



## Employee Training Record

Your Business Name: \_\_\_\_\_

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

Employee No: \_\_\_\_\_ Ag Induction No: \_\_\_\_\_

Hire Date: \_\_\_\_\_

### Roles Held

Enter the different job roles the employee has had with you.

| Role | Start Date |
|------|------------|
|      |            |
|      |            |
|      |            |
|      |            |

### Training Required

Record training required and date completed. This does not have to be only WHS training.

| Work Activity | Training Required       | Date Complete | Expiry Date |
|---------------|-------------------------|---------------|-------------|
| Day One       | Ag Induction Manager    |               |             |
| Day One       | Farm specific Induction |               |             |
| Day One       | Job specific Induction  |               |             |
|               |                         |               |             |
|               |                         |               |             |
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