



## INSTRUCTIONS FOR APPRENTICE WORK PROGRESS RECORD

This is the permanent record of your apprenticeship. Make the entries in ink and have your supervisor sign each month's report. **One copy should be turned in to your apprenticeship committee and one copy should be kept for your records.** It is recommended that you start a binder to keep these record sheets in.

The worksheet is the work record for one month and each column represents one day. Entries are made from the work experience outline in our apprenticeship standards. Under work code, from Section VIII "Work Processes" of the Standards, enter A, B, C or 1, 2, 3, etc., whichever method is used. Total the hours you worked each day in each phase or skill block. Total hours at the end of each month and carry them forward to the next month's sheet.

Be sure to complete the information for your Related Supplemental Instruction (RSI) hours. At the end of each month, record the hours spent in school (RSI) and carry that total forward. Be sure that you separate out the hours of RSI that you are paid from the RSI hours that you are not paid for. In this way, you will have a continuing record of your work progress and school hours.

When the Apprenticeship Committee periodically reviews your work record binder, it can evaluate your progress in all phases of your trade to ensure that you are receiving well-rounded training necessary to become a qualified journey level worker.

Keep these sheets and the binder you started neat and up-to-date, and upon completion of your training, you will have a record of your training, which you will own with pride.