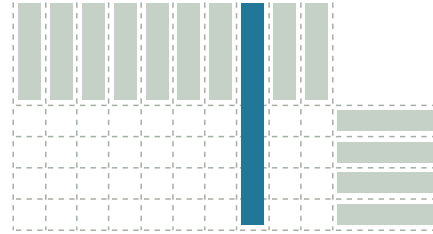


training records

Legislation on safety at work requires workers "to receive sufficient suitable theoretical and practical training in prevention matters", and this training must be "specifically focused on the work post or function of each worker".

Keeping records of which workers receive suitable training involves a significant administrative workload, including the planning and registration of the training and the registering of all the corresponding documentation.

Having a tool to provide simple, automatic control over safety or any other training is now essential in organisations which believe employee training to be of key importance.



use

This Training Records application, along with the recommended practice, will allow you to:

- **Define the training** to be carried out for each work post and time period.
- **Define training subjects** and associated courses, along with the external trainers, goals, training places, etc.
- **Plan the internal and external training actions** to be carried out in a specific period, along with their costs.
- **Register the result** of the training actions and update the employee's CV.
- **Check** the training carried out by employees, absence of training alerts, employees without proper training, etc.
- Automatically **draw up** the employee's CV.
- **Attach files** with the documentation handed over to employees (attendance documentation, studies, etc).



this software application is recommended if...

- You need complete records of worker training.
- You want centralised, accessible information on training.