	Evidence Section	Staff Name
	Employer	Apprentice	Other (Please Specify)	Visit	Phone	email	Other (Please Specify)			
01/01/14	✓							✓		John Citizen

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