ILLUSTRATIVE DATA ONLY

# 企業培訓進度報表示例

## Company training progress report - SAMPLE

Example company: Demonstration Company | Prepared for: Company Secretary / Governance Team

Purpose: show participation, assessment status and actions requiring follow-up.

| Learner | Modules started | Tests passed | Active viewing | Review status | Next action |
|---|---|---|---|---|---|
| Demo learner A | 5 / 7 | 4 / 7 | 1 hr12 min | In progress | 2 videos;3 tests |
| Demo learner B | 7 / 7 | 7 / 7 | 2 hr08 min | Pending staff review | Review learning record |
| Demo learner C | 7 / 7 | 6 / 7 | 1 hr44 min | In progress | 1 test to pass |

**Reading the report** Programme hours and actual viewing time are separate. The figures above are fictional.

**Completion review** Starting all seven module videos and passing all seven module tests permits a request for staff review.

**Certificate delivery** An approved certificate is emailed after staff review. This report is not a certificate or an approval.

**Privacy** Company reporting scope and authorised recipients are confirmed in the written arrangement.