

P9 S7 Attendance Record

The purpose of this form is to record the participants' attendance on the course / examinations.

N.B. Clearly record absences on the attendance sheet in the case of examinations.

Section 1: Course Details

PLEASE USE BLOCK CAPITALS

Date:		Session Start Time:		Session Finish Time:		Event ID (ADM):	
Course Title:							
Course Location:				Trainer(s):			
Examination Session:	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Session:		of		

Section 2: Attendance Record

Name (block capitals)	Company	Time in	Time out	Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Trainer - Please **record** absences once the class has signed in.

Trainer - Please ensure to log attendance on system

Section 3: Sign Off Trainer / Invigilator / Administration

Signature Trainer / Invigilator:		Date:	
Administration check (ADM)		Date:	

By submitting this Form, you hereby agree that Forus Training may collect, obtain, store and process your personal data that you provide in this form for the purpose of attendance as described in this Form and/or for receiving updates, news, promotional and marketing mails or materials from the Company and/or the associate Company. For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to the Company in this Form. For the avoidance of doubt, Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to the Company in this Form. Personal Data includes all data defined within the Personal Data Protection Act 2010 including all data you had disclosed to the Company in this Form.