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| --- | --- | --- | --- | --- | --- |
| **Program Code:** |  | | **Program Title:** | |  |
| **Unit Code and Title:** | **1** |  | | **2** |  |
| *\*\* Add more units, if required* | **3** |  | | **4** |  |
|  | **4.** |  | | **6.** |  |

|  |  |
| --- | --- |
| **Teacher’s / Trainer’s Name:** |  |

| **Student Name and ID** | **Unit**  **No** | **Date** | **Time** | **Notes:**   1. Record how the student communicates with you. e.g. e-mail, phone, visit, assessment. 2. State what was discussed in relation to the **unit/module** and where the student is up to in their learning program. | **Evidence of Participation Attached, eg. Assessment/Other** *(paper based or electronic)* |
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