

Training Checklist

Use this handy checklist to help ensure your Agency has the basics covered on staff training

Training Task	Completed?
Do all employees know who the Nominated Officer and Deputy is?	
Do all employees know what the role of the Nominated Officer is?	
Do employees have clear guidance on how to spot suspicious activity and how to report it to the Nominated Officer?	
Have you explained the steps the business has taken to ensure it is not used for Money Laundering or terrorist financing?	
Do all staff have access to and know where to access all Anti Money Laundering Policies, Controls, procedures and risk assessments?	
Have you encouraged employees to refer to written documentation and seek further guidance when they need to?	
Do employees know where to go for more help and information about Anti Money Laundering?	
Have you made a record when staff received their last training on Anti Money Laundering? (You should capture the name and get employees to sign and date this information)	

You can find a detailed list of requirements from HMRC [here](#)

