

Training Attendance Sheet

Course Name:			
Level:		Group Name:	
Lesson Plan Ref:		Course Ref:	

Date:		Time:	
Location:		Trainer:	

Trainee Name:		*Trainees Signature:
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*** By signing this Attendance Sheet you are confirming your attendance at the training session detailed above.**

TRAINERS USE ONLY: Record any Incidents / Comments / Observations in the space below: