

<INSERT ORGANISATION NAME> TRAINING RECORD TEMPLATE

Keeping accurate records is a crucial part of an effective training programme; they enable you to monitor that training needs have been met and also provide vital evidence you can use to demonstrate compliance to an enforcing authority inspector or other auditor. Use and adapt the template below to ensure you record the key information on a personal basis.

Sample Personal Training Record						
Name	Department/ Cost Centre	Training Need	Training Provided	Outcome	Refresher training needed?	Signed
John Smith	Production PRO00017	IOSH Managing Safely	21-24 March 2020	Course assessments successfully completed and IOSH certificate received.	Review in March 2020.	JS



