# Staff training form

Name of licensed premises:

Address of Licensed premises:

| Question | Response |
| --- | --- |
| employee name: |  |
| employee number: |  |
| date joined: |  |
| current role: |  |
| personal licence: | yes / no  licence number:  licensing authority:  expiry date: |
| SIA licence | yes / no  type:  licensing number:  expiry date: |
| other licence:  for example BIIAB |  |
| date joined: |  |
| current role: |  |
| initial training /  induction provided |  |

It is your responsibility to ensure you are fully trained for the role you are employed for. Initial training will be given within six weeks of your employment and refresher training must be completed every four months (or when the management advise you of changes to the legislation).

Initial/induction training must contain

* the licence/club premises certificate conditions relevant to the licensed premises
* who is the licence holder and who is the designated premises supervisor (if relevant) or secretary (if relevant)
* Where the licence/certificate is stored and where the summary is on display
* authorisation of selling or supplying alcohol

| Training undertaken | Date taken | Signature of trainee | Signature of secretary/licensee |
| --- | --- | --- | --- |
| example: Age verification policy | 01/01/2001 |  |  |
| example: licence conditions | 02/01/2001 |  |  |
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