












RECORD OF APPRENTICESHIP

This is a monitoring and evaluation document for the employer and the VET provider. The monitoring of the expected learning outcomes can be done during the apprenticeship or after, but the grading by the VET provider should be completed after the finalization of the apprenticeship period.

PARTNER INFORMATION			
APPRENTICE			
	First name: Arnold	Phone: +358 12345678	
	Last name: Apprentice	Email: 000000@gymnasium.ax	
	Date of birth: 28.2.1978	Address: Apprenticeship Road 11, 22100 Mariehamn	
	Title of the VET qualification	Vocational Qualification in Building Maintenance Technology	
	EQF level	4	
Unit/module (if applicable)	Welding of pipework		
Apprenticeship learning period	From: 15.01.2022	To: 15.03.2024	
Legal representative (if minor)			
	First name:		
	Last name:	@	
VET PROVIDER			
	Organisation/company name: Åland VET education		Address: Neptunigatan 19 22100 Mariehamn
Contact person / Main content supervisor			
	First name: Ciara		+358 12345678
	Last name: Coordinator	@	info@gymnasium.ax
EMPLOYER			
	Organisation/company name: Sheet metal work AB		Address: Metal Road 9 33333 Sheetland
Mentor / Main content supervisor			
	First name: Simon		+46 12345678
	Last name: Metal	@	

FOR THE WORKPLACE MENTOR

Assessment of the expected learning outcomes to be achieved during the apprenticeship.

Targets of assessment and criteria:	Approved	In progress	Un-approved	Not evaluated	Comments
Preparing the sheet metal penetration fittings	Approved				
Carry out sheet metal fittings on penetrations in felt, tile and profile sheet roofs	Approved				
Carry out the preparation and assembly work safely	Approved				
<i>Please, add here any other comments related to the assessment of the learning outcomes:</i>					

FOR THE VET PROVIDER

Grading of the expected learning outcomes to be achieved during the apprenticeship.	Overall grade
The apprenticeship period is approved <input checked="" type="checkbox"/> The apprenticeship period is unapproved <input type="checkbox"/>	Approved
<i>Please, add here any other comments related to the assessment of the learning outcomes:</i>	

Signatures

By signing this document, the Apprentice, VET-provider, and Employer confirm that they approve the Apprenticeship Agreement and that they will comply with all the arrangements agreed by all parties. The apprentice and the employer will communicate to the VET provider regarding any challenges or changes regarding the apprenticeship period.

Apprentice / Legal representative	The VET provider	The employer
<i>Date, name, signature</i> Arnold Apprentice	<i>Date, name, signature</i> Ciara Coordinator	<i>Date, name, signature</i> Simon Metal

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