

Course 3 Completions Policy

August 2008

Policy:

1. The trainee is required to complete Course 3, within two years of starting the course.
2. A trainee who does not complete the Course within the two year period will be issued with a new manual in the most current course edition. Those modules which are not activated will be required to be completed in the new manual.

Rationale:

To ensure trainees are completing Course 3 with the most up to date training.

Procedure:

1. The Course 3 commenting Co-ordinator will issue new manuals to those trainees who require them.
2. The Course 3 commenting Co-ordinator will highlight the assignments the trainee is required to complete in the new manual.
3. The Course 3 commenting Co-Ordinator will inform the trainee's commenter of these changes.