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 school-based 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 **Traineeship** ☐ (Please tick √)

TCID:

School:

Contact:

Phone: Email:

Employer:

Contact:

Phone: Email:

Training Provider:

Contact:

Phone: Email:

Training Services NSW Centre:

Contact:

Phone:

Year 12 Work Record Book Verification:

Commencement date of Apprenticeship/Traineeship: / /

Days carried over from Years 10 and 11:

Total days worked during Year 12:

Verification by School Representative:

SCHOOL BASED APPRENTICESHIP/TRAINEESHIP

Date	Duration	Employer Signature
Total Hours		**School Signature/Comment**

RECORD OF ATTENDANCE AT WORK

Term

Brief description of activities undertaken in the workplace

SCHOOL BASED APPRENTICESHIP/TRAINEESHIP

Date	Duration	Employer Signature
Total Hours		**School Signature/Comment**

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RECORD OF ATTENDANCE AT WORK

Term

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:

Training Services NSW

www.training.nsw.gov.au
P: 13 28 11

NSW GOVERNMENT | Department of Industry

Training Services NSW Regional Centres

Hunter & Central Coast
Newcastle Office
P: (02) 4974 8570
E: STS.Newcastle@industry.nsw.gov.au

North Coast & Mid North Coast
Lismore Office
P: (02) 6627 8400
E: STS.Lismore@industry.nsw.gov.au

Central & Northern Sydney
Chatswood Office
P: (02) 9242 1700
E: STS.Chatswood@industry.nsw.gov.au

Illawara & South East NSW
Wollongong Office
P: (02) 4224 9300
E: STS.Wollongong@industry.nsw.gov.au

Riverina
Wagga Wagga Office
P: (02) 6937 7600
E: STS.WaggaWagga@industry.nsw.gov.au

Western Sydney & Blue Mountains
Parramatta Office
P: (02) 9204 7400
E: STS.Parramatta@industry.nsw.gov.au

New England
Tamworth Office
P: (02) 6755 5099
E: STS.Tamworth@industry.nsw.gov.au

Southern & South Western Sydney
Bankstown Office
P: (02) 8707 9600
E: STS.Bankstown@industry.nsw.gov.au

Western NSW
Orange Office
P: (02) 6392 8500
E: STS.Orange@industry.nsw.gov.au

www.sbatinnsw.info

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

Name of School

NSW GOVERNMENT | Education Public Schools

SBAT 51195