



FREE RESOURCE · WORKSHEET

# Training Evidence Record

**For Caribbean hospitality workforce teams**

Record enough detail to show what training occurred, who attended, who delivered it and what evidence supports completion.

# 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.

# Training Evidence Record

Record enough detail to show what training occurred, who attended, who delivered it and what evidence supports completion.

**Training title**

**Purpose / requirement**

**Date / time**

**Trainer / provider**

**Delivery method**

**Topics / learning outcomes**

**Staff attending**

**Assessment / competency check if used**

**Evidence attached / location**

**Follow-up required**

**Manager verification**

**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](#)