

Individual Staff Training Profile

Staff Member:

Position Held:

Employment No.:

Nationally Recognised Qualification/s

Qualification	Required	Current <i>Registration Date</i>	Award Achieved <i>Date</i>
Leadership & Management Award			
Registered Managers Award			
NVQ Level 4			
NVQ Level 3			
NVQ Level 2			
D32/D33 or A1 - Assessor Award			

Mandatory Training

Training	Attendance Date	Certificate Filed	IT Records Updated	Refresher Date/Due
Care certificate Induction – new staff/job role changed		Y / N	Y / N	
Corporate Induction		Y / N	Y / N	
Moving & Handling of People – Yearly		Y / N	Y / N	
Moving & Handling of Loads – Yearly		Y / N	Y / N	
Safeguarding Adults – Yearly		Y / N	Y / N	
Risk Assessment – every 2 years		Y / N	Y / N	
Medication Training – every 2 years		Y / N	Y / N	
Infection Control – every 2 years		Y / N	Y / N	
Health & Safety – every 2 years		Y / N	Y / N	
Fire Training – Yearly		Y / N	Y / N	
Food Hygiene – every 3 years		Y / N	Y / N	
First Aid – every 3 years		Y / N	Y / N	
Behaviours That Challenge – every 2 years		Y / N	Y / N	
Dementia Awareness – every 2 years		Y / N	Y / N	
Equality & Diversity		Y / N	Y / N	
Child Protection		Y / N	Y / N	

