



**CONSTRUCTION TRAINING INTERNATIONAL P/L**

**STAFF NAME** \_\_\_\_\_

**DATE** \_\_\_\_\_

<b>CTI OFFICE USE ONLY</b>		
<b>TICK</b>	<b>ACTION</b>	<b>COMMENTS</b>
	Student List	
	Learning Materials	
	Enrolment Form	
	Pre Training Review	
	Flyer	
	Course Experience Doc (Earthmoving)	
	Course Outline	
	Letter & Map	
	Trainer Booked	
	Assessor Pack	
	USI / VSN	
	Training Plan ( Only for Cert III )	Place in Assessor pack for them to collect signature, or send to assessor
	Eligibility for funding (Copy of ID/Medicare Card required)	
	Daily List	
	Invoice	No.
	Deposit	
	VetTrak	No.
	Credit Card No.	No:        /        /        / Expiry: Amount: \$
	Comments	