

# APPRENTICE WORK PROGRESS RECORD

## Maintenance/Automation Technician (Youth)

Name: \_\_\_\_\_  
 Year: \_\_\_\_\_

Apprentice Registration Number: \_\_\_\_\_  
 Employer: \_\_\_\_\_

| WORK CODES  | JAN | FEB | MAR | APR | MAY | JUN | JUL | AUG | SEPT | OCT | NOV | DEC |
|---|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| <b>AU-1 (400 Hours)</b><br>Preventative Maintenance |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>AU-2 (400 Hours)</b><br>Basic Operations         |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>AU-3 (200 Hours)</b><br>Assembly & Repair        |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>AU-4 (100 Hours)</b><br>Inspection               |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>AU-5 (100 Hours)</b><br>Welding                  |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>AU-6 (300 Hours)</b><br>Customer Service         |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>AU-7 (500 Hours)</b><br>Bench Work               |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>Total Hours</b>                                  |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>Wage Rate</b>                                    | \$  | \$  | \$  | \$  | \$  | \$  | \$  | \$  | \$   | \$  | \$  | \$  |
| <b>Apprentice Initials</b>                          |     |     |     |     |     |     |     |     |      |     |     |     |
| <b>Employer Initials</b>                            |     |     |     |     |     |     |     |     |      |     |     |     |

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 toward the required hours for the completion.** Overtime, Sick Leave, and Paid Time Off do not count towards completion of the apprenticeship.

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

# APPRENTICE WORK PROGRESS RECORD

## Maintenance/Automation Technician (Youth)

### 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 year. Each column represents one month. Mark the number of hours worked on each month on the row that lists the skill from the apprenticeship standards. Total the hours you worked each month on each row and record that number in the row titled "Total Hours". 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 straight hours per month toward the required hours for completion.**

#### Work Codes:

**AU – 1: Preventive Maintenance (400 hours):** i.e. preventative maintenance and repair functions, fluid power systems.

**AU – 2: Basic Operations (400 hours):** i.e. production machine operations, PLCs, robotics, fluid power systems.

**AU – 3: Assembly and Repair (200 hours):** i.e. repair of production machinery, PLCs, CNC, fluid power systems, hydraulics and robotics equipment.

**AU – 4: Inspection (100 hours):** inspection basics and troubleshooting.

**AU – 5: Welding (100 hours):** basic maintenance welding.

**AU – 6: Customer Service (300 hours):** perform customer service both internally and externally.

**AU – 7: Bench Work (500 hours):** participate in bench work duties.