

Training or document acknowledgement - blank worksheet

This blank worksheet can help record which document or topic was provided and the questions discussed. It does not replace an official induction record, training assessment or competency check.

Blank private worksheet

Document or training topic: _____

Document version and date, if shown: _____

Date provided or explained: _____

Language used: _____

Interpreter offered / used: _____

Questions asked: _____

What the worker explained back: _____

Questions or action still outstanding: _____

Worker name, if required by the approved process: _____

Signature / date, if required: _____

The handbook's acknowledgement records receipt and the chance to ask questions. It does not change your employment agreement or give up a legal right. A signature alone does not prove that instruction was understood.

Keep a completed record private and return it only through the process Orchard Tech confirms for that record.

English quick reference prepared 10 October 2026. Read the current source documents and follow the instructions explained for your placement.

Source documents

- Employee Handbook acknowledgement
- Health & Safety Manual clauses 7.2-7.5
- Terms section 8