#### Induction Training & Individual Training Record

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| **Name: fullName** | **Date of Employment: empDate** | **Trainer Signature:** |
| **Description of Training given** | | **Training Completed YES/NO** |
| **Induction Training** | |  |
| Introduction to Company Mission, Values, Aims and Objectives Management Structure, Supervisors, etc. | | YES |
| Issue Code of Conduct and Company Rules | | YES |
| Issue Contract & Terms and Conditions of Approval | | YES |
| Discuss Time Off Request Procedure | | YES |
| Discuss and Issue Job Description document & Confidentiality agreement | | YES |
| Discuss and issue Company Handbook | | YES |
| Discuss and Issue a copy of the Quality Policy | | YES |
| Discuss and Issue a copy of Health & Safety Policy | | YES |
| Discuss and Issue a copy of the Drug and Alcohol Policy | | YES |
| Discuss and Issue a copy of Environmental Policy | | YES |
| Discuss and Issue a copy of the Equal opportunity policy | | YES |
| Discuss and Issue a copy of Training and development policy | | YES |
| Discuss and Issue a copy of All polices | | YES |
| Annual Refresher Training & Continuous Professional Development | | YES |
| Date: empDate Trainee Signature | | |

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| **Further Training** |  |
| SIA E- Learning Online (Code of Practice BS7499, BS7858) | YES |
| Watching Stay Safe and Eyes Wide open DVD | NO |
| Protect the Public and ACT Awareness eLearning | YES |
| General Data Protection Regulation & Principles (GDPR) | YES |
| Interface with police and local authorities | YES |
| Date: empDate Trainee Signature: | |

**Induction Training & Individual Training Record**

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| **Description of Training given** | **Training Completed YES/NO** |
| **Site Training** | |
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| Date: Trainee Signature: | |

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| **Supervisor Training** | |
| Supervisor Role |  |
| Team Leader Training |  |
| Problem Solving Training / Decision Making |  |
| Health and Safety Risk Assessment Training |  |
| Customer Services & Communication Skills |  |
| Signaller (Banksman) Training |  |
| First Aid Training |  |
| Conducting Disciplinary Procedure |  |
| Use of Documents |  |
| knowledge of escalation processes |  |
| Competency Assessment |  |
| Date: Trainee Signature: | |

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| **Actual Job Training** |  |
| SIA Training for SG, DS, CCTV etc. |  |
| Up-Skilling Door Supervisors Training |  |
| Assignment Instructions |  |
| Date: Trainee Signature: | |

#### Induction Training & Individual Training Record

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| **Description of Training given** | **Training Completed YES/NO** |
| **Key Holding & Mobile Patrol Training Record** | |
| Introduction to the security industry and the role and responsibilities of mobile patrol officers; |  |
| Patrolling, searching & security and emergency systems |  |
| Fire Safety health and safety at work |  |
| Law & emergencies, equality and diversity |  |
| Assignment-specific client requirements |  |
| customer care and social skills, communication skills and reporting |  |
| take responsibility for keys and site information and equipment |  |
| Travel between sites safely and efficiently |  |
| Carry out dynamic risk assessments on arrival, recognize potential conflict situations and respond appropriately; |  |
| Conflict Management, enter sites and premises, maintain the security of premises |  |
| Date: Trainee Signature: | |

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| **Control Room Training** | |
| Outline of Control Room Operations |  |
| Radio and Telephone Procedures |  |
| Documentation and Recording Procedures |  |
| Escalation Training / Emergency Procedures |  |
| Location and Use of Control Room Records |  |
| Allocation of Resources For Mobile Patrols |  |
| Date: Trainee Signature: | |