Training Record

Individual training record: courses completed, certificates, expiry dates and evidence photos.

Employee

Employee name *	
Job title	
Employee number	

Training

Training 1

Course / training *	
Provider / trainer	
Date completed *	_____ / _____ / _____
Expiry / refresher date	_____ / _____ / _____
Certificate number	
Certificate photo	*Attach photo or sketch*

Training 2

Course / training *	
Provider / trainer	
Date completed *	_____ / _____ / _____
Expiry / refresher date	_____ / _____ / _____
Certificate number	
Certificate photo	*Attach photo or sketch*

Training 3

Course / training *	
Provider / trainer	
Date completed *	_____ / _____ / _____
Expiry / refresher date	_____ / _____ / _____
Certificate number	
Certificate photo	*Attach photo or sketch*

Sign-off

Employee signature	
Recorded by	
Date	_____ / _____ / _____

* Required