

# 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