[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

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

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Certification	Expiry	Renewal due	Reminder set

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]**