



Apprenticeship ~ The Other 4 Year Degree

*School District  
42*

*"We are all apprentices in a craft where no one  
ever becomes a master"*  
Ernest Hemingway

# WORK IN TRADES LOGBOOK



# APPRENTICESHIP – LOGBOOK

## **This is your Logbook!**

1. **It is a record of your progress towards achieving your Work in Trades Courses.**
2. **It must show progression from course to course.**
3. **You are expected to learn new skills as your time in the trade progresses.**
4. **It is your responsibility to keep it up-to- date.**
5. **Take it with you if you change employers.**

*Employers and supervisors are not responsible for keeping your logbook up-to-date. They are responsible for sign-off of hours submitted and sign-off of competencies once the required level of skills and knowledge is achieved.*

## **Work Safely!**

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's Responsibilities:

- Providing and maintaining safety equipment and protective devices
- Ensuring proper safe work clothing is worn
- Enforcing safe work procedures
- Providing safeguards for machinery, equipment and tools
- Observing all accident prevention regulations
- Training employees in safe use and operation of equipment.

Employee's Responsibilities:

- Working in accordance with the safety regulations pertaining to the job environment.
- Working in such a way as not to endanger themselves or fellow workers.

## **If your job ends or you change employers...**

Before leaving your place of employment:

- Confirm that your workplace hours are reported to the ITA – get a copy of the Workplace Hours Report from your employer.
- Notify your Trades Coordinator of the change in your employment.

## **When re-employed...**

You and your new employer must first register a new Youth Apprenticeship with your Trades Coordinator before the employer can report any hours to the ITA.

# Workplace Hours

## Instructions

Make an entry in this section 4 times per course. At the end of your fourth report you should have 120 work based training hours reported to your Trades Coordinator.

1. Complete the Logbook section.
  - i. Under *Job Activities* highlight any key projects or accomplishments
  - ii. Under *Evidence* indicate when you have contacted your trades coordinator
2. Fill in the dates of the Reporting Period and the Hours reported.

### Workplace Hours

Workplace hours are submitted to the ITA by your employer on a regular basis through Work Based Training Reports. Hours in your log book will not be tracked towards your apprenticeship. Your employer will be responsible for tracking your hours. **However – you will need to track your progress with 4 Log entries per 120 hours for each course.**

Keeping **Workplace Hours** up-to-date in your Logbook gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period ensuring your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

## Example Log Book Entry

Reporting Period	Start date:	End date:
<b>Learning Outcome Achieved</b>	<b>Evidence</b>	<b>Location of Work</b>
Describe the tasks performed. You can use the program outline from your trade. You can also include significant activities that you have accomplished	You have contacted your work in trades coordinator at least once in this placement. Provide the date here You can also have your supervisor sign off here.	Where was the work Completed

Reporting Period	Start date: End date:	Total Hours Reported
Learning Outcome Achieved	Evidence	Location of Work
Reporting Period	Start date: End Date	Total Hours Reported:
Learning Outcome Achieved	Evidence	Location of Work

**Notes:**


<b>Reporting Period</b>	<b>Start date: End Date</b>	<b>Total Hours Reported:</b>
<b>Learning Outcome Achieved</b>	<b>Evidence</b>	<b>Location of Work</b>
<b>Reporting Period</b>	<b>Start date: End Date</b>	<b>Total Hours Reported:</b>
<b>Learning Outcome Achieved</b>	<b>Evidence</b>	<b>Location of Work</b>

**Notes:**




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Logbook

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[Apprenticeship.sd42.ca](http://Apprenticeship.sd42.ca)