



FREE RESOURCE · TEMPLATE

Role Training Requirements Matrix

For Caribbean hospitality workforce teams

Map training to the work people actually perform instead of treating every hotel role as though it carries the same risks.

How to use this resource

1 Confirm what applies

Map the resource to the employee's role, property services and the current requirements in your jurisdiction.

2 Use real roles and people

Assign training, credentials and follow-up to identifiable people or accountable roles.

3 Keep the evidence

Record where the induction, certificate, attendance record or supporting document can be retrieved.

4 Review exceptions

Focus management attention on missing, overdue, expiring or unacknowledged items.

5 Recheck after change

Review readiness when somebody joins, changes role, returns after a long absence or takes on an emergency responsibility.

IMPORTANT

Training, credential and employment requirements vary by jurisdiction and role. Verify current local law, regulator requirements, insurer conditions and company policy before use.

Role Training Requirements Matrix

Map training to the work people actually perform instead of treating every hotel role as though it carries the same risks.

ROLE	CORE INDUCTION	SAFETY TRAINING	ROLE-SPECIFIC TRAINING	CREDENTIAL / CERTIFICATION	REFRESH / REVIEW	OWNER	EVIDENCE LOCATION

A staff file is not the same as workforce readiness.

CaribSafe People helps make the gaps visible.

CaribSafe People connects induction, training, workforce credentials, safety communications and staff-safety follow-up so managers can see what needs attention across the property.

[Book a 20-minute walkthrough](#)