**APPENDIX**

**Crown Agents’ Reference: Enter CA Ref Contractor’s Reference:**

To: Enter Contractor’s Address

From: Enter End-User name

# TRAINING COMPLETION CERTIFICATE

In accordance with the terms of the Contract under the above reference (“the Contract”) it is certified that the obligations of the Contractor in respect of the training of staff at [name Site(s)] in accordance with the requirements of the Contract have been fully and satisfactorily discharged.

Namely:

Detail specific training components completed including no of personnel per task as appropriate etc

Name and Title of Authorised Signatory:

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Authorised Signatory for the End-User)

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

cc: Crown Agents

 St Nicholas House

 St Nicholas Road

 Sutton

 Surrey

 SM1 1EL

 United Kingdom