



### SC.4 Staff Training Records

For each staff member, complete a training record and keep it for at least 2 years after they have left. Ensure you keep copies of relevant certificates.

<b>Name:</b>		<b>Start Date:</b>		<b>Role/ Key tasks</b>	
<b>Experience:</b>					
<b>Training/ Event Date(s)</b>	<b>Type of training/ event</b>	<b>Training provider</b>		<b>Other (e.g. Review dates if applicable)</b>	

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