

SMA QUEENSLAND
Service Provider HR Checklist



Presenter Name: _____

Qualifications: _____

Units Presenting: _____

I have supplied SMA Qld with the following to be kept on file for human resource auditing purposes:

- A current C.V. including all current contact details
- A copy of qualifications, in the case of professionals that belong to their professional organisations (such as APA) a copy of membership status.
- A current working with Children Blue Card
- A copy of Service Providers Contact
- Current Sports Medicine Australia Membership
- A Copy of Certificate IV Training and Assessment or
- Supporting documentation of presentations skills mapped to SMA Mapping Table located in the Education Operations Manual

I have;

- Read and understand SMA Qld's policies
 - Privacy Policy
 - Grievance Policy
 - Student Behaviour
 - Appeals Policy
 - Access and Equity
 - Refund Policy
- Signed and returned a Service Providers Contract
- Supplied the required supporting documentation to SMA Qld for their HR files
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Signed: _____ Date: _____