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| **Program Code:** |  | **Program Title:** |  |
| **Unit of Competency Code:** |  | **Unit of Competency Title:** |  |

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

| **Student Name and ID** | **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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