Training opportunity and adjustments record

Use fictional details for training. Save workplace copies in your approved records system.

Practice example

Opportunity: acting lead. Criteria: completed supervised handover. Notice: shared rota system and shift briefing. Adjustment: alternative format agreed directly. Check: review applications after all shifts have had notice.

Opportunity and owner

Eligible roles

Role-related criteria

How each shift is notified

Accessible response route

Decision and reason

Next review