Employee Training Record

Employee name: Harry Smith

Name of Course/Content	Trainer	Date Completed	Date of Expiry
First aid at work	Virtual college	1/06/2020	1/6/2023
Food hygiene level 1	Virtual college	1/6/2020	1/6/2021
Allergen	Virtual college	1/6/2020	1/6/2021
In house kitchen planner	Steve Johnson (shop manager)	1/6/2020	On going

Example