

Employee Name:

This Record of Training log should be used to evidence any training, courses or seminars attended.

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| Date of Training | Training Provider(e.g. ACCORD, NHS Lothian etc.) | Type of activity (e.g. Workshop, Internal/External Training etc.) | Training covered or name of course/seminar |
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| **Form Revision History** |
| **Version** | **Effective Date** | **Author (Role)** | **Summary of revisions** |
| 1.0 | 19 April 2007 | Unknown | First Version |
| 2.0 | 22 March 2016 | Unknown | Formatting and general update to be ECTU specific |
| 3.0 | 07 May 2018 | Unknown | Template name removed from footer. Extra page included |
| 4.0 | 16 Nov 2020 | Caroline Garth (QA manager) | Document ID added. Section added to include employee name. Duplicate page removed. ‘Page no’ added to bottom of page to allow staff to complete the appropriate page number. Updated to include form Revision History. |