

Training Matrix



See

Care

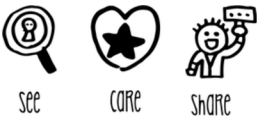
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Job Role	Training Matrix																							
	Delivery Method		Time Frame		Topic		Topic		Topic		Topic		Topic		Topic		Topic		Topic		Topic		Topic	
	Line manager		E-learning		Line manager		Line manager		Line manager		Line manager		Line manager		E-learning		Line manager		Line manager		Line manager		Line manager	
	Day 1		First Week		Prior to Task being Completed		Within Month 1		Within First 3 Months		Within First 3 Months		Within First 3 Months		Within First 3 Months		Monthly/Ad hoc		Monthly/Ad hoc		Monthly/Ad hoc		Monthly/Ad hoc	
	Site Safety Induction	Allergens for food handlers	Allergen champion Training (if in sector)	Allergen awareness for non food colleagues	DSE assessment	Site HACCP & Good Hygiene Practices	Emergency Manual	Safety task cards for Role/Task	Food safety conversations	Chemical safety task cards for role	Manual Handling (task specific for role)	PPE issue (role depending)	Incidents/hazards/near miss reporting (AIR3)	Safety walks guide training video and in unit	See Care Share frontline session	90 minute GM See Care Share session	Health & Safety	Health & Safety for managers	Food safety - Level 2	Food safety - Level 3	Monthly safety conversations	Ad hoc/Venue specific/Updates	Ad hoc/Venue specific/Updates	Ad hoc/Venue specific/Updates
Venue Manager/ Director	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓		✓	✓	✓	✓
Management (i.e. Senior Operations/Head of Departments)	✓	✓	✓		✓		✓	✓	✓	✓	✓	✓	✓	✓		✓		✓	✓		✓	✓	✓	✓
Culinary (Head Chefs and Exec Chefs)	✓	✓	✓		✓	✓	✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓	✓	✓
Culinary (not Head Chef or Exec Chef)	✓	✓			✓			✓	✓	✓	✓	✓		✓	✓		✓		✓	*	✓	✓	✓	✓
Office Based	✓			✓	✓			✓	✓	✓	✓	✓		✓	✓		✓				✓	✓	✓	✓
Frontline Team	✓	✓						✓	✓	✓	✓	✓		✓	✓		✓		✓		✓	✓	✓	✓
Frontline (Supervisors/Team Leaders)	✓	✓	✓		✓			✓	✓	✓	✓	✓	✓	✓	✓		✓		✓		✓	✓	✓	✓

No.2 Only

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Training Matrix – Venue Copy



Unit Name

Position Start Date

Unit Number

Employee Name

Delivery Method

Line manager

E-learning

Line manager

Line manager

Line manager

Line manager

E-learning

Line manager

Time Frame

Day 1

First Week

Prior to Task being Completed

Within Month 1

Within First 3 Months

Monthly/Ad hoc

Topic

Site Safety Induction

Allergens for food handlers

Allergen champion Training (if in sector)

Allergen awareness for non food colleagues

DSE assessment

Site HACCP & Good Hygiene Practices

Emergency Manual

Safety task cards for Role/Task

Food safety conversations

Chemical safety task cards for role

Manual Handling (task specific for role)

PPE issue (role depending)

Incidents/hazards/near miss reporting (AIR3)

Safety walks guide training video and in unit

See Care Share frontline session

90 minute GM See Care Share session

Health & Safety

Health & Safety for managers

Food safety – Level 2

Food safety – Level 3

Monthly safety conversations

Ad hoc/Venue specific/Updates

Ad hoc/Venue specific/Updates

Ad hoc/Venue specific/Updates

Job Role

Date to be completed by

Initial when completed

Training record card completed and signed?

Line manager signature once completed

Comment/Notes: