

Unit 303: Contribute to business success

Activity 31: Training records

For each of the following training sessions suggest the most appropriate record to be completed to evidence completion and the outcomes:

- Company standards
- Health and safety
- HACCP
- Food safety
- Allergen identification
- Data protection
- Equality and diversity
- Use, cleaning and maintenance of equipment
- Producing standardised recipes
- Technical skills training leading to a qualification

More than one record can be suggested if applicable.

For each record identified explain why the training needs to be recorded and who the information should be made available to.