

APPRENTICE WORK PROGRESS RECORD

Machinist (Aircraft Oriented)

Name: Scott Apprentice
 Year: 2021

Apprentice Registration Number: 55555
 Employer: Dunder Mifflin Paper Company, Inc.

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
M-1 (800 Hours) Machining Basics	180	10	0	25	10	35	10	0	25	15	3	10
M-2 (2,100 Hours) CNC Machining	0	30	25	5	45	2	25	64	25	5	11	130
M-3 (300 Hours) CNC Programming & CAD/CAM	0	20	0	40	0	100	0	50	30	0	86	20
M-4 (500 Hours) Inspection	0	100	50	60	75	20	35	20	20	50	40	20
M-5 (200 Hours) Materials & Metallurgy	0	20	20	10	5	4	35	10	20	20	0	0
M-6 (300 Hours) Cutting Tool Technology	0	0	5	0	0	0	25	0	0	20	20	0
M-7 (800 Hours) Machine Set-Up Procedure	0	0	40	20	0	0	0	0	0	20	20	0
M-8 (1,000 Hours) Bench Work	0	0	40	0	45	19	0	36	30	40	0	0
M-9 (1,800 Hours) Conventional Machining	0	0	0	0	0	0	50	0	30	15	0	0
M-10 (200 Hours) Advanced Machining	0	0	0	20	0	0	0	0	0	0	0	0
Total Hours	180	180	180	180	180	180	180	180	180	180	180	180
Wage Rate	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80
Apprentice Initials	JA	JA	JA	JA	JA	JA	JA	JA	JA	JA	JA	JA
Employer Initials	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB	GB

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 – Machinist (Aircraft Oriented)

APPRENTICE WORK PROGRESS RECORD

Machinist (Aircraft Oriented)

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:

M – 1: Machining Basics (500 within 2 years): i.e. shop tools, surface grinding, honing, drill presses, bridgeports, metal/band saws

M – 2: CNC Machining (2100 within 2 years): i.e. axis and Cartesian coordinates, zero offsets, tlo's and cdc's, m+g programming system, crash avoidance, machine maintenance (including alignment)

M – 3: C-N-C Programming & CAD/CAM (250 within 2 years)

M – 4: Inspection (500 within 2 years): i.e. blueprint reading, mylars, geometric dimensioning, inspection tool use, inspection techniques, inspection system, CMM

M – 5: Materials--metallurgy and successful machining: i.e. aluminum, 6000, 7000 series, stainless steels, 15-5, 17-4, heat treat/electroplate, 4000 series steels, castings, forgings, solids

M – 6: Cutting Tool technology (150 within 2 years): i.e. milling tools, wheel cutters, drills, insert tools, boring tools, form tools, taps

M – 7: Machine Setup Procedures (350 within 2 years) i.e. elementary layout, advanced layout

M – 8: Bench Work (150 within 2 years) assembly, deburring, tool & cutter grinding, external/internal/thread/cylindrical grinding

M – 9: Conventional Machining i.e engine lathe, milling/vertical/horizontal/jig, broaching/keyseat/gear cutting

M – 10: Advance Machining, Waterjet, EDM