Training Records

Employee name: ........**Alicia Green**.................. D.O.B. **20/05/1993** Date employed: **06/06/20XX**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title | Start date | | Training required for this post | | | Training provided by | | Date training completed | | Authorised personnel to sign if competency achieved | | Employee initials and date confirming completion |
| **Production Operative** | **06/06/XX**  **06/06/XX**  **15//06/XX**  **15/06/XX** | | **Induction**  **H & S**  **Intermediate Food Hygiene**  **3 weeks under instruction** | | | **N. Mantock**  **N. Mantock**  **Safe Food Training**  **N. Mantock** | | **06/06/XX**  **06/06/XX**  **08/06/XX**  **04/07/XX** | | Leo Taylor | | AG 06/06/XX  AG 06/06/XX  AG 08/06/XX  AG 04/07/XX |
| **CCP Monitor** | **15/07/XX** | | **3 weeks under instruction** | | | **Dominic Martin** | | **05/08/XX** | |  | | AG 05/08/XX |
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|  | | | | | | | | | | | |  |
| Full CV, details of qualifications and experience ~~are attached (delete as appropriate) /~~ can be found: **In the filing cabinet marked confidential**    Other relevant information:  **Alicia is studying Food Technology at night school.** | | | | | | | | | | | | |
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| Document Reference details:  **Training Records Issue 2 Date of Issue: 01/01/XX Page 1 of 1** | | | | | | | | | | | | |