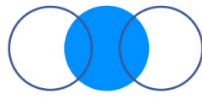


Code	TR.001
Title	Staff Training Record
Status	Active
Prepared by	Stuart Hanson
Approved by	Dorian Roberto Ramirez Sosa
Date Approved	20.07.18
Revision Number	Version 1.1
Date last amended	20.07.18
Date of next review	20.07.20
Contact Officer	Stuart Hanson
Distribution Status	Controlled



1. Objective

To maintain records of staff training

2. Scope

This applies to all staff of Direct Mediation Services

3. Responsibilities

It is the responsibility of the management to complete staff training records for all staff

4. Procedure

Using information gathered staff appraisals and manage

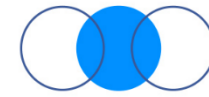
5. Records

Completed Staff Training Record (Appendix 1)

6. Review

Annually

Staff Training Record	TR.001	Version 1.1
Prepared by: Stuart Hanson	Approved by: Dorian R Ramirez	Page 2 of 3



Appendix 1 – Staff Training Record

Name		NI Number	
Job Title		Start Date	

Date	Training Description	Trainer (signature)	Trainee Signature