

# TRAINING RECORD MANAGEMENT SYSTEM

Secure Online Storage of Training Records

Compliance made easy with digital storage of training records and certificates, automated expiry alerts, and detailed exception reports.



Name	Role	Date	Training Name	Status	Expiry Date
John	Driver	2023-01-15	Advanced Driver Training	Completed	2024-01-15
Maria	Operator	2023-02-01	Heavy Equipment Operation	In Progress	2024-02-01
David	Inspector	2023-03-10	Vehicle Inspection	Completed	2024-03-10
Emily	Trainer	2023-04-05	First Aid and CPR	Completed	2024-04-05
Michael	Operator	2023-05-20	Advanced Driver Training	Completed	2024-05-20
Sarah	Operator	2023-06-15	Heavy Equipment Operation	In Progress	2024-06-15
James	Inspector	2023-07-01	Vehicle Inspection	Completed	2024-07-01
Olivia	Trainer	2023-08-10	First Aid and CPR	Completed	2024-08-10
Benjamin	Operator	2023-09-05	Advanced Driver Training	Completed	2024-09-05
Isabella	Operator	2023-10-20	Heavy Equipment Operation	In Progress	2024-10-20
Ethan	Inspector	2023-11-15	Vehicle Inspection	Completed	2024-11-15
Ava	Trainer	2023-12-01	First Aid and CPR	Completed	2024-12-01

Course	Status	Start	End
Vehicle Inspection (Driver)	Completed	2023-01-15	2024-01-15
Heavy Equipment (Operator)	In Progress	2023-02-01	2024-02-01
First Aid (Trainer)	Completed	2023-03-10	2024-03-10
Advanced Driver (Operator)	Completed	2023-04-05	2024-04-05
Vehicle Inspection (Inspector)	Completed	2023-05-20	2024-05-20
Heavy Equipment (Operator)	In Progress	2023-06-15	2024-06-15
Vehicle Inspection (Inspector)	Completed	2023-07-01	2024-07-01
First Aid (Trainer)	Completed	2023-08-10	2024-08-10
Advanced Driver (Operator)	Completed	2023-09-05	2024-09-05
Heavy Equipment (Operator)	In Progress	2023-10-20	2024-10-20
Vehicle Inspection (Inspector)	Completed	2023-11-15	2024-11-15
First Aid (Trainer)	Completed	2023-12-01	2024-12-01



# Keeping track of employee training has never been easier.

With our robust Training Record Management System, you can upload employee training records, including a copy of each certificate, regardless of the training provider. Once records are uploaded, automatic expiry alerts can be sent to employees, supervisors, and managers to help ensure your employees' training is always up to date.

## Features

Rapid  
Entry Tools

Certificate  
Management

Training Hours  
Reports

Expiry  
Alerts

Auto  
Archiving



Employee Name	Course Name	Start Date	End Date	Expiry Date	Status
John Doe	Project Management	2023-01-15	2023-03-15	2023-03-15	Completed
Jane Smith	Customer Service	2023-02-01	2023-04-01	2023-04-01	In Progress
Mike Johnson	Leadership Training	2023-03-01	2023-05-01	2023-05-01	Not Started

Employee Name	Course Name	Start Date	End Date	Expiry Date	Status
John Doe	Project Management	2023-01-15	2023-03-15	2023-03-15	Completed
Jane Smith	Customer Service	2023-02-01	2023-04-01	2023-04-01	In Progress
Mike Johnson	Leadership Training	2023-03-01	2023-05-01	2023-05-01	Not Started

## Highlights

- **Auto-Assign Training:** Through use of the training matrix, configure the system to automatically assign online courses when training records expire.
- **Scheduled Excel Reports:** Schedule the delivery of automated monthly, weekly, or daily emails containing detailed Excel reports to supervisors and managers, letting them know what training is expiring when and for whom.
- **Training Matrix Integration:** Instantly update training gap reporting for each location or region by allowing uploaded training records to satisfy company training requirements.
- **Mobile Friendly:** Access employee training record details from any smartphone, iPad, or Internet-ready mobile device.
- **Quick Upload:** Upload thousands of training records directly into the system using Excel, then use the innovative drag-and-drop technology to quickly import images of certificates, making the setup process easy.

## Cost Savings

The Training Record Management System's ability to allow your employees to upload their own training records dramatically reduces administration costs. You can provide employees with the ability to upload records directly into their account or through the SafeTapp mobile app. They can also upload certificates directly into an online course using their webcam to take photos of their certificates and wallet cards.

[www.trainanddevelop.ca](http://www.trainanddevelop.ca)

