



Safe people
safe environments

Records



Training Record

Employee/Volunteer

Name: _____

Position/role: _____

Details of Training	Date Training Completed	Refresher required give details e.g. date renewal is due	Competency Achieved (if applicable)

A copy of this document is kept by the employee/volunteer and also the Congregation Child Safe Coordinator

Based on Training register template for each employee in Child and Youth Risk Management Strategy Toolkit. Commission for children and young people and child guardian.

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