

Support Worker Training Register

Support Worker's Name: _____ Location: _____ Date of Issue: _____

- 🕒 Initially assess new Support Worker, if new to the task fill out the "in training" section and ensure they are supervised.
- 🕒 If after initial assessment it is clear the new Support Worker is experienced, fill out the "trained" section and they may work unsupervised.
- 🕒 Once "in training" Support Worker is assessed as competent, they become "trained" and can work unsupervised.
- 🕒 Support Workers that are very competent and good at teaching others the job can be marked as "able to train others".
- 🕒 Ensure Support Worker and trainer both sign and initial the form to show that they have reached that training level.
- 🕒 Keep these sheets as training records.

TASK DESCRIPTION	IN TRAINING (DATE AND INITIALS)	TRAINED (DATE AND INITIALS)	ABLE TO TRAIN OTHERS (DATE AND INITIALS)	SUPPORT WORKER SIGNATURE	TRAINER SIGNATURE
		Date	Date	Date	
	Support Worker	Support Worker	Support Worker		
	Trainer	Trainer	Trainer		
	Date	Date	Date		
	Support Worker	Support Worker	Support Worker		
	Trainer	Trainer	Trainer		
	Date	Date	Date		
	Support Worker	Support Worker	Support Worker		
	Trainer	Trainer	Trainer		