

RECORD OF TRAINING

This form records the formal training that the Learner has attended. The formal training will normally be work-related. *If the learner does not have formal training, he or she will NOT complete this form.*

This form can be accomplished in Filipino or in English.

The learning facilitator may assist the learner or complete this form if the latter is not confident to do so at the start of the learning sessions.

This form adds to the information collected in the Documentation of Life Experiences (ALS RPL Form 1).

The information in this form should be used by the learning facilitator to help the learner develop the Individual Learning Agreement (ALS Assessment Form 1).

The learning facilitator will validate the information and evidence/s of the learner.

This form should be included in the working portfolio (work folder).

It should also be included as one of the selected items for the presentation portfolio if/when the learner decides to have the portfolio assessed as part of the expanded A&E certification system.

The learner and the learning facilitator shall affix their signatures at the bottom of the form with the specific date the form was accomplished.

How to Use this Form

In this form, the Learner with the assistance of the Learning Facilitator records the formal training the former has attended. This training may be work-related or may have been carried-out in the community. This may be written in Filipino or in English.

- a. Title of the Training Program (e.g., Training on Wellness Massage)
- b. Skills Learned (e.g., Wellness Massage Techniques and Communication Skills)
- c. Inclusive Dates of Attendance (e.g., January 31, 2018 to November 13, 2018/Present)
- d. Organizer/Sponsor (e.g., Province of Iloilo)
- e. Evidence/s (e.g., certificate; pictures and other modes of verification)

The learner and the learning facilitator should affix their signatures at the bottom of the form with the specific date the form was accomplished.