



**Ministry of Labour and Human Resources
Department of Human Resources**

**Apprentice Logbook
(Training Record)**

**The Apprenticeship Training Programme
(ATP)**

Vocational Training Opportunities for School Leavers

A programme implemented through Public Private Partnership

Public



Private

Apprentice & Placement Information

Name of Trainee:	Trade:
Citizenship ID card No:	Class:
Address:	
Village:	Geog:
.....	
Dungkhag:	Dzongkhag:
.....	
Contact no:	
Address of Parent/Guardian:	
*Saving A/c No:	
Contact No:	

**The candidate must open Saving A/c and submit to the ATP coordinator.*

Information on Enterprise/Training Provider:

Name of Company/Training Provider:		
Address:		
Telephone No:		
Fax	No:	E-mail:

Information on ATP- Coordinator (Region Office/ TTIs/IZCs of MoLHR):

Name:		
Address:		
Telephone No:		
Fax No:	E-mail:	

This is a very important document. If found, please contact the trainee whose name appears on the top of this page, or the training provider and the ATP- Coordinators.

The purpose of the logbook:

The Apprentice logbook is a valuable document that contains a record of skills and knowledge achieved by you during your apprenticeship training period.

The purpose of this logbook is to keep record of the skills and knowledge/competencies achieved by you in specific occupation during your attachment with the Skilled Supervisor (SS).

The logbook will provide all users with a record of:

1. The status of the skills and knowledge/competencies achieved;
2. How, when and where this skills and knowledge/competencies has been achieved;
3. Who has been involved in providing and assessing the training.

Instructions to Maintain the Log Book

You have the main responsibility for maintaining this logbook.

1. As credit will be given to you at the end of the training, you must maintain the logbook daily; keep it safe, neat and clean.
2. It is important that daily entries should be made at the end of the day and submit to your skilled supervisor every week for verification and comments
3. Daily entries should indicate as clearly as possible various work performed by you
4. Indicate problems encountered every day in workplace and discuss with your supervisor to solve the problem.
5. The logbook should be available for inspection whenever called for by any authorized officer from the Department of Human Resources.
6. Your performance will be assessed by the supervisor through the performance evaluation sheet end of the training, therefore, submit the performance evaluation sheet must be submitted to the Department at the end of training.

Thank you

Record of Daily Activities

Month: _____

Date	Brief Description of work carried out	Remarks/ signature of supervisor
<p>Problem encountered (If any)</p> <ol style="list-style-type: none">1.2.3.4.		

Performance Assessment Form for Apprentice

Name of Trainee: _____

Occupation: _____

PERFORMANCE RATING FACTORS	Outstanding	Very good	Good	Satisfactory	Unsatisfactory	GENERAL REMARKS
A. <u>GENERAL</u>						
Attendance						
Punctuality						
Attitude to work Discipline, sincerity Dedication, motivation						
Initiative Resourcefulness, self-reliance, and willingness to accept and carry out responsibilities.						
Inter personal Relationship with superiors, colleagues and staff						
Communication skills Ability to understand instructions and learn skills, clarity in explaining & expressing views.						
B. <u>THEORETICALS</u>						
Ability to understand theoretical lessons.						
Mathematical/Calculation ability/skill						
Ability to read and sketch basic drawings						
C. <u>PRACTICALS</u>						
Quality of work Accuracy, precision Completeness, neatness						
Quality of work Amount of work accomplished in time allotted						
Works habits Organisation of work, care of tools and equipments, promptness etc.						

Note: Write NA if not applicable

Glossary

Apprentice	A person employed by way of apprenticeship (in a designated occupation) and enters into a contract of apprenticeship that is registered with the responsible authority.
Assessment	Assessment is the process of observing, understanding and improving your learning at the workplace and in the TTIs & IZCs when you receive your theory training. In our case it is the comparison of your achievements with the criteria and standards as set out in the trade profile which is appropriate for your trade.
Competence	This is about what apprentices/trainees can do. It involves being able to perform in a given context and also being able to transfer knowledge and skills to new tasks and situations. For example, the apprentice can complete a task to satisfaction in one area of the workplace and can use the same skill to complete a similar task in another area of the workplace.
Employer	The organization, company or business, which opens its workplace to apprentices to enable them to learn skills and knowledge.
Related Instructions	Learning that occurs in an institution, for example in a Vocational Training Institute during the organized theory training away from the workplace.
On-the-job learning	Learning by practicing in the workplace through instruction by a skilled supervisor.
Training provider	The registered training provider with whom the apprentice is enrolled to train. These are usually private training providers.
Programme Officer-ATP	The representative, who manages, coordinates and supervises apprentices on vocational placement.
Skilled supervisor	A staff member appointed by the employer to induct, train and supervise the apprentice during the vocational training.