

**Skills Development Facilitator**

**Handout 17**

**Template for Training Plan/Record**

|  |
| --- |
| **DEPARTMENT/ORGANISATION TRAINING PLAN/RECORD** |
| **Role/Occupational group** | **Name of Employee** | **Outcome/Course** | **External Course Provider** | **Internal Course Facilitator** | **Attendance date** | **Costs** | **Accreditation date** |
|  |  |  |  |  |  |  |  |