|  |  |  |  |
| --- | --- | --- | --- |
| Date: | Record of Training Undertaken (to be completed by trainer) | | |
| **Trainee name**: | | | Start time: |
| **Trainer name**: | | | Finish time: |
| **Task ID** (from HR5B plan)  …………………………….. | **Task description** (use description from HR5B plan)  …………………………………………………………………………………………………………………………….. | | |
| **Training notes**: (Prompts – What was demonstrated to the trainee? What did the trainer observe the trainee doing? What was talked about to improve the trainee’s knowledge and understanding about performing the task? What were the positives)  ……………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………………….……. | | | |
| Status:  More training required for this task  Trainee knows the hazards associated with the task and the control measures that are to be implemented to eliminate or minimise risks to health and safety  Trainee is competent to task (Trainee has demonstrated the knowledge, skills, and behaviours required to perform this task competently and safely unsupervised) | | | |
| Signature (Trainee) | | Signature (Trainer) | |
| Trainer to submit this completed form to the trainee’s line manager  Where the trainee is competent to task, line manager to update the HR5B Training & Supervision Plan and file this form with the plan in Task ID order | | | |