**[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 |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

[Company name]

## 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 | |
| | | |
| | | |
| | | |
| | | |
| | | |

[Company name]

## 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]** |