| **Course Name:** |       |
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| **Level:** |  | **Group Name:** |       |
| **Lesson Plan Ref:** |       | **Course Ref:** |       |
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| **Date:** |       | **Time:** |       |
| **Location:** |       | **Trainer:** |       |
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| **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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