

Falkirk Council Record of Completed Learning Form

This form is to record any learning not booked through the Employee Development Team bulletin.

Employee Nos.

Employee Name.

Please tick type of learning:

Seminar		Briefing Session	
Conference		Induction	
e-learning		On the Job training	
Shadowing		Coaching	
Mentoring		APDS	
Course		IT Training	

Learning Start date

Learning End date

Learning Title/Notes

Additional Information (optional):

Duration (days/hrs)	<input style="width: 100%; height: 30px;" type="text"/>	Costs	<input style="width: 100%; height: 30px;" type="text"/>
Venue	<input style="width: 100%; height: 30px;" type="text"/>	Ledger Code	<input style="width: 100%; height: 30px;" type="text"/>
Purchase Order No	<input style="width: 100%; height: 30px;" type="text"/>	Counts for CPD	YES/NO

Manager's Name: _____

Signature: _____ Date: _____

ResourceLink Update - (please pass to Management Information Team)

Completed by: _____ Date: _____

Privacy Statement

- The Council processes your information in accordance with data protection legislation.
- We use this for training purposes and keep it for 7 years after you leave unless your post requires a PVG membership where we keep it for 25 years after you leave
- You can find full details at www.falkirk.gov.uk/privacy