

Training Matrix Report

Sample Company Ltd · Generated 15 August 2026 · 5 of 5 staff shown

This is what every company admin
can export in one click.

Employee	Fire safety	Conflict management	BS 7858 awareness	First aid
A. Khan · Site supervisor	✓ 12 Mar 2026 Mar 2027	✓ 02 Jun 2026 Jun 2028	✓ 15 Jan 2026 Jan 2027	🕒 Due 30 Sep 2026 reminded 01 Aug
J. Mills · Security officer	✓ 04 Feb 2026 Feb 2027	✗ Overdue since Jul 2026 reminded 08 Aug	✓ 20 Jul 2026 Jul 2027	✓ 11 May 2025 May 2028
S. Obi · Control room	✓ 22 Apr 2026 Apr 2027	· Not required	🕒 Assigned 05 Aug 2026 in progress	· Not required
P. Novak · Door supervisor	✓ 30 May 2026 May 2027	✓ 14 Mar 2026 Mar 2028	✓ 02 Feb 2026 Feb 2027	✓ 19 Jun 2026 Jun 2029
R. Begum · Mobile patrol	🕒 Due 12 Sep 2026 reminded 30 Jul	✓ 25 Apr 2026 Apr 2028	✓ 17 May 2026 May 2027	· Not required

How to read this: every cell is a date story, not a tick. Completed shows the pass date and the refresher due date; due and overdue items show when the employee was last reminded; "Not required" is a recorded decision. Every completed cell links to a certificate anyone can verify at inductionportal.co.uk. The live matrix also exports as colour-coded Excel and raw CSV.

See your own team in this report within an hour: www.inductionportal.co.uk · Team plans from £30/month