

General

- This form is to be used to record ALL training—accredited and non-accredited.
- DET recognises the Form 15 as the official conduit for the recording of QFRS results.
- A Form 15 must only be submitted for completed training - not for enrolment or partially completed training.
- The original Form 15, not a photocopy, is to be submitted to SFRST. A photocopy will be accepted in exceptional circumstances, such as when the original has been lost or destroyed.
- To maintain legibility, the original Form 15 should be posted, not faxed.
- If you send copies of the Form 15 to other regions or business units for information, they must be marked “Copy - For information only” to avoid duplication.
- Incorrectly completed forms will be returned for correction.

Training Details

- The correct codes and titles must both be recorded.
- Multiple training codes can only be entered where the result codes for all training for a candidate are the same.
- The start and finish dates should reflect the times of the classroom session or exercise even if post-class assignments are required.
- Show the region organising and delivering the program even if candidates from other regions attend.
- A line must be drawn through the unused part of the training details

Candidate Details

- Each candidate’s payroll number and name must be clearly printed showing official names - no abbreviations or “known as” names.
- All candidates must sign a Form 15, regardless of the result obtained, unless it is for a distance education unit or an invigilated assessment.
- A Form 15 should indicate only candidates who have completed the program (whether successful or not). Any candidates still to be assessed should be neatly crossed out.
- The result must be shown as one of the following:
 - C Completed and assessed as Competent
 - NA Completed - no assessment applicable to this course
 - NYC Completed and assessed as Not Yet Competent
 - DNC Did Not Complete course or assessment
 - R Re-check required
 - RPL Recognition of Prior Learning
(on completion of RPL application process only)Blank is **not** acceptable.
- An NYC result is only to be recorded after all re-check processes have been followed and the candidate still does not meet the requirements.
- A diagonal line must be drawn through the unused part of the list of candidates once delivery has been completed.

Sign Off

- Forms for all training are to be signed by the instructor. If there are several instructors, one instructor taking overall responsibility is to sign.
- For training that is assessed, the Form 15 is also signed by the assessor. If there are several assessors, one assessor taking overall responsibility is to sign.
- The completion date entered by the assessor will be recorded as the date completed in OLC.
- The completed Form 15 is to be signed by the manager responsible for the training e.g. MRT, DTO or Manager of Unit.