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/XXAG 06/06/XXAG 08/06/XXAG 04/07/XX |
| **CCP Monitor** | **15/07/XX** | **3 weeks under instruction** | **Dominic Martin** | **05/08/XX** |  | AG 05/08/XX |
|  |  |  |  |  |  |  |
|  |  |
| 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** |