

Common Induction Standards – Progress Log
Standard Three – Communicate Effectively

CIS Ref	Workbook Question Number	Outcome Referred		Outcome Met	
		Details of further action required	Date further action met	Signed <i>(Manager/Supervisor/Trainer)</i>	Date
3.1.1 3.1.2 3.1.3	1				
3.1.1 3.1.2 3.1.3	2				
3.1.1 3.1.2 3.1.3	3				
3.2.2	4				
3.3.1 3.3.2 3.3.3 3.3.4	5				
3.3.1 3.3.2 3.3.3 3.3.4	6				
3.3.1 3.3.2 3.3.3 3.3.4	7				

CIS Ref	Workbook Question Number	Outcome Referred		Outcome Met	
		Details of further action required	Date further action met	Signed <i>(Manager/Supervisor/Trainer)</i>	Date
3.4.1 3.4.2 3.4.3 3.4.4	8				
3.4.1 3.4.2 3.4.3 3.4.4	9				
3.4.1 3.4.2 3.4.3 3.4.4	10				
3.4.1 3.4.2 3.4.3 3.4.4	11				
3.4.1 3.4.2 3.4.3 3.4.4	12				
3.4.1 3.4.2 3.4.3 3.4.4	13				

WS = Workplace Specific

Line Manager/Supervisor/Trainer Standard Three Sign Off

I can confirm that the learner has met all the requirements of this standard and the evidence provided is valid, authentic, reliable, current and sufficient.

Line Manager/Supervisor/Trainer Name:	
Line Manager/Supervisor/Trainer Signature:	
Date:	