

function.

5.7 Assessment and Measurement of Training Effectiveness

It should be determined which training events require an assessment, to measure the effectiveness of the training, and how this should be done. This assessment should verify the ability of the trainees to competently apply all tasks they are required to undertake. Examples of techniques that could be used are: written or verbal tests; observation of the employee in the execution of his or her job; feedback from internal or external contacts.

5.8 Training Records

Each employee must have an accurate and up to date training file that contains records of all relevant training events. The frequency of updating the training file must be defined in local procedures.

The purpose of individual training records is to provide verification of participation in a training event and should contain information on when and by whom the training was conducted.

5.9 Curriculum Vitae (CV)

Where deemed necessary, appropriate details of training, formal education and experience could be contained in one document, typically referred to as a Curriculum Vitae (CV). The employee should ensure this is kept up to date.