

STAFF TRAINING / ATTENDANCE

Record actual attendance: P = present, L = attended part of the session, A = absent. Attendance alone does not record an assessment result.

Session / date

Trainer / location

Start / finish time

Session reference

Attendance

Name / staff code	Team / role	P / L / A	Initials	Follow-up needed

Trainer summary / next session: _____

Recorded by: _____ Separate assessment reference, if any: _____