

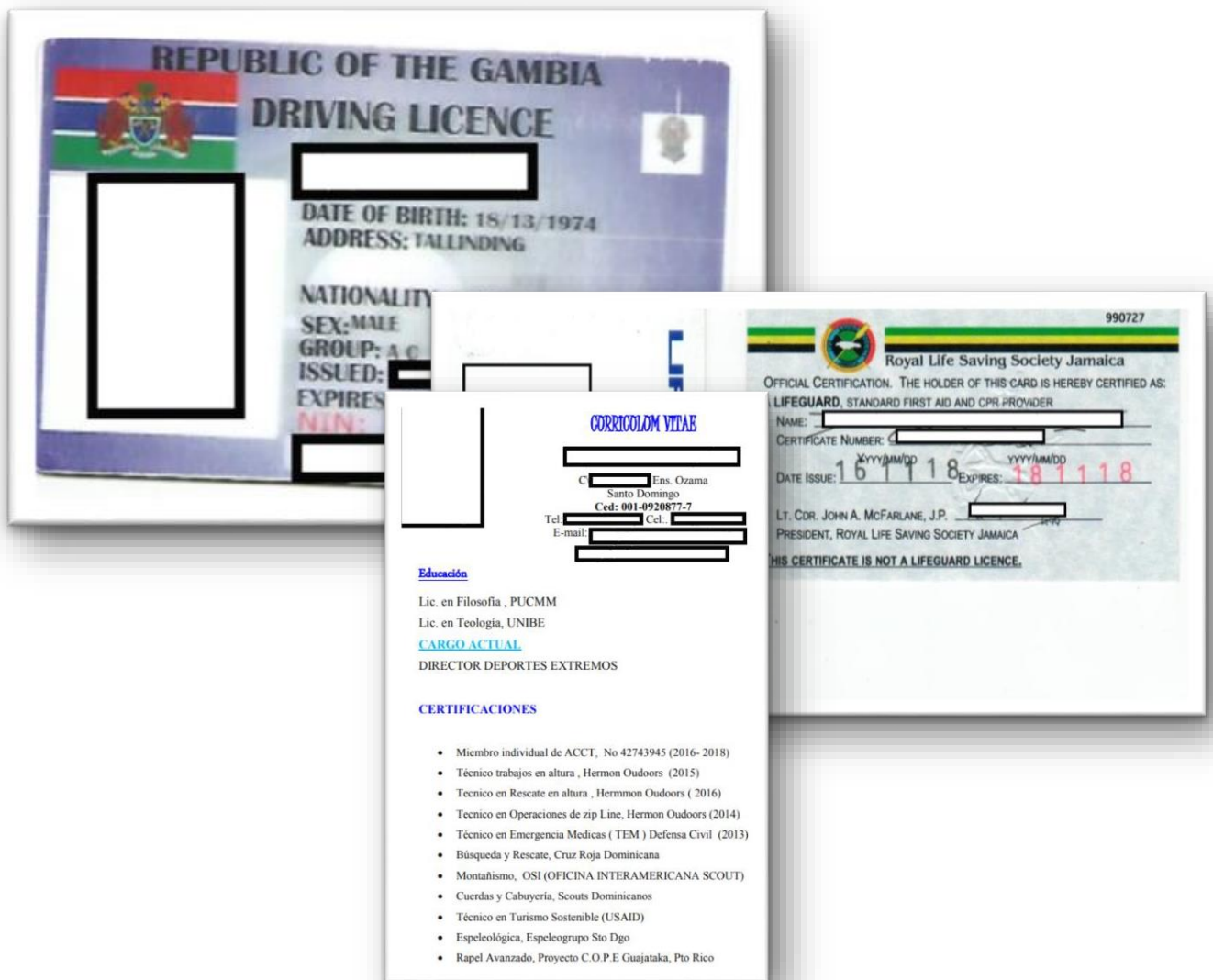
# INFORMATION DOCUMENT

## STAFF TRAINING AND EXPERIENCE

All staff should be suitably trained or qualified to fulfil their roles in your operation. Depending on the role they perform for you, this may mean formal qualifications, in-house training, or in some circumstances, length of experience may be considered adequate.

### Formal Qualifications

Some activities require staff to be officially qualified. Formal qualifications may include driving licence, PADI qualifications, lifeguard qualifications, pilots' licence, etc. This will, of course, depend on the activity you are offering. Where such qualifications are required, you should regularly check certificates, licences, etc. as evidence of the relevant staff having achieved the required qualifications and that such paperwork is current and valid. Copies should be held for the duration of the team members' employment.



### In-House Training

Some in-house training is relevant to all staff for areas such as the company's emergency procedures. In addition to this general training, there may be specific training for individual tasks that staff member perform as part of their role within your organisation. You should keep copies of the sign-off sheet which staff members should sign and date after they have completed any in house training. There should be a separate sign off sheet for each

training course. If training is done digitally, records of the training should be available for inspection, if required. Alternatively, you may keep a record of training for each employee, which shows all training completed by any particular staff member. These records should be maintained and held for the duration of the team members' employment.

**Training Record**

Course Title: \_\_\_\_\_

Course Date(s): \_\_\_\_\_

Instructor Name(s): \_\_\_\_\_

Employee Name	Employee Signature	Date of Signature	Instructor Initials

**Training Record**

Employee Name: \_\_\_\_\_

Date of employment: \_\_\_\_\_

Employee Job Title: \_\_\_\_\_

Training Course Name	Date of Training Course	Employee Signature	Instructor Initials

## Experience

There may be occasions where specific training is not appropriate. For instance, you may have a team member who prepares food, and has done so for many years, but who has no formal training. In circumstances such as these, you should keep records outlining the experience the team member has (length of time performing the role, previous relevant experience, etc.)