

APPRENTICE WORK PROGRESS RECORD

Production Technician (Youth)

Name: _____

Apprentice Registration Number: _____

Year: _____

Employer: _____

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
P-1 (500 Hours) Machining Basics												
P-2 (300 Hours) CNC Setup & Ops												
P-3 (200 Hours) Inspection Basics												
P-4 (200 Hours) Machine Set-Up												
P-5 (500 Hours) Bench Work												
P-6 (300 Hours) Miscellaneous												
Total Hours												
Wage Rate	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$
Apprentice Initials												
Employer Initials												

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 – Production Technician (Youth)

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Production 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:

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