**Please read these instructions before completing this form.**

* This form is to be used where a participant in an AEC-approved project requires training in a procedure involving animals and that training is not provided by La Trobe Animal Research and Teaching Facility (LARTF) staff. The form should be completed by the person providing the training.
* It is strongly recommended that the training plan be discussed with a LARTF veterinarian before submission of this form.
* It is a requirement of the Australian Code for the Care and Use of Animals for Scientific Purposes, 8th edition, 2013 that persons performing procedures on animals must be certified as competent in those procedures before being permitted to perform the procedures unsupervised.

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| 1. **Project details**
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| **AEC Number**  |       |
| **Project Title** |       |
| **Principal Investigator** |       |

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| **2. Trainer details** |
| **Title/Full Name** |       | **Phone** |       |
| **Institution** |       | **Email** |       |
| **Qualifications and experience**(Provide sufficient detail to confirm current capability to train and assess competency in the procedures listed below.) |       |

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| **3. Training and Assessment Plan** |
| **Name of Procedure** |       |
| **Prerequisites**(List competencies required prior to commencing training) |       |
| **Training resources (**e.g., training animals, experimental animals, models, cadavers, SOPs, training manuals or videos) |       |
| **Source of training resources** |       |
| **Methods to mitigate welfare impact where live animals are used**(e.g., prior training using cadavers, increased monitoring, use of terminal anaesthesia for surgical training) |       |
| **Training plan**(Step-by-step, including relevant theory, demonstration of procedure and stages of skill development) |       |
| **Assessment criteria**(Include required number of successful demonstrations, knowledge of potential complications and how to manage them) |       |

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| **4. Declaration** |
| By submitting this Training and Assessment Plan**, I**, **the Principal Investigator**, declare that[ ]  due care has been taken to ensure that the information I have provided is true and correct, and[ ]  the information contained in this plan is given on the basis that it remains confidential in accordance with relevant University and statutory requirements. |
| **Date:**       |
| **How to submit this form** |
| The completed report must be submitted to animalethics@latrobe.edu.au from the Principal Investigator’s La Trobe University email account. |