

Name:

Department:

Start Date:

Legend:

Team other to perform	Perform effectively	Perform	Perform with help	Can not perform
4	3	2	1	0
Trainer level	Expert	Moderate experience	Basic awareness	Not familiar

Per individual

No.	completed date	Company induction	CITB H & S approved training	Manual handling	Using electric power tools	furniture fitting	customer service	papework handling	accident reporting	Housekeeping	Score
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
	Score per skill:										
	Threshold	Training required?									

Training Completion schedule:

Company Induction is expected to be completd within first 3 days since employnet started