| **Course Name:** | |  | | |
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| **Level:** | |  | **Group Name:** |  |
| **Lesson Plan Ref:** | |  | **Course Ref:** |  |
|  | |  |  |  |
| **Date:** | |  | **Time:** |  |
| **Location:** | |  | **Trainer:** |  |
|  | |  |  |  |
| **Trainee Name:** | | | **\*Trainees Signature:** | |
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**\* By signing this Attendance Sheet you are confirming your attendance at the training session detailed above.**

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| **TRAINERS USE ONLY: Record any Incidents / Comments / Observations in the space below:** |
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