[Company name]

*How to use this document: delete this paragraph before saving, sharing, or circulating it. Every part shown in blue is yours to replace: type your own details over each blue **[field]** until no blue remains. Add or remove table rows to fit your needs. Then select all (Ctrl+A) and set the font colour to the same dark colour throughout. What is left is your finished document.*

Employee Training Record Sheet

Keeping one reliable record per employee of courses, dates, providers, and expiry or renewal dates.

Employee details

Field	Entry
Full name	**[Employee name]**
Employee ID	**[Employee ID]**
Role	**[Role]**
Department	**[Department]**
Manager	**[Manager name]**
Employment start date	**[Employment start date]**
Record matches HR system?	

Training completed

Enter training only when evidence exists (certificate, attendance sheet, or provider confirmation).

Course	Provider	Date	Duration	Result
Example: Fire safety refresher	In-house trainer	12 Mar 2026	2 hours	Pass
Example: Data protection basics	Online provider	28 Apr 2026	1 hour	Certificate filed

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Certifications and expiry dates

When a certification expires, the employee must not perform that duty until renewed; the manager is responsible for enforcing this.

Certification	Expiry	Renewal due	Reminder set
Example: First aid at work	14 Jun 2027	14 May 2027	30 days before expiry
Example: Forklift licence	02 Nov 2026	02 Oct 2026	30 days before expiry

Training needs identified

Need	Reason	Planned date
Example: Data-protection refresher	Regulation change	

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Sign-off

Field	Entry
Employee signature and date (confirming the record is accurate)	
Line manager signature and date	
HR signature and date	
Next review date	

Completion checklist

✓	Check
☐	Every course listed has evidence (certificate or attendance record).
☐	Certifications with expiry dates have renewal reminders set 30 days ahead.
☐	The sheet is signed, matches the HR system, and is filed securely.

Document	Employee Training Record Sheet
Prepared by	**[Name and role]**
Owner	**[Name and role]**
Version	2.0 (redesign wave 1)
Date	**[DD Month YYYY]**
Review date	**[DD Month YYYY]**