

STAFF TRAINING RECORD

STAFF NAME:	FARM:
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- > Initially assess new staff, if new to the task fill out the “in training” section and ensure they are supervised.
- > If after initial assessment it is clear the new staff member is experienced, fill out the “trained” section and they may work unsupervised.
- > Once “in training” staff are assessed as competent they become “trained” and can work unsupervised.
- > Staff that are very competent and good at teaching others the job can be marked as “able to train others”.
- > Ensure staff and their manager both sign and initial the form to show that they have reached that training level.
- > Keep these sheets as training records.

TASK DESCRIPTION	IN TRAINING (DATE AND INITIALS)	TRAINED (DATE AND INITIALS)	ABLE TO TRAIN OTHERS (DATE AND INITIALS)	STAFF SIGNATURE	MANAGER SIGNATURE
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		
	Date:	Date:	Date:		
	Staff int.	Staff int.	Staff int.		
	Mngr int.	Mngr int.	Mngr int.		