| **Employee** | **M/F** | **Position** | **Age** | **FTE** | **Status** | **Tenure** | **Salary** | **Reports to** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Insert employee name here | Insert gender here | Insert position title here | Insert age here |  | Insert employment status here | Insert tenure information here | Insert salary details here | Insert manager details here |
| Insert employee name here | Insert gender here | Insert position title here | Insert age here |  | Insert employment status here | Insert tenure information here | Insert salary details here | Insert manager details here |

| **Employee** | **Qualification(s)** | **Training Package Ref** | **Skills/Competency** | **Competency level\*** |
| --- | --- | --- | --- | --- |
| Insert employee name here | Insert qualification’s details here | Insert Training package reference details here | Insert skills and competency details here | Insert competency level details here |
| Insert employee name here | Insert qualification’s details here | Insert Training package reference details here | Insert skills and competency details here | Insert competency level details here |

\*0=Needs training, 1= Capable under supervision, 2=Competent, N/A Not applicable

### Workforce Information Example

| **Employee** | **M/F** | **Position** | **Age** | **FTE** | **Status** | **Tenure (Yrs)** | **Salary ($)** | **Reports to** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Mike | M | CEO | 35 | 1.0 | Ongoing | 7 | 65,000 | N/A |
| Tim | M | Supervisor | 40 | 1.0 | Fixed Term | 1.2 | 35,000 | Mike |
| Jenny | F | Marketing Manager | 42 | 1.0 | Contractor | 1.5 | 40,000 | Mike |
| Jo | F | Sales Manager | 26 | 0.8 | Ongoing | 5 | 38,000 | Mike |

| **Employee** | **Qualification(s)** | **Training Package Ref** | **Skills/Competency** | **Competency level** |
| --- | --- | --- | --- | --- |
| Mike | MBA | N/A | N/A | N/A |
| Tim | Cert IV Production | 1097A/02  1097A/04 | Drive Forklift  Monitor Site Conditions | 2  1 |
| Jenny | BA Marketing | N/A | N/A | N/A |
| Jo | Diploma Sales | N/A | N/A | N/A |