

Course Attendence Register

Please record the start/end and break times. These should reflect the <u>actual</u> arrival, break & leave times and should **not be** prepopulated.

Course Name:			Course Start	Course Start Date:		Course End Date:		
Day of	(ie day 1 of	(ie day 1 of 6 if a DS) Date:						
Learner Name	Arrived @	Break 1	Lunch	Break 2	Leave @	Learner Signature		
		From - To	From - To	From - To				

Admin Name:

Tutor Name:

