

THE APPRENTICESHIP RECORD BOOK

The web-based Apprenticeship Record Book was developed in partnership with Northern Lights College and is based on the Northern Lights Trades Worker Log Book © 2003, that was developed by Jeff Lekstrom, Manager of Trades and Apprenticeships, NLC.

Due to the changes in the apprenticeship processes in British Columbia there is currently no "official" record booklet to document an apprenticeship. The Apprenticeship Record Book was created in response to a demand from Employers, Industry and Apprentices for a format to keep an accurate record of the apprenticeship. The APPRENTICESHIP RECORD BOOK is designed for maximum flexibility and can be used for apprenticeships ranging from 1 - 5 years. Features have been incorporated into the pages to record everything from on-the-job training to documenting apprentice-share agreements.

APPRENTICES

This is the official record of your Apprentice Training and Practical Work Experience. It should be presented to your employers as proof of your qualifications and experience. You will also find this book helpful when you need to provide documentation of your technical training and on-the-job competencies.

PLEASE NOTE: Your record book is the only record of your experience and training - as an added precaution you may wish to photocopy all relevant pages and keep them in a safe place in the event that your record book is lost or damaged in the workplace. **TAKE CARE OF IT!**

Apprentices are responsible for:

1. **Getting the record book endorsed by your employer(s) and training institute(s).**
2. **Producing it when required.**
3. **Maintaining up-to-date entries in the employer and training sections.**
4. **Determining with an employer(s) what needs to be written and also how often.**
5. **Using the "Training Plan" form with your employer(s) to set up a comprehensive apprenticeship.**
6. **APPRENTICE-SHARE apprentices will need to keep employers and duties separate in their record books.**

Instructors and employers are not responsible for your documentation - they are only responsible for signing off the areas you have completed.

EMPLOYERS

The Apprenticeship Record Book will assist the apprentice in collecting official documentation of their apprenticeship. It is extremely important that you complete the experience endorsement before the Apprentice leaves your place of employment. This book will be an important tool for your apprentice to record his/her level of trades training completed at recognized training institutions and all of their practical on-the-job work experience they gain. To ensure readability and continuity - please use company stamps/labels for address information wherever possible.

PRINTING AND ASSEMBLING AN APPRENTICESHIP RECORD BOOK

THE BASIC RECORD BOOK:

There are 8 blank generic forms that are the core of the record book. Some forms will also have an additional sample page that has been completed to assist you in filling in the information that will pertain to your apprenticeship.

STEP ONE: Download the following form(s) from the list below.

1. General Information
2. Personal Information
3. Employer Information
4. Training or Course Endorsement
5. Apprenticeship Training Endorsement
6. On-the-Job Training
7. Blank Training Competencies Checklist (Sample checklists have been provided for the first year programs of the following CNC Programs - more checklists will be added as time in the project permits).
 - Automotive Mechanical Repair
 - Carpentry
 - Electrical
 - Heavy Duty Mechanics
 - Millwright
 - Welding
8. Blank Competencies Outline (Sample Outline)
9. Blank Training Plan Worksheet (Sample Outline)

STEP TWO: Personalizing "Your" Record Book

- This book will be uniquely yours. Your collection of all the information pertaining to your Apprenticeship Training and Practical Work Experience. As no two apprenticeships are identical, no two record books will be identical.
- Creating and maintaining this book will require effort on your part. Your record book will reflect the amount of care and attention you pay to it.
- We recommend you consider purchasing a 1" wide waterproof binder (8.5" x 11") to set up your basic record book. This size will allow you to collect and store any important documents that pertain to your apprenticeship (i.e. transcripts, performance evaluations, letters of recommendation, job descriptions, agreements, etc.).
- Depending on the conditions your record book will be exposed to you may want to consider using a waterproof paper to print out the forms we've created that will become the basis of your record book. (Check with local office suppliers and printing companies in your area for more information on waterproof papers).

STEP THREE: Assembling the Record Book

Divide your binder into four sections and label them as follows:

Information

- This section will contain the General, Personal & Employer Information forms as well as Apprenticeship Agreements, Performance Evaluations, Return of Service Agreements, Training Plans.

Training Endorsements

- This section will contain Training and course Endorsements and Apprenticeship Training Endorsements, Transcripts.

Practical Experience

- This section will contain Training Competencies Checklists, Competencies Outlines, Course Outlines (if available for your trade), and Performance Evaluations.

Miscellaneous

- This section will contain any extra pages or information that may be important to documenting your apprenticeship but do not apply to one of the three main sections. You may also wish to keep a set of personal notes in this section that you can refer back to at a later time if needed.

STEP FOUR: Using the Record Book

Record Book Endorsement

- Apprentices, this is YOUR RECORD and you are the one who is responsible for ensuring that your training is documented as you receive it. Employers, Training Instructors and Training Centers are not responsible for the overall management of YOUR DOCUMENTS.

Training Endorsement

- Instructors at accredited training centers will need to endorse the Apprenticeship Record Book with a signature upon completion of each type of training (Module, Course, Seminar, Workshop, Apprenticeship Class, etc).

Experience Endorsement

- Employers, Journeypersons and/or their authorized representatives will need to verify the apprentice's work experience with their company with a signature. Please use a company stamp or label (if possible) to insert the company name and address in any pertinent areas before endorsing the record book. This will assist anyone who needs to check on an apprentice's credentials.