

# Floor Coverers Apprentices Training Program

## Record of Daily Work Assignments

Name : \_\_\_\_\_ Assigned: \_\_\_\_\_

Year	
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Month	
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UBC # \_\_\_\_\_

Fill in the appropriate block with the hours actually worked.

DAY	CARPET	TILE	SHEET	WOOD	OTHER	TRADE SHOW	APP. TRAINING	DAILY TOTAL
1								
2								
3								
4								
5								
6								
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
21								
22								
23								
24								
25								
26								
27								
28								
29								
30								
31								
<b>Total for the Month</b>								

Are you working at your assigned shop?

YES  NO

If not, list other employers

Other Employers	
1.	
2.	
3.	

Our apprenticeship program is approved by the Bureau of Apprenticeship and Training and we are required by law to keep records on the work of each apprentice. To comply with the law this report must be submitted promptly.

This report **MUST** be submitted each month whether working or not.

**INSTRUCTIONS:**

**Apprentice shall account for all daily work hours under the proper headings. Add each day's work hours and place total in column at right.**

**Add each category and place total at the bottom of each column.**

**Place an X in the column marked App. Training for days attending classes. The category totals and daily totals must be the same.**

**This report must be submitted no later than the following month's regular Union meeting.**