

Doc 4.9. End of training report

(to be prepared together with graduation report)

Training Course: _____

Location/Venue of Training: _____

Total no. of training days/hours : _____

Result of Training: Actual No. of Trainees: _____

No. of Trainees Passed : _____

No. of Trainees Failed: _____

No. of TEPs Prepared : _____

1. Positive aspects of the Training:

2. Problems encountered:

3. Action Taken:

4. Recommendations:

Prepared/Submitted by: _____
Name of Trainer, Signature & Date

Noted by : _____
Name of CTEC or Training Supervisor, Signature & Date

Approved: _____
Head of Training Agency, Signature & Date