Animal Health in Indonesia

**Attendance and assessment records**



# About this record

This record is intended to be used to record contact details and attendance and assessment for individuals attending any training workshop.

The CONTACT DETAILS sheet is designed to be compiled by the course organisers from a computer print-out of individuals registered for the training course. The list can be printed and brought to the first session of the course so that participants can check that their details are recorded correctly. Any participant not recorded in this list can then add their details at this stage.

The ATTENDANCE AND ASSESSMENT RECORD sheet is designed to be present at the start of each training day. Each participant will be expected to initial against their name to indicate attendance for that day. Instructors can then add assessment and comment as required for recording purposes.

 Title of training: Location of training: Date of training:

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| **No.** | **Title** | **Given (First) Name**  | **Family (Last) Name** | **Organisation** | **Mobile phone** | **Email address** | **Checked (tick)** |
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