**Individual Training Record**

Employees must record any training undertaken, this will include, courses, conferences, skills programmes, mentoring, or targeted experience in other areas of activity.

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| **Employee Name:** |  | **Job Title:** |  |
| **Department:** |  | **Line Manager:** |  |

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| **Date** | **Development activity** | **Qualification**  **Yes or No** | **Level?** | **Delivered by?** | **Expiry date (if applicable)** | **Copy of certificate/s on file?** |
| 01/01/2018 | Leadership & Management - Offsite | Yes | 4 | Truro & Penwith College | n/a | Yes |
| 06/05/2018 | First Aid at Work – Onsite | No | - | Cornwall College Business | 06/05/2021 | Yes |
| 10/10/2018 | General Data Protection Regulations 2018 Conference in Truro (off site) | No | - | Oxford Innovations | - | N/A |
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