



Requesting Training Records for employees and non-employees.

The introduction of aXcelerate has changed the way that Customers can request copies of Training Records.

Employees Training Record Requests:

Companies can request a 'Company Report' from Esitrain that will provide Training Record information for all its employees.

It is encouraged that the Companies administration personal to talk to their staff if they require a copy of their employees 'Training Certificate', in addition to the information provided in a 'Company Report', as there is a self-service function in aXcelerate that the Participants can access and provide this information.

Non-Employee (including Sub-Contractors) Training Record Requests:

If a company wants to obtain Training Records for a non-employee (doesn't work in their company) they must first complete a 'Esitrain Customers Records Access Request Form' and obtain approval from the Participant for Esitrain to share their personal Training Records. This also applies if Companies wants Training Records for their Sub-Contractors.

This requirement to complete a 'Esitrain Customers Records Access Request Form' is regardless on who has paid for the training.

Alternatively, the Participant can access their own aXcelerate account, where they can download their own Training Records, and forward them to the Requestor.

A link to the a 'Esitrain Customers Records Access Request Form' can be found on the Esitrain 'Documents and Newsletter' webpage on the Esitrain Website – [Link](#)

***Esitrain Wishes all its Customer a
Very Happy Easter 2022***



Esitrain Contacts

For all training enquiries:

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