

# WORK RECORD BOOK YEAR 12

School Based Apprenticeships & Traineeships in NSW

**GET YOUR CAREER STARTED** BEFORE YOU LEAVE SCHOOL

This Work Record Book is a log of activity and attendance in the workplace. The apprentice/trainee and employer are required to sign the book at the completion of each shift or week.

A new Work Record Book is required for each school year. If the apprenticeship/traineeship begins in Year 10 and continues through to Year 12, a total of 3 books are required.

Students enrolled in the Industry-based Learning course should use this book as their Industry-based Learning Log Book to provide evidence of their work activities.

It is recommended that this book is kept in a secure place, preferably at the apprentice/trainee's workplace. It must also be made available on request to authorised school, RTO and Training Services NSW staff.

### Important information for students

You must update this Work Record Book each time you attend work, with the following information:

- date and hours of work, and
- a brief description of the tasks or activities undertaken.

Please retain this Work Record Book for the entire period of your schoolbased apprenticeship or traineeship. It is a useful document for you in the event of a change of employer, as proof of your days on-the-job.

This book is not intended to replace any training-related materials provided by your employer or training organisation.

### Important information for employers

Employers should provide opportunities for apprentices/trainees to demonstrate work practices which align to their formal training program set out in their Training Plan.

To assist students in keeping accurate records of their on-the-job activities, please sign for verification after each working period.

You must notify the school contact listed in this booklet if your apprentice/trainee is absent from scheduled work during school hours.

Student's Name:		
Qualification:		
Apprenticeship	or <b>Traineeship</b> ☐ (Please tick √)	
TCID:		
School:		
Contact:		
Phone:	Email:	
Employer:		
Contact:		
Phone:	Email:	
Training Provider:		
Contact:		
Phone:	Email:	
Training Services N	NSW Centre:	
Contact:		
Phone:		
Year 12 Work Rec	ord Book Verification:	
Commencement da	te of Apprenticeship/Traineeship: /	/
Days carried over fro	om Years 10 and 11:	
Total days worked d	uring Year 12:	
Verification by School	ol Representative:	

Date	Duration	Employer Signa
Date	Daration	

**Total Hours** 

Brief description of activities undertaken in the workplace

Date	Duration	Employer Signa
Date	Daration	

**Total Hours** 

Brief description of activities undertaken in the workplace

Date	Duration	Employer Signa
Date	Daration	

**Total Hours** 

Brief description of activities undertaken in the workplace

Date	Duration	Employer Signa
Date	Daration	

**Total Hours** 

Brief description of activities undertaken in the workplace	
	L
	-
	_
	-
	-
	_
	_
	-
	-
	-
	_

Date	Duration	Employer Signa
Date	Daration	

**Total Hours** 

Brief description of activities undertaken in the workplace

Date	Duration	Employer Sign

**Total Hours** 

Brief description of activities undertaken in the workplace

Date	Duration	Employer Sign

**Total Hours** 

Brief description of activities undertaken in the workplace

Date	Duration	Employer Signature

**Total Hours** 











Brief description of activities undertaken in the workplace

Date	Duration	Employer Signature

**Total Hours** 











Brief description of activities undertaken in the workplace

# **Training Services NSW**

Workplace Monitoring		
Date	Comments	Training Services Officer
		Name: Signature:
Date	Comments	Training Services Officer
		Name:

		Signature:
Date	Comments	Training Services Officer
		Name:
		Signature:

# Training Services NSW www.nsw.gov.au/education-and-training/apprentices-and-trainees



P: 13 28 11

### **Training Services NSW Regional Centres**

#### **Hunter & Central Coast**

Newcastle Office

P: [02] 4926 7300

E; TS.Newcastle@det.nsw.edu.au

### North Coast & Mid North Coast

Lismore Office

P: [02] 6629 7900

E: TS.Lismore@det.nsw.edu.au

### Central & Northern Sydney

Chatswood Office P: [02] 9242 1700

E: TS.Chatswood@det.nsw.edu.au

### Illawara & South East NSW

Wollongong Office

P: [02] 4240 3700

E: TS.Wollongong@det.nsw.edu.au

### Riverina

Wagga Wagga Office

P: [02] 6937 7600

E: TS.WaggaWagga@det.nsw.edu.au

### Western Sydney & Blue Mountains

Parramatta Office

P: [02] 9204 7400

E: TS.Parramatta@det.nsw.edu.au

### **New England**

Tamworth Office P: (02) 5778 5900

E: TS.Tamworth@det.nsw.edu.au

### Southern & South Western Sydney

Bankstown Office

P: [02] 8707 9600

E: TS.Bankstown@det.nsw.edu.au

### Western NSW

Orange Office

P: [02] 6363 9800

E: TS.Orange@det.nsw.edu.au



If this booklet is found, please return to the student's school

Name of School



