



As a SMARTtrain trainer, we will assist you by providing quality training resources and program support. It is recommended that you be accredited one level higher than you are training ie, to train AQF3, you hold an AQF4 accreditation, however it is necessary to be accredited at the level you are training ie, to train AQF4, it is compulsory to hold an AQF4 accreditation.

To enable someone to be listed on the SMARTtrain Trainers' database as an approved SMARTtrain trainer, we will need the following information:

- complete and return the attached SMARTtrain contact details form
- provide a copy of Certificate IV in Training and Assessment
- copies of Chemical Training accreditation if from another provider other than SMARTtrain. We will require a copy of the Statement of Attainment or a copy of both sides of the identification card.
- email/letter from your RTO endorsing your role as a trainer in this area, listing your previous experience and qualification information (existing/currently being undertaken)

Should you require any further assistance, please do not hesitate to contact me.

Annette Conroy
SMARTtrain National Support Centre
2198 Irrigation Way
YANCO NSW 2703
Ph: (02) 6951 2532

Freecall: 1800 138 351



New SMARTtrain Trainer Contact Details

Name:

Street Address:

Town: State: Postcode:

Postal Address:

Town: State: Postcode:

Telephone: Mobile Facsimile:

Email:

Please list RTOs for whom training will be delivered for::

.....

Please return to SMARTtrain as soon as possible

- Checklist:**
- Completed the above information
 - A letter of request from the RTO endorsing the abovementioned prospective SMARTtrain trainer
 - Attached copy of Certificate IV in Training & Assessment qualifications or equivalent
 - Evidence of any Chemical Training Accreditation from providers other than SMARTtrain

SMARTtrain National Support Centre

Yanco Agricultural Institute

2198 Irrigation Way

YANCO NSW 2703

Ph: 1800 138 351

Fax: 02 6951 2565

Email: annette.conroy@dpi.nsw.gov.au

SMARTtrain office use only

- Update Trainers Spreadsheet
- SMARTtrain Trainers' pack sent
- Update SMARTtrain database