

Documentation for Multiple Courses in Group Settings



Use this form when submitting single or multiple people with single or multiple courses.

Presenter Name: _____ If training was external please specify company name: _____
 Plant / Mine: _____ Plant # _____ Location Of Training: _____
 Date: ____/____/____ (YYYY/MM/DD)

Item Title: _____
 VES ID Code: _____
 Training Duration: _____ (hours)

Item Title: _____
 VES ID Code: _____
 Training Duration: _____ (hours)

Item Title: _____
 VES ID Code: _____
 Training Duration: _____ (hours)

Item Title: _____
 VES ID Code: _____
 Training Duration: _____ (hours)

Name (Print Clearly)	Signature	VES User ID (i.e. 141123, 1023123)

Mandatory for Completion

Attested By Signature: _____ VES User ID: _____

Print Name: _____

By signing above you agree training has been completed to its full requirements. If course was provided by an external provider, a Vale employee must attest to the training.

Instructions: Fill out all information and send the completed form to Learning & Development Training Documentation ldtraindoc@vale.com, preferably from a Vale email address as opposed to a fax/printer & copy station (return address).

L&D Use Only
 Entered into VES by: _____
 Date: ____/____/____