

# APPRENTICE WORK PROGRESS RECORD

## Production Technician (Youth)

Name: Scott Apprentice

Employer: Dunder Mifflin Paper Company Inc.

Year: 2023

Employer Signature: Michael Scott

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<b>P-1 (500 Hours)</b> Production Machining Basics	180	30	40	20	10	80	40	35	70	10	50	60
<b>P-2 (250 Hours)</b> Production Set-up & Operations	0	30	25	10	50	0	25	50	10	140	0	75
<b>P-3 (250 Hours)</b> Materials Processing, Parts Finishing, Deburr	0	20	115	60	50	20	50	15	25	0	70	5
<b>P-4 (1000 Hours)</b> Inspection, Assembly, Customer Service, Benchwork	0	100	50	90	70	80	65	80	75	30	60	20
<b>Total Hours</b>	180	180	180	180	180	180	180	180	180	180	180	180
<b>Wage Rate</b>	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$15.60	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80	\$16.80
<b>Apprentice Initials</b>	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA	SA
<b>Employer Initials</b>	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS	MS

Apprentice shall submit monthly work progress hours by the fifteenth (20th) 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 – Production Technician (Youth)

# APPRENTICE WORK PROGRESS RECORD

## Production Technician (Youth)

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 20th of the month following the month you just completed** (i.e. hours worked in January are reported between February 1st – 20th). Failure to report hours by the 20th 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:**

EXAMPLE