**Record of Employee Training Form**

Use this form as a continuing record of an employee’s training. Include all health and safety training; both formal and informal (tool box talks etc.).

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| **Employee Details** |

I confirm that I have been informed about the Human Focus Online Training and been given my personal login details.

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| Name: |  | Department: |

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| Start Date: |  | Job Title: |

**NOTE:** Employer to complete columns 1-3, employee columns 4 and 5.

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| **Training Record** |

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| Training Date | Training Details | Certification Expiry Date | Employee Comments | Sign by employee |
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