Role-to-training comparison sheet

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Role and tasks	
Existing learning evidence	
Knowledge course selected	
Local demonstration required	
Supervisor / date	
Review trigger	

Before use: List each role's tasks. Match tasks to learning outcomes. Check the type of certificate and assessment. Assign a workplace briefing and supervisor. Record the next review trigger.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online