



STAFF LEVEL RATINGS RECORD SHEET

Full Name	_____	Date	/	/
Contact Number	_____			
Email	_____	Date of Birth	/	/
Age Today	_____			
Do you have a current First Aids Certificate		Yes		No

(If yes, please provide a copy for our records)

PLEASE NOTE: NO STAFF THAT ARE UNDER LEVEL 4, CAN NOT GO ON THE TRACK AT ANY TIME. UNLESS APPROVE BY A LEVEL 6 OR HIGHER STAFF MEMBER.

Level 1:

- Access to our main building and briefing area only!!
- Outside access only to the workshop! (Via the side iron gate.)
- Perform the verbal driver briefings with a level 3 or higher staff member over seeing you.
- You must always wear a "Trainee" or "Visitor" Hi-Vis.

Level 2:

- **You are a "Trainee"**
- You are qualified to access all areas in level 1.
- Access to the pit area up to the "red" danger zone.
- Access the workshop via the pits area. (Via the side iron gate or Gate 1.)
- You can give verbal driver and trampoline park briefings on your own.
- You must always wear a "Trainee" Hi-Vis.

Level 3:

- **You are now a qualified "Instructor"**
- You are now qualified to do everything in levels 1 & 2.
- You must do a minimum of 50 hours at level 1& 2 combine.
- You can perform verbal driver briefings on your own and have been tested by a manager.
- You can assist in training level 1 staff.
- You can now wear an "Instructor" Hi-Vis when working as a driver briefer.

Level 4:

- **You are now qualified at both an "Instructor" and "Track Assistant"**
- You are now qualified to do everything in levels 1 -3
- You can work as a "Track Assistant" with a level 5 or higher staff member. *As a Track Assistant you can report crashes over the radio, attend basic crashes if approve by your trainer and watch track activity, as well as reporting and giving contact warnings.*

Please note: Track Assistants cannot only operate Dehaardt mini remotes while in training.

Level 5:

- **You are now qualified at both an "Instructor" and a "Trainee Pit Manager"**
- You are now qualified to do everything in levels 1- 4
- You can now work as a "Trainee Track Marshal".
- You still wear an "Instructor" Hi-Vis when working as a "Instructor" and a "Trainee Pit Manager"
- Once you complete a minimum of **60 hours** in this role without any strikes you can then progress to level 6.
Please note: if you receive a strike your 60 hours will start again, multiple strikes could result in going back one or more levels.

Level 6:

- **You are now qualified at both an “Track Marshal” and “Pit Manager”**
- You are now qualified to do everything in levels 1-5.
- You can operate the track on you own.
- You can assist in the training of level 3 and level 5 staff.
- You can train and sign off level 1 and level 2.
- You can now wear an “Track Marshall” Hi-Vis when working as an “Instructor” and a “Pit Manager”
- Once you complete a minimum of **90 hours** in this role without any strikes you can then progress to level 7.

Please note: If you receive a strike during this time you will get a penalty of an additional 25 hours, multiple strikes could result in going back one or more levels.

Level 7:

- **You are now a qualified “Track Manager”**
- You are now qualified to do everything in levels 1-6.
- You can operate the track on you own.
- You are qualified to train other track staff to the point of being signed off.
- You must be 17 years or older to be at level 7 or higher.
- Once you complete a minimum of **150 hours** in this role without any strikes you can then progress to level 8.

Please note: If you receive a strike during this time you will get a penalty of an additional 50 hours, multiple strikes could result in going back one or more levels.

Level 8:

- **You are a fully qualified Track Manager.**
- You are now qualified to do everything in levels 1-7.
- You are qualified to train anyone in any level below you.
- You are qualified to train and sign off all staff at levels 1-6.
- You must be 18 years or older to be at level 8

Please note: At Level 8 you must have a current first aid certificate.

I have read and understood the contents of this manual, I am happy with the training I have been given to date and agree to abide our CRRSP of Pro Karts at all times and to undertake further training from time to time as Pro Karts deem necessary. I also understand by signing this I am currently at Level 1 only.

Employee Signature.....

Name.....

Date / /

I have read and understood the contents of this manual, I am happy with the training I have been given to date and agree to abide by our CRRSP of Pro Karts at all times and to undertake further training from time to time as Pro Karts deem necessary. I understand that I will also be given further training to progress through my track staff levels and I am happy with the training I have received the move me to Level

Employee's Signature.....

Name.....

Date / /

Trainers Signature.....

Trainers Name.....

Trainers Current Level

Managers Signature.....

Level completed - 1

Training Manual Version month _____ year _____ version ____

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Employee's Signature.....

Name.....

Date / /

Trainers Signature.....

Trainers Name.....

Trainers Current Level

Managers Signature.....

Level completed - 2

Training Manual Version month _____ year _____ version ____

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Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed - 3

Training Manual Version month _____ year _____ version ____

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Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed - 4

Training Manual Version month _____ year _____ version ____

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Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed - 5

Training Manual Version month _____ year _____ version ____

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Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed - 6

Training Manual Version month _____ year _____ version ____

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Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed - 7

Training Manual Version month _____ year _____ version ____

I have read and understood the contents of this manual, I am happy with the training I have been given to date and agree to abide by our CRRSP of Pro Karts at all times and to undertake further training from time to time as Pro Karts deem necessary. I understand that I will also be given further training to progress through my track staff levels and I am happy with the training I have received the move me to Level

Employee's Signature.....

Name..... Date / /

Trainers Signature.....

Trainers Name..... Trainers Current Level

Managers Signature..... Level completed - 8

Training Manual Version month _____ year _____ version ____