Attendance Sheet
Regional/Branch meetings

In order for CPD Points to be allocated to staff members who have attended this meeting, please ensure this form is completed, signed off by a Senior Manager and returned to the Training Academy.

Date: _____

Reason for meeting: _____

Location: _____

Name	Organisation	Staff members Signature

_____
Signature

_____
Name of Senior Manager:

_____
Title:

Office Use:
Date Received:
Date CPD points allocated:

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