

APPRENTICE WORK PROGRESS RECORD

Production Technician (Youth)

Name: _____ Apprenticeship Registration Number: _____
 Month: _____ Year: _____ Employer: _____

WORK CODES	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Hours This Month	
P - 1 (500 hrs) Machining Basics																																	
P - 2 (300 hrs) CNC Setup & Ops																																	
P - 3 (200 hrs) Inspection Basics																																	
P - 4 (200 hrs) Machine Setup Proc.																																	
P - 5 (500 hrs) Bench Work																																	
P - 6 (300 hrs) Miscellaneous																																	
Totals Hours																																	

Apprentice shall submit monthly work progress hours by the fifteenth (15th) day of the following month. Apprentices may not count more than 184 hours per month, or 2,080 hours per year, toward the required hours for completion.

Name of Program: Aerospace Joint Apprenticeship Committee (AJAC) #1828 – Production Technician (Youth)

Supervisor Signature: _____ Apprentice Signature: _____ Wage Rate: \$ _____

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. **The original should be kept for your records and the monthly total hours recorded electronically through the AJAC Apprentice Tracking System (ATS).** <http://ats.ajactraining.org>. We recommend that you start a binder to keep these hard copy record sheets. The worksheet is the work record for one month. Each column represents one day. Mark the number of hours worked on each day on the row that lists the skill from the apprenticeship standards. Total the hours you worked each day on each row and record that number in the column titled "Hours this month". Report the total in the ATS.

The hours from your work progress record are due at AJAC by the 15th of the month following the month you just completed (i.e. hours worked in January are due by February 15th). Failure to report hours by the 15th of the month may result in loss of hours and other disciplinary action. **Apprentices may not count more than 184 hours per month, or 2,080 hours per year, toward the required hours for completion.**

Work Codes:

P – 1: Machining Basics (500 hours): i.e. shop tools, surface grinding, honing, drill presses, bridgeports, metal/band saws

P – 2: CNC Setup and Operations (300 hours): i.e. axis and cartesian coordinates, zero offsets, tlo's and cdc's, g & m programming system, crash avoidance, machine maintenance (including alignment)

P – 3: Inspection Basics (200 hours): i.e. blueprint reading, mylars, geometric dimensioning, inspection tool use, inspection techniques, inspection system, CMM

P – 4: Machine Setup Procedures (200 hours): i.e. elementary layout, advanced layout

P – 5: Bench Work (500 hours): assembly, deburring, tool & cutter grinding, external/internal/thread/cylindrical grinding

P – 6: Miscellaneous (300 hours): i.e. tool crib, broaching and key seating layout, shop maintenance