**Individual training record**

Use this form to record formal and informal training received by a worker. You should include this record in your administrative files for the worker.

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| --- | --- | --- | --- |
| Business name |  | Location |  |
| Worker name |  | Worker job title |  |

**Formal qualification and skills**

*Record formal training from an external provider that has resulted in recognised qualifications, skills or licences. For example, Cert III, forklift licence, first aid officer, etc.*

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| --- | --- | --- | --- | --- | --- |
| **Qualification / skill** | **Date completed** | **Training provider** | **Documentation sighted** | **Expiry date** (if applicable) | **Comments** |
| *For example:*  *CPR training* | *15/07/16* | *XYZ training* | *Certificate from training provider* | *14/07/16* | *Needed for first aid officer role* |
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**Task-specific training**

*Record on-job or informal training where the worker was assessed as competent to perform tasks required for their job. For example, following safe work procedures, using specific equipment.*

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| --- | --- | --- | --- | --- | --- |
| **Task** | **How assessed** | **Date completed** | **Trained by** | **Signature trainer** | **Signature worker** |
| *For example:*  *Using linen press* | *Asked questions and observed doing task* | *10/08/16* | *John Smith* | JSmith | MBrown |
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