Hybrid Weekly On-The-Job Training (OJT) Tracker Template

INSTRUCTIONS: At the beginning of each week, the OJT Trainer, in conjunction with the apprentice's supervisor, should enter the assignments/tasks/key knowledge areas that the apprentice will be learning during the week under the "Assignment/Task" column. As the week progresses, there may be additional items to add as weekly events unfold. It is important to document what the apprentice has participated in for compliance and development purposes. The below spreadsheet is a suggestion for tracking OJT. Digital tracking is also acceptable and may be more applicable. Whatever method of OJT Tracking is used, make sure it is easily accessible and current for each apprentice.

- If the Apprentice did not meet expectations after a training assessment was performed, an action plan should be developed to help the apprentice achieve each assignment/task. If such attempts to close the training gap have not been successful and the Apprentice is still struggling with the task, the company may decide that the Apprentice should be removed from the apprenticeship. Documentation of actions should be included in the apprentice's file.
- This Tracker should be used in conjunction with the X-Month Apprentice Review and Feedback Forms to determine if the Apprentice has met the goals for each pay increase.

Apprentice Name:	Name of Apprenticeship Program:	Employee ID:
Date Apprentice Started Program:	Trainer(s) Name:	Training Assessor Name:

		TRAINING							TRAINING ASSESSMENT			
Assignment/Task	Work Order	TELL √	SHOW √	DO √	Trainer Initials	Apprentice Initials	Training Date	Hours	Meets Expectations	Does Not Meet Expectations	Training Assessors Initials	Assessment Date
							TOTAL HOURS:	0				

Apprentice Name Printed:	Apprentice Signature:	Date:
Training Assessor Name Printed:	**Training Assessor Signature:**	**Date:**

Comments and Action Plan for Apprentices Not Meeting Expectations:

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