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TURNER

TRAINING SCHEDULE

&

RECORD OF APPRENTICE TRAINING

add name & CHIETA contract number

add employers name

(The employer is encouraged to add their logo, pictures to this document...)

Welcome to the start of your exciting career in engineering!

FOR YOUR ATTENTION

The Training Schedule and Record of Apprentice Training are used as a master copy for each individual apprentice's training. It can be copied as required by the company/training centre for issue to the apprentice.

The apprentice and company may customize the arrangement of the documentation to suite the local context and branding.

This Training Schedule and Record of Apprentice Training consists of four parts:

- 1 **Training Schedule** in which the scope of learning and criteria to be met are given
- 2 **Course Map** in which the common progression of training is shown.
- 3 **Individual Training Programme**
- 4 **Record of Apprentice Training**

TRAINING SCHEDULE

The Training Schedule below contains the basic training requirements for the relevant trade. Additional modules may be incorporated into the schedule at the discretion of the company if deemed necessary to meet specific training needs.

Any changes or deviations from the Training Schedule must be agreed to by the Apprenticeship Manager at the CHIETA before training based on these changes commences. This is essential to ensure that the learning required for the trade is addresses before an apprentice can attend a trade test

COURSE MAP

The course map is laid out in four phases and in the most logical sequence. A company test is to be conducted at the end of each phase. This map should form the basis of the Individual Training Programme that is developed and agreed to by the employer and the individual apprentice

RECORD OF APPRENTICE TRAINING

This record replaces the old "log book" system. The record is laid out in relation to the four phases. Every **code must be signed off when the apprentice is declared competent** by the relevant artisan (mentor / coach / supervisor) and provider when the relevant learning module is successfully completed.

This record serves as the master record of training completed and should be retained by the apprentice in a safe place.

A copy must also be retained by the employer in a safe place.

Copies of the training record, as indicated below, must be sent to the Apprenticeship Unit at the CHIETA. It is recommended that this be done after each phase has been successfully completed and the test passed so that any shortfalls can be identified and addressed timeously:

- Phase 1 – submit relevant pages
- Phase 2 – submit relevant pages
- Phase 3 – submit relevant pages
- Phase 4 – submit relevant pages with an application for a trade test.

Before a trade test can be attempted, an apprentice must have completed 80 weeks of on the job training (at the employer) and all the modules in the training schedule (at least 32 weeks over the four phases), as well as the relevant N course or CHIETA approved N2 equivalent (approximately 10 weeks).

Completion of the whole Record of Apprentice Training is the standard of evidence required for access to a trade test.

INDIVIDUAL TRAINING PROGRAMME

This is a table, chart or similar document that is developed by the employer and agreed to by the individual apprentice.

It must show **when** and **where** each module or other training activity is to take place and which **objectives** in the Training Schedule (with **reference to the code**) are addressed in the different modules in.

This programme must be **attached to the individual apprentice's** Record of Apprentice Training.

All deviations and changes to the programme that occur during the training of the apprentice must be indicated on the programme.

THEORETICAL TRAINING

A four subject pass is needed to obtain the N course. Mathematics and the relevant trade theory subjects are compulsory. A further two relevant subjects must be chosen by the employer, college and apprentice to obtain the four subjects required for the course.

Should an apprentice have a qualification higher than that prescribed in the schedule, it must be ensured that the subjects are relevant to the trade in question, before a trade test date will be allocated.

Please note that the Employer may apply for the apprentice to conduct the CHIETA approved N2 equivalent subjects.

Certified copies the results of all theoretical training must be attached to the Record of Apprentice Training

PLEASE NOTE:

THE CHIETA APPRENTICESHIP UNIT IS TO BE NOTIFIED OF ALL ABSENTEEISM FROM THE WORKPLACE OR PROVIDER OF TRAINING

PART 1 TRAINING SCHEDULE FOR THE TRADE: TURNER

MODULE	CODE	OBJECTIVES	CRITERIA
INDUCTION	ID1	Recall applicable sections of the Manpower Training (Act No 56, 1981), with special reference to discipline and legal responsibilities.	1. Pass a questionnaire with at least 80%.
	ID2	Recall terms and conditions of apprenticeship as Gazetted 26 July 1991.	1. Pass a questionnaire with at least 80%.
	ID3	Recall applicable grievance procedures.	1. Pass a questionnaire with at least 80%.
	ID4	Recall applicable disciplinary procedures.	1. Pass a questionnaire with at least 80%.
	ID5	Recall company rules and procedures.	1. Pass a questionnaire with at least 80%.
	ID6	Recall quality assurance procedures.	1. Correct according to company standards and procedures with a minimum of five (5) questions and 100% pass.
SAFETY	SF1	Recall relevant regulations of the following Acts: (where applicable) – Occupational Health and Safety Act (Act No 85, 1993). – Minerals Act and Regulations (Act No 50, 1991).	1. Pass a questionnaire with at least 80%.
	SF2	Attend a standard industrial safety course accredited by the industry.	1. Obtain a recognised certificate.
	SF3	Recall safety in welding and gas cutting.	1. All safety aspects correct according to accredited procedures.
	SF4	Attend a first aid course.	1. Obtain a recognised certificate - 1st level.
	SF5	Identify relevant colour markings and symbolic safety signs.	1. Correct use of SABS 0140 and SABS 1186 publications.
HAND TOOLS	HT1	Identify measuring, checking, forming, cutting, marking and fastening tools and tooling aids.	1. Correctly identify all the tools and state all their physical characteristics.
	HT2	Use measuring, checking, forming, cutting, marking and fastening tools and tooling aids.	1. <u>Measuring and marking tools</u> - 1,0mm accumulative dimensional tolerances and 2° on angular tolerance. 2. <u>Checking tools</u> - 0,5mm dimensional tolerances.

MODULE	CODE	OBJECTIVES	CRITERIA
	HT3	Maintain measuring, checking, forming, cutting, marking and fastening tools and tooling aids.	3. <u>Forming, cutting and marking tools</u> - correct. 4. All safety aspects adhered to.
	HT4	Use hand tools applicable to the trade.	1. Tools in a safe and functional working condition. 1. All safety aspects adhered to. 2. No tools or equipment is damaged. 3. All tools and equipment are clean after use.
WORKSHOP TOOLS	WT1	Use fixed and portable drilling machines.	1. Correct speeds and feeds to be used. 2. Holes to be within 0,5mm of centre. 3. Correct cutting compounds to be used.
	WT2	Use fixed and portable grinding machines including replacing, setting, truing and ringing of wheels.	1. All prescribed safety standards applied.
	WT17	Operate pneumatic and/or electrical power tools.	1. All safety aspects adhered to. 2. No damage to components and equipment.
	WT20	Use hand operated presses.	1. All safety aspects adhered to. 2. No damage to components.
	WT21	Mount grinding stone to pedestal grinder Maximum size: 250mm diameter wheel RPM = 2 000	1. Ring test 100% correct. 2. No visible damage. 3. Only blotting paper gaskets on each side. 4. Speed of grinder must not exceed wheel speed. 5. Tool rest as close as possible to stone. 6. Tighten nut to hold wheel firmly.
	WT22	Dress a grinding wheel.	1. Wheel must be concentric.
MATERIALS	MA1	Recall the terms, definitions and use of materials pertaining to the trade	1. Minimum of 15 questions with at least 80% pass.

MODULE	CODE	OBJECTIVES	CRITERIA
	MA2	with special reference to plates, tubes, pipes and hollow sections. Recall the physical properties and characteristics of metals.	1. Minimum of 15 questions with at least 80% pass.
	MA3	Identify ferrous and non-ferrous metals.	1. Each type of material correctly identified.
DRAWINGS AND SKETCHES	DS1	Recall terms and definitions pertaining to engineering drawings.	1. A test of minimum 15 questions to be set with 100% pass mark against SABS 044 Part 1 and SABS 0111.
	DS2	Interpret relevant symbols, abbreviations and tolerances.	1. Tests of minimum 20 questions to be set with a 100% pass mark against SABS 044, Part 2 and SABS 0111.
	DS7	Make free hand sketches including plan, front and side elevations.	1. To be legible and identifiable. 2. All dimensions recorded to be 100% correct.
	DS8	Compile a material list from engineering drawings.	1. 100% correct.
	DS9	Identify type of fits from engineering drawings.	1. 100% correct according to ISO R286.
	DS10	Identify surface textures.	1. According to comparison scale.
MARKING OFF	MT9	Mark off projects for manufacturing using all standard marking off techniques.	1. According to drawing specifications. 2. No double lines. 3. All dimensions within 0,1mm.
HAND SKILLS	HS2	Sharpen chisels.	1. Cutting angle is correct and no mushroom on the chisel head.
	HS3	Sharpen drills.	1. Angles according to tables and application.
	HS4	Dress screwdrivers.	1. All safety aspects adhered to. 2. Screwdrivers to be functionally correct.
	HS5	Sharpen punches.	1. All safety aspects adhered to. 2. Correct included angles according to application.

MODULE	CODE	OBJECTIVES	CRITERIA
	HS7	Sharpen marking-off tools.	1. Marking edge to make single scribing lines.
	HS8	Manufacture a project using the following techniques and material: filing, sawing, drilling, tapping, reaming Material: mild steel.	1. All sizes within 0,05mm. 2. All surfaces flat and square. 3. Surface texture down to N9 according to comparison scale.
	HS9	Harden and temper a centre punch.	1. Temperature and colour controlled according to specifications. 2. Temper to be correct for application.
	HS10	Sharpen single point machine cutting tools.	1. Angles according to tables for different materials.
ARC WELDING	AO1	Identify and set up AC and/or DC welding machines, equipment including starting up and shutting down procedures.	1. Correct according to manufactures handbook. 2. All safety aspects adhered to.
	AO2	Differentiate between arc welding consumables.	1. Correct to manufacturers specifications.
	AO3	Prepare material for arc welding.	1. Correct according to company welding procedures and practises with regard to weld joint preparation, voltage, amperages and welding consumables. 2. All safety aspects adhered to.
	AO4	Tack and arc welding work pieces incidental to the trade using manual arc welding techniques.	1. Correct according to company quality control procedures. 2. All safety aspects adhered to.
GAS WELDING AND BRAZING	GW10	Identify and set up oxygen-fuel gas welding equipment including light up, adjustment of gas pressures and shut down procedures.	1. Correct according to manufacturers handbook. 2. All safety aspects adhered to. 3. Selection to correct size nozzles in relationship to material thickness correct according to manufacturers specifications.
	GW11	Differentiate between brazing and gas welding consumables.	1. .Correct according to manufacturers specifications.
	GW12	Prepare material for brazing and gas welding.	1. Correct to company brazing and gas welding procedures with regard to joint preparation including brazing and gas welding consumables. 2. All safety aspects adhered to.

MODULE	CODE	OBJECTIVES	CRITERIA
	GW13	Braze and gas welding work pieces incidental to the trade.	<ol style="list-style-type: none"> 1. Correct according to company quality control procedures. 2. All safety aspects adhered to.
GAS CUTTING AND HEATING	GC1	Identify and assemble gas cutting and heating equipment, including light up and shut down procedures.	<ol style="list-style-type: none"> 1. Correct method and procedure according to safety standards.
	GC2	Select nozzles and gas pressures for cutting and heating different materials of various thicknesses.	<ol style="list-style-type: none"> 1. 100% correct according to manufacturers charts.
	GC3	Hand cut and heat materials incidental to the trade.	<ol style="list-style-type: none"> 1. Company quality standards on finish and with maximum 2mm deviation from line.
BASIC LIFTING TECHNIQUES	BG2	Recall overhead crane hand signals.	<ol style="list-style-type: none"> 1. 100% correct according to recognised code of practice (British standards).
	BG3	Demonstrate overhead crane hand signals.	<ol style="list-style-type: none"> 1. 100% correct according to recognised code of practice.
	BG4	Use the following equipment: <ul style="list-style-type: none"> - chain block : 2 ton max - coffer block : 2 ton max - shackles : 2 ton max - chain slings : 2,5 ton max - wire rope slings : 20mm diameter 	<ol style="list-style-type: none"> 1. Working load not to exceed equipment safe loading capacity. 2. Correct method of slinging. 3. No kinks in wire rope slings and chain slings. 4. No damage to equipment.
MEASURING EQUIPMENT	MF1	Use and set a micrometer <ul style="list-style-type: none"> - outside - depth - inside 	<ol style="list-style-type: none"> 1. All reading sizes within 0,00 mm. 2. Standard holding technique to be maintained. 3. Correct zeroing method applied.
	MF2	Use and set a vernier - depth, inside and outside.	<ol style="list-style-type: none"> 1. All reading sizes within 0,05mm.
	MF3	Use a tape measure and steel rule.	<ol style="list-style-type: none"> 1. All reading sizes within 0,5mm.
	MF4	Use a caliper - inside and outside.	<ol style="list-style-type: none"> 1. All sizes within 0,5mm.

MODULE	CODE	OBJECTIVES	CRITERIA
	MF6	Use and set a vernier height gauge.	1. All reading sizes within 0,05mm.
	MF17	Use the following gauges:/telescopic/thread/feeler/dial	1. All sizes for telescopic gauge to be within 0,02mm. 2. All other measurements to be 100% correct, according to drawing tolerances.
	MF8	Use a gear tooth vernier.	1. All sizes within 0,02mm.
CENTRE LATHE WORK	CL1	Carry out routine inspection on centre lathe.	1. All safety aspects adhered to. 2. All slides must be oiled and cleaned. 3. Oil levels according to level marks. 4. No excessive slide clearance. 5. Tool post and chuck spanners to fit properly.
	CL2	Compile a machining procedure.	1. Procedure to allow work piece to be completed in a logical manner.
	CL3	Recall the parts of a centre lathe.	1. 100% correct.
	CL4	Set calibrated dials.	1. Calibration and reading of dials 100% correct. 2. Method of angle setting on compound slide 100% correct.
	CL5	Set up a work piece in a four-jaw chuck.	1. Correct according to centre lines. 2. Correct according to outside diameter. 3. Correct according to inside diameter. 4. Square to face. 5. Correct according to eccentric lines.
	CL6	Identify types of cutting tools with reference to: I. High speed tool bits II. Throw away bits (inserts tungsten carbide)	1. 100% correct according to application and angles for different materials.
	CL7	Turn an external parallel work piece.	1. All safety aspects adhered to. 2. No damage to components. 3. 100% correct to drawing specifications (ISO standard).

MODULE	CODE	OBJECTIVES	CRITERIA
	CL8	Turn an internal parallel work piece.	<ol style="list-style-type: none"> 4. No burrs allowed on any surfaces. 5. Maximum surface texture according to N6 on the comparison scale. 6. All tolerances according to ISO R286. 7. Speeds and feeds according to type of materials and tooling. 8. Correct centre height of specific tool and application. 9. Correct cutting compound used where applicable.
	CL9	Turn the following internal and external threads: <ol style="list-style-type: none"> I. "V" and acme / trapezoidal II. Left hand and right hand III. Single and two-start 	<ol style="list-style-type: none"> 1. All safety aspects adhered to. 2. No damage to components. 3. 100% correct to drawing specifications (ISO standards). 4. No burrs allowed on any surfaces. 5. Maximum surface texture according to N6 on the comparison scale. 6. All tolerances according to ISO R286. 7. Speeds and feeds according to type of material and tooling. 8. Correct centre height of specific tool and application. 9. Correct drilling procedures used. 10. Correct cutting compound used where applicable. <ol style="list-style-type: none"> 1. All safety aspects adhered to. 2. No damage to components. 3. 100% correct to drawing specifications (ISO standards). 4. No burrs allowed on any surfaces. 5. Maximum surface texture according to N6 on the comparison scale. 6. All tolerances according to ISO R286. 7. Speeds and feeds according to type of material and tooling. 8. Correct centre height of specific tool and application. 9. Pitch / lead 100% correct. 10. Thread angle 100% correct. 11. Calculations according to formulae. 12. Fits according standard gauges. 13. Compound slide set correctly. 14. Correct cutting compound used where applicable.

MODULE	CODE	OBJECTIVES	CRITERIA
	CL10	Turn an external and internal taper using a compound slide.	<ol style="list-style-type: none"> 1. All safety aspects adhered to. 2. No damage to components. 3. 100% correct to drawing specifications (ISO standards). 4. No burrs allowed on any surfaces. 5. Maximum surface texture according to N6 on the comparison scale. 6. All tolerances according to ISO R286. 7. Speeds and feeds according to type of material and tooling. 8. Correct centre height of specific tool and application. 9. Calculation 100% correct. 10. Compound slide set 100% correct. 11. Taper fit on male and female to be correct. 12. Correct cutting compound used where applicable.
	CL11	Turn an external and internal radius.	<ol style="list-style-type: none"> 1. All safety aspects adhered to. 2. No damage to components. 3. 100% correct to drawing specifications (ISO standards). 4. No burrs allowed on any surfaces. 5. Maximum surface texture according to N6 on the comparison scale. 6. All tolerances according to type of material and tooling. 7. Correct centre height of specific tool and application. 8. Form according to radius gauge. 9. Correct cutting compound used where applicable.
	CL12	Turn a work piece between centres.	<ol style="list-style-type: none"> 1. All safety aspects adhered to. 2. No damage to components. 3. 100% correct to drawing specifications (ISO standards). 4. No burrs allowed on any surfaces. 5. Maximum surface texture according to N6 on the comparison scale. 6. All tolerances according to ISO R286. 7. Speeds and feeds according to type of material and tooling. 8. Correct centre height of specific tool and application.

MODULE	CODE	OBJECTIVES	CRITERIA
	CL13	Turn work pieces using fixed and travelling steadies.	<ol style="list-style-type: none"> 9. Correct method of clamping with a lathe carrier to be used. 10. Correct cutting compound used where applicable. <ol style="list-style-type: none"> 1. All safety aspects adhered to. 2. No damage to components. 3. 100% correct to drawing specifications (ISO standard). 4. No burrs allowed on any surfaces. 5. Maximum surface texture according to N6 on the comparison scale. 6. All tolerances according to ISO R286. 7. Speeds and feeds according to type of material and tooling. 8. Correct centre height of specific tool application. 9. Correct cutting compound used where applicable.
MILLING MACHINE WORK	MM1	Carry out routine inspection on milling machine.	<ol style="list-style-type: none"> 1. All safety aspects adhered to. 2. All slides must be oiled and cleaned. 3. Oil levels according to level marks. 4. No excessive slide clearance.
	MM2	Compile a machining procedure.	<ol style="list-style-type: none"> 1. Procedure to allow work piece to be completed in logical manner.
	MM3	Recall the parts of a universal milling machine.	<ol style="list-style-type: none"> 1. 100% correct.
	MM4	Set calibrated dials.	<ol style="list-style-type: none"> 1. Calibration and reading of dials 100% correct. 2. Method on angle settings 100% correct.
	MM5	Set up work piece in a dividing head using a three-jaw chuck, and between centres.	<ol style="list-style-type: none"> 1. Centres of milling machine in line. 2. No damage to work piece by carrier and firmly in position.
	MM6	Set up a work piece on a turntable.	<ol style="list-style-type: none"> 1. No damage to components. 2. Work pieces correctly and securely clamped.
	MM7	Set up a work piece in a machine vice.	<ol style="list-style-type: none"> 1. No damage to components. 2. Work piece correctly set up and secured. 3. Vice correctly set up and secured.

MODULE	CODE	OBJECTIVES	CRITERIA
	MM8	Use a dividing head for simple and differential indexing.	<ol style="list-style-type: none"> 4. Correct to outside surfaces. 5. Correct to inside surfaces. 6. Correct to face surfaces. 1. Index calculations 100% correct. 2. Sector arm 100% correct. 3. Index plate selection 100% correct. 4. Gear selection 100% correct. 5. Gear assembly 100% correct.
	MM10	Mount a universal head.	<ol style="list-style-type: none"> 1. Angle setting 100% correct. 2. All clamp-nuts tightened.
	MM11	Identify high speed and tungsten cutting tools with reference to: <ul style="list-style-type: none"> - Slot drills - Side and face cutters - End-mills - Slit-saws - Gear cutters - Ripping cutters - Face mills - Fly cutters 	<ol style="list-style-type: none"> 1. Type correct according to application.
	MM12	Machine a spur gear.	<ol style="list-style-type: none"> 1. Correct tool position for specific tool and application. 2. Speed and feed according to type of material and tooling. 3. All tolerance according to ISO R286 standard. 4. All safety aspects adhered to. 5. No damage to components. 6. 100% correct to drawing specifications (ISO standard). 7. No burrs allowed on any surface. 8. Maximum surface texture down to N6 according to comparison scale. 9. Gear tooth data calculated 100% correct. 10. Cutter position 100% correct.
	MM13	Cut an external keyway.	<ol style="list-style-type: none"> 1. Correct tool position for specific tool and application. 2. Speed and feed according to type of material and tooling. 3. All tolerance according to ISO R286 standard. 4. All safety aspects adhered to.

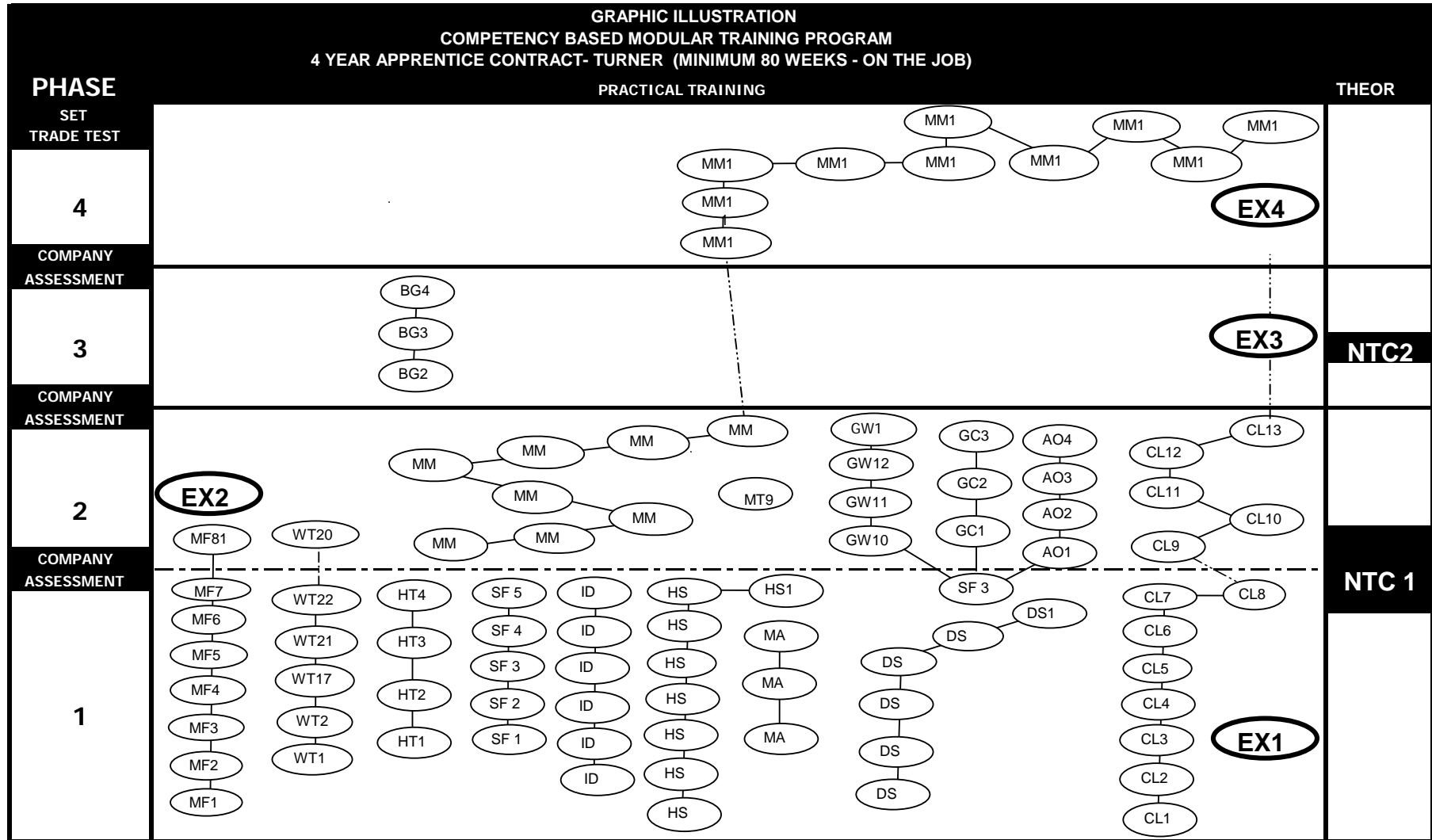
MODULE	CODE	OBJECTIVES	CRITERIA
	MM14	Machine a hexagon.	<ol style="list-style-type: none"> 5. No damage to components. 6. 100% correct to drawing specifications (ISO standard). 7. No burrs allowed on any surface. 8. Maximum surface texture down to N6 according to comparison scale.
	MM15	Machine a cube using a machine vice.	<ol style="list-style-type: none"> 1. Correct tool position for specific tool and application. 2. Speed and feed according to type of material and tooling. 3. All tolerance according to ISO R286 standard. 4. All safety aspects adhered to. 5. No damage to components. 6. 100% correct to drawing specifications (ISO standard). 7. No burrs allowed on any surface. 8. Maximum surface texture down to N6 according to comparison scale. 9. Parallelism, square ness correct.
	MM16	Drill equal spaced holes on PCD's.	<ol style="list-style-type: none"> 1. Correct tool position for specific tool and application. 2. Speed and feed according to type of material and tooling. 3. All tolerance according to ISO R286 standard. 4. All safety aspects adhered to. 5. No damage to components. 6. 100% correct to drawing specifications (ISO standard). 7. No burrs allowed on any surface.

MODULE	CODE	OBJECTIVES	CRITERIA
	MM17	Bore a hole.	<ol style="list-style-type: none"> 8. Maximum surface texture down to N6 according to comparison scale. 9. Cutter correct on PCD. 10. Dividing head calculation 100% correct.
	MM18	Split a bush using a slit-saw.	<ol style="list-style-type: none"> 1. Correct tool position for specific tool and application. 2. Speed and feed according to type of material and tooling. 3. All tolerance according to ISO R286 standard. 4. All safety aspects adhered to. 5. No damage to components. 6. 100% correct to drawing specifications (ISO standard). 7. No burrs allowed on any surface. 8. Maximum surface texture down so N6 according to comparison scale. 9. Boring head set on centre position.
	MM19	Cut an internal keyway.	<ol style="list-style-type: none"> 1. Correct tool position for specific tool and application. 2. Speed and feed according to type of material and tooling. 3. All tolerance according to ISO R286 standard. 4. All safety aspects adhered to. 5. No damage to components. 6. 100% correct to drawing specifications (ISO standard). 7. No burrs allowed on any surface. 8. Maximum surface texture down to N6 according to comparison scale.

MODULE	CODE	OBJECTIVES	CRITERIA
			9. Marking-off correct.
THEORETICAL TRAINING	TT1 TT2	<p>A four subject pass is needed to obtain the N course. Mathematics and the relevant trade theory subject are compulsory. A further two relevant subjects must be chosen by the employer, college and apprentice in order to obtain the four subjects required for the course.</p> <p>Mathematics N1 Relevant Trade Theory N1 Plus two relevant subjects N1</p> <p>Mathematics N2 Relevant Trade Theory N2 Plus two relevant subjects N2</p> <p>OR CHIETA approved N2 Equivalency</p> <p>Should the apprentice have a qualification higher than that prescribed in the schedule, it must be ensured that the subjects are relevant to the trade in question, before a trade test date will be allocated. This should take approximately 10 weeks.</p>	<p>1. Obtain a four subject certificate or equivalence</p> <p>1. Obtain a four subject certificate or equivalence</p>
ON THE JOB EXPERIENCE AND INDEPENDENT WORK	EX1 EX3	<p>On the job experience and independent work should cover at least 80% of all modules to ensure as wide as possible field of experience and must take place under supervisory control. This must be at least 80 weeks.</p> <p>Use the following machines specific to the trade: <ul style="list-style-type: none"> - boring mills - turret and capstan lathes - numerically controlled shaping and slotting machines </p>	<p>1. All work done to be recorded with respect to performance levels.</p> <p>1. All work done to be recorded with respect to performance levels.</p>
TRAINING PROVIDER	TP1	<p>Training at an accredited provider of apprentice training, for a minimum period of 32 weeks over the 4 phases. Training must cover all the modules of the training schedule. If the candidate does not have NTC2, the candidate must conduct an</p>	<p>1. All work done to be recorded with respect to performance levels.</p>

MODULE	CODE	OBJECTIVES	CRITERIA
		additional 10 weeks to attain the N2 or a CHIETA approved equivalency. This must be obtained at a provider accredited / approved for theoretical training.	

Part 2 Course Map



Part 3 EXAMPLE OF THE LAYOUT OF AN INDIVIDUAL TRAINING PROGRAMME

Apprentice Name		Contract Number		Trade: Turner		Employer		Page No: 1	
Month:		Year:							
Week 1		Week 2		Week 3		Week 4		Week 5	
Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual	Planned	Actual
Activity: <i>Induction</i>	Activity: <i>xxx</i>	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:
Course	Venue: <i>place</i>	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:
Venue: <i>Company</i>	Code <i>XX1</i>	Code:	Code:	Code:	Code:	Code:	Code:	Code:	Code:
training									
Room									
Code									
ID 1									
ID2									
ID3									
ID4									
ID5									
ID6									
ID									
assessment									
test									
Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:
Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:
Code	Code	Code:	Code:	Code:	Code:	Code:	Code:	Code:	Code:
Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:	Activity:
Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:	Venue:
Code	Code	Code:	Code:	Code:	Code:	Code:	Code:	Code:	Code:

Part 4 RECORD OF APPRENTICE TRAINING

APPRENTICE TRAINING RECORD					PAGE 1-3		TRADE : TURNER			
EMPLOYER:							CONTRACT NO:			
APPRENTICE SURNAME & INITIALS:										
I.D. NUMBER:										
CONFIRMATION OF TRAINING PRESENTED										
MODULE AND MODULE CODE			PHASE 1				MODULE AND MODULE CODE			
CODE	SIGNATURE		DATE	CODE	SIGNATURE		DATE			
	APPRENTICE	EMPLOYER/ PROVIDER			APPRENTICE	EMPLOYER/ PROVIDER				
P= Provider E Employer										
INDUCTION					MATERIALS					
ID1	P				MA1	P				
	E					E				
ID2	P				MA2	P				
	E					E				
ID3	P				MA3	P				
	E					E				
ID4	P				DRAWINGS AND SKETCHES					
	E									
ID5	P				DS1	P				
	E					E				
ID6	P				DS2	P				
	E					E				
SAFETY					DS7	P				
						E				
SF1	P				DS8	P				
	E					E				
SF2	P				DS9	P				
	E					E				
SF4	P				DS10	P				
	E					E				
SF5	P				HAND SKILLS					
	E									
HAND TOOLS					HS2	P				
						E				
HT1	P				HS3	P				
	E					E				

HT2	P				HS4	P			
	E					E			
HT3	P				HS5	P			
	E					E			
HT4	P				HS7	P			
	E					E			
WORKSHOP TOOLS					HS8	P			
						E			
WT1	P				HS9	P			
	E					E			
WT2	P				HS10	P			
	E					E			
WT17	P				WORKPLACE EXPERIENCE				
	E								
WT21	P								
	E								
WT22	P								
	E								
MEASURING EQUIPMENT									
MF1	P								
	E								
MF2	P								
	E								
MF3	P								
	E								
MF4	P								
	E								
MF6	P								
	E								
MF8	P								
	E								
MF17	P								
	E								
CENTRE LATHE WORK									
CL1	P								

	E							
CL2	P							
	E							
CL3	P							
	E							
CL4	P				INSERT COMPANY RUBBER STAMP			
	E							
CL5	P							
	E							
CL6	P							
	E							
CL7	P							
	E							
CL8	P							
	E							
THEORETICAL TRAINING								
NTC1								
PHASE 1 COMPANY TEST								
AFTER THE APPRENTICE HAS SUCCESSFULLY COMPLETED PHASE 1 A COPY OF THIS TRAINING RECORD MUST BE FORWARDED TO THE APPRENTICESHIP UNIT OF THE CHIETA								

APPRENTICE TRAINING RECORD					PAGE 1-2		TRADE : TURNER			
EMPLOYER:						CONTRACT NO:				
APPRENTICE SURNAME & INITIALS:										
I.D. NUMBER:										
CONFIRMATION OF TRAINING PRESENTED										
MODULE AND MODULE CODE			PHASE 2				MODULE AND MODULE CODE			
CODE	SIGNATURE		DATE	CODE	SIGNATURE		DATE			
	APPRENTICE	EMPLOYER/ PROVIDER			APPRENTICE	EMPLOYER/ PROVIDER				
				CL12	P					
					E					
				CL13	P					
					E					
ARC WELDING					MILLING MACHINE WORK					
AO1	P				MM1	P				
	E					E				
AO2	P				MM2	P				
	E					E				
AO3	P				MM3	P				
	E					E				
AO4	P				MM4	P				
	E					E				
GAS WELDING AND BRAZING					MM5	P				
						E				
GW1 0	P				MM6	P				
	E					E				
GW1 1	P				MM7	P				
	E					E				
GW1 2	P				MM8	P				
	E					E				
GW1 3	P				WORKSHOP TOOLS					
	E									
GAS CUTTING AND HEATING					WT2 0	P				
						E				
GC1	P									
	E									

GC2	P							
	E							
GC3	P							
	E							
MARKING OFF					PHASE 2 COMPANY TEST			
MT9	P							
	E							
CENTRE LATHE WORK								
CL9	P				WORKPLACE EXPERIENCE (INSERT COMPANY RUBBER STAMP)			
	E							
CL 10	P				EX2			
	E							
CL 11	P							
	E							
AFTER THE APPRENTICE HAS SUCCESSFULLY COMPLETED PHASE 2 A COPY OF THIS TRAINING RECORD MUST BE FORWARDED TO THE APPRENTICESHIP UNIT OF THE CHIETA								

APPRENTICE TRAINING RECORD					PAGE 1		TRADE : TURNER	
EMPLOYER:						CONTRACT NO:		
APPRENTICE SURNAME & INITIALS:								
I.D. NUMBER:								
CONFIRMATION OF TRAINING PRESENTED								
MODULE AND MODULE CODE			PHASE 3			MODULE AND MODULE CODE		
CODE	SIGNATURE		DATE	CODE	SIGNATURE		DATE	
	APPRENTICE	EMPLOYER/ PROVIDER			APPRENTICE	EMPLOYER/ PROVIDER		
P= Provider E Employer								
BASIC LIFTING TECHNIQUES				WORKPLACE EXPERIENCE				
BG2	P			EX3				
	E							
BG3	P							
	E							
BG4	P							
	E							
THEORETICAL TRAINING								
NTC2								
PHASE 3 COMPANY TEST								
				INSERT COMPANY RUBBER STAMP				
AFTER THE APPRENTICE HAS SUCCESSFULLY COMPLETED PHASE 3 A COPY OF THIS TRAINING RECORD MUST BE FORWARDED TO THE APPRENTICESHIP UNIT OF THE CHIETA								

EMPLOYER:

CONTRACT NO:

APPRENTICE SURNAME & INITIALS:

I.D. NUMBER:

CONFIRMATION OF TRAINING PRESENTED

MODULE AND MODULE CODE

PHASE 4

MODULE AND MODULE CODE

CODE	SIGNATURE		DATE	CODE	SIGNATURE		DATE
	APPRENTICE	EMPLOYER/ PROVIDER			APPRENTICE	EMPLOYER/ PROVIDER	

P= Provider E Employer

MILLING MACHINE WORK

MM1 0	P						
	E						
MM1 1	P						
	E						
MM1 2	P						
	E						
MM1 3	P						
	E						
MM1 4	P			INSERT COMPANY RUBBER STAMP			
	E						
MM1 5	P						
	E						
MM1 6	P						
	E						
MM1 7	P						
	E						
MM1 8	P						
	E						
MM1 9	P						
	E						

ON THE JOB EXPERIENCE

EX1							
EX2							
EX3							
EX4							

AFTER THE APPRENTICE HAS SUCCESSFULLY COMPLETED PHASE 4 A COPY OF THIS TRAINING RECORD MUST BE FORWARDED TO THE APPRENTICESHIP UNIT OF THE CHIETA WITH AN APPLICATION FOR A TRADE TEST

REMEMBER TO APPLY FOR YOUR TRADE TEST