

# Training & Competency Record Book Of

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Date Created:

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## WHAT IS THE TRAINING & COMPETENCY RECORD BOOK?

The Training & Competency Record Book is used to record the results of formal assessment of your ability to fulfil your role.

### WHY USE THE RECORD BOOK?

To keep track

- The Training & Competency Record Book shows which nationally recognised work competencies you have achieved, as well as when they were assessed.

To help coordinate your training & development

- If you are working to improve your performance on the job or develop new skills, trainers & Managers can use the Training & Competency Record Book to check your progress & plan for your development.

To provide evidence of your competence

- You can use your Training & Competency Record Book as evidence of your competence when applying for jobs, or to gain an advance standing in Nationally Accredited Training Programs.

### HOW TO USE THE COMPANY TRAINING AND RECORD BOOK

Select the competencies required by the employee on page 5 (following). Not all competencies may be required for the current role, however should the employee change roles in the future this will form an ongoing record of training completed at The Company.

Once the training requirements form is complete (this may be updated as role requirements change), use The Company Training and Competency Modules to train and monitor understanding of the task / activity being trained on.

Ensure all training is signed off, and record ongoing / recurrent training needs where applicable to monitor when regular training will be required. On completion of initial or recurrent training ensure TRAINING RESULTS ARE RECORDED in the "Training Competency Requirements & Completion Record" as a reference of training completed vs required.

TRAINING COMPETENCY REQUIREMENTS & COMPLETION RECORD (FORM 7.3)

Trainee Name:

Trainer Name:

Location:

	COMPETENCY	Task Required in Role?	Skills Assessed	Date Trained	Trainee Signature	Trainer Signoff	Refresher Due Date
<b>INDUCTION</b>	Covered full evacuation procedures with site Security						
	Issued with Employee Handbook						
	Received The Company Workplace Healthy & Safety Policy						
	Received procedure for reporting an accident or incident at work						
	Received training on chemical use and hazards						
	Location of chemical room and replenishing						
	What do I do if I cut myself						
	What do I do if I have an accident on my way to work						
	What do I do if I have an accident on my way home from work						

Employee Name and Signature: \_\_\_\_\_

Date of Training: \_\_\_/\_\_\_/\_\_\_

Trainer Name and Signature: \_\_\_\_\_

Notes: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**WORK METHOD STATEMENT TRAINING**

The following training modules are training modules based on the appropriate work method statement. Each WMS may vary based on the site and environment in which the WMS is applied.

COMPETENCY	Task Required in Role?	Skills Assessed	Date Trained	Trainee Signature	Trainer Signof	Refresher Due Date
08 WMS Hazardous Substances.doc						
11 WMS Lifting and Moving Furniture.doc						
22 WMS Use of Step Ladders.doc						
23 WMS Vacuuming.doc						
28 WMS Working Near Fork Liff.doc						
30 WMS Handling Chemical Spills.doc						
<b>Work Method Statements</b>						

S = Satisfactory      T = More Training Required      C = Training Completed  
To be completed within 5 working days on commencement at new client site