

# APPRENTICE WORK PROGRESS RECORD

## Maintenance/Automation Technician (Youth)

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

Employer: \_\_\_\_\_

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

Employer Signature: \_\_\_\_\_

WORK CODES	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
<b>AU-1 (700 Hours)</b> Basic Machine Operation												
<b>AU-2 (100 Hours)</b> Installation of Production Machinery and Equipment												
<b>AU-3 (200 Hours)</b> Preventative Maintenance of Machinery & Equipment												
<b>AU-4 (200 Hours)</b> Repair of Production Machinery & Equipment												
<b>AU-5 (800 Hours)</b> Inspection, Troubleshooting, Customer Service & 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: AJAC – MAINTENANCE APPRENTICESHIP COMMITTEE (#2255) - 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: Basic Machine Operation (700 hours)** i.e. production machine operation, PLC's, robotics, fluid power systems.

**AU-2: Installation of Production Machinery & Equipment (100 hours):** i.e. assembly of production machinery, PLC's, CNC, fluid power systems, robotics and hydraulics.

**AU-3: Preventative Maintenance of Machinery & Equipment (200 hours):** i.e. preventative maintenance and repair and repair functions while performing preventative maintenance.

**AU-4: Repair of Production Machinery & Equipment (200 hours):** i.e. repair of production machinery, PLC's, CNC, fluid power systems, robotics and hydraulics.

**AU-5: Inspection, Troubleshooting, Customer Service & Bench Work (800 hours):** i.e. inspection of machinery and repairs of machinery, troubleshooting repairs and operation of machinery, perform both customer service both internally and externally, participate in any bench work duties.