

## Qualification and Licence Record

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

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

<b>Competency</b>	<b>Licence or Certificate</b>	<b>Date Attained</b>	<b>Expiry Date</b>	<b>Course Name</b>
<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