

## Qualification and Licence Record

Name of employee: \_\_\_\_\_

Employee number: \_\_\_\_\_

Competency	Licence or Certificate	Date Attained	Expiry Date	Course Name
<i>Eg. Forklift Operator</i>	<i>Forklift ticket</i>	<i>November 2007</i>	<i>November 2012</i>	<i>Forklift Operation</i>

To be filed in Training Register/Employee records