

AOS Form F501-6 : Staff Training Record - Meeting

Course/Meeting Details

Branch: _____
 Course Title: _____
 Course Trainer(s): _____
 Venue: _____
 Date/Time: _____ Duration: _____

Please attach the following to this Staff Training Record (to confirm training topics covered):

- Course/Meeting Agenda (Including details of specific points to be discussed)
 Minutes / Outcomes Handouts (where applicable) Assessments (where applicable)

Attendance Record

Name of Attendee	Signature	Handouts Taken (✓)	Assessment Done (✓)	WHS Feedback	
				Y/N	RFA #

**** Keep this Training Record on File at the Branch Office as proof of ongoing staff training ****
 Copy and attach extra pages if more space required