

CARPENTER



INTERNSHIP LOG BOOK

Name of Apprentice: _____ CPR: _____

Company: _____ CVR: _____

Welcome to your apprenticeship in Carpentry

The Trade Committee for Træfagenes Byggeuddannelse would like to congratulate you on your choice of apprenticeship and your completion of the basic course module.

You have chosen a highly respected profession.

The Trade Committee for Træfagenes Byggeuddannelse consists of professionals appointed by the Danish Construction Association and the 3F trade union. All the appointees possess wide-ranging technical knowledge of and professional interest in your trade. The Committee has administrative powers and handles decision-making and provides advisory services. In order to handle these services as close to employers and colleges as possible, all the technical colleges have appointed a training committee to assist the Trade Committee in its educational offering to colleges, apprentices and local employers.

In addition to monitoring log books, these tasks include overseeing the local education plan at the college, assessment of assignments, help with obtaining work placements and liaison with apprentices and employers etc.

One of the Trade Committee's most important tasks is to combine respect for the profession and its long-standing traditions for continuous development of the content of the apprenticeships to ensure that they meet contemporary requirements as well as the challenges of the future.

We cannot do this alone. It requires that all parties, mentors, masters, teachers at the technical colleges and apprentices are positive contributors to this process.

The trade committee works to ensure high quality in all apprenticeships. Not simply a situation in which 'things work', but a situation in which employers and apprentices experience quality in all processes as well as throughout the apprenticeship.

We hope you enjoy your choice of apprenticeship.

Your sincerely

The Trade Committee for Træfagenes Byggeuddannelse

Education plan for apprenticeship periods

The law on vocational education and training stipulates, "the company must prepare an apprenticeship declaration regarding the Apprentice's apprenticeship in the company." The individual apprenticeship declarations must be signed and returned to the school after the end of each apprenticeship period.

The industry wants to simplify the company's work with these statutory apprenticeship declarations and therefore recognizes this completed education plan as proof of the individual apprenticeship periods and training in the company.

By graduation and the journeyman's test, the completed and signed education plan represent the final apprenticeship declaration, which documents the company's recommendation of the Apprentice to the journeyman's test. The education plan must therefore be returned at the last school period to provide access to the journeyman's test. This is showed at the table for the last apprenticeship period.

The apprenticeship statements in the education plan are designed as evaluation forms and organized as an active communication tool where companies, journeymen, teachers / contact teachers and Apprentices regularly can get an overview of the progress throughout the education.

At the same time the education plan is used to evaluate which skills the Apprentice has achieved so far and which skills the Apprentice is missing when the further course of the education is planned.

The Joint Training Board recommends that the education plan is completed jointly by the Apprentice and the company.

- It is the company's responsibility that the education plan's evaluation form is completed.
- It is the Apprentice's responsibility that the education plan's activity form is completed, and that the education plan is handed over to the school/ contact teacher and The Local Training Committee when the Apprentice is at school and returned to the company for the next apprenticeship period.

The Joint Training Board and the Local Training Committee may require the education plan for review. Just as they may require, that it is available with the submission of an assignment at the end of a school period.

If the Apprentice is not at the level prescribed, the Apprentice, teacher / contact teacher, the company and the Local Training Committee must adjust and organize the remainder of the course, so that the Apprentice obtains the education competency before the journeyman's test.

It is possible to combine the current assignments in the company with the education's optional specialization, so the Apprentice will gain wide experience and a depth in the objective of the apprenticeship.

How to fill in the forms

On the opposite side there are 5 common evaluation forms for the company - one for each period of apprenticeship.

The evaluation is horizontally divided over five levels of assessment. The vertical column contains a number of themes that are relevant in the Apprentice's development of job related competencies.

Based on the conversation in the company just before the Apprentice starts next schooling, the Apprentices current routine level must be ticked off.

0th level - is a simple registration of which subjects the Apprentice has not worked with yet. The company and the Apprentice must be aware of this in the forthcoming apprenticeships.

First level – It is necessary that the Apprentice is instructed and monitored by an experienced employee, when a given task is put in to practice.

Second level - The Apprentice can on a equal level perform the tasks in collaboration with other employees.

3rd level - There is confidence that the Apprentice by himself can perform the given task in a satisfactory quality.

4th level - The Apprentice is independently able to plan, order materials, choose tools and form his own assignment etc.

In addition to the employer assessment, a special activity list is provided for the apprentice to tick as the more detailed parts of the technical areas are completed. This provides the apprentice and the employer with an overview of the apprentice's general level of experience.

The employer assessment provides the apprentice and the employer with a sound basis for talking about the training the apprentice has received since his/her most recent college period as well as an opportunity together to plan the apprentice's training going forward.

How is the apprentice doing at college?

Several options are available for managing information about the apprentice's work at college.

1. After each college period, the employer is given a statement by the college on the apprentice's progress. This statement will include the marks achieved and comments, if applicable, on supplementary training. It is recommended that these college statements are kept in the log book presentation folder – with a copy of the Apprenticeship Agreement etc.
2. All employers have access to www.elevplan.dk. Passwords can be obtained from the college when the Apprenticeship Agreement has been signed. If this password is lost, it can be obtained again from the local college. Information on the apprentice's training, college period dates, contents of college training, marks achieved by the apprentice and absence rate can be found in Elevplan.
3. The college, employer and apprentice are able to use the comment fields for work placement periods on the other side of the log book for brief items of information.
4. The best follow-up is achieved by contacting the college directly after a college period.



The company's evaluation for the basis period – 1st Main Course

0
The Apprentice has not worked
with the task yet

1.
The Apprentice can work with
the task under supervision

2.
The Apprentice can, in colla-
boration with others, participa-
te in the execution of the task.

3.
The Apprentice is able to work
with the task on his own with
satisfying results

4.
The Apprentice is fully familiar
with independent planning and
execution of the tasks

Working processes					
Site layout and refuse management					
Planning work					
Quality assurance					
Working environment and safety					
Using tools					
Materials					
Rolling and trestle scaffolding					
Customer contact					
Mounting and building roof constructions					
External roof work					
Roof surfacing					
Facade construction					
Installing windows and external doors					
Construction and cladding of partition walls					
Measuring up and installing stairs					
Ceiling cladding					
Floor constructions					
Fitting fixtures and mouldings					

Comment field for apprenticeships or school periods for Apprentices,
employer or schools.

Date/Full name of the Apprentice

Signature of the Apprentice

Date/Company name

CVR-#

Signature of the Company

Date/Seen by/Signature of the Teacher

Possibly School Piston

**The company's evaluation
for perioden between
1st Main Course and 2nd
Main Course**

0
The Apprentice has not worked
with the task yet

1.
The Apprentice can work with
the task under supervision

2.
The Apprentice can, in colla-
boration with others, participa-
te in the execution of the task.

3.
The Apprentice is able to work
with the task on his own with
satisfying results

4.
The Apprentice is fully familiar
with independent planning and
execution of the tasks

Working processes					
Site layout and refuse management					
Planning work					
Quality assurance					
Working environment and safety					
Using tools					
Materials					
Rolling and trestle scaffolding					
Customer contact					
Mounting and building roof constructions					
External roof work					
Roof surfacing					
Facade construction					
Installing windows and external doors					
Construction and cladding of partition walls					
Measuring up and installing stairs					
Ceiling cladding					
Floor constructions					
Fitting fixtures and mouldings					

**Comment field for apprenticeships or school periods for Apprentices,
employer or schools.**

Date/Full name of the Apprentice

Signature of the Apprentice

Date/Company name

CVR-#

Signature of the Company

Date/Seen by/Signature of the Teacher

Possibly School Piston

The company's evaluation for perioden between 2nd Main Course and 3rd Main Course

0
The Apprentice has not worked
with the task yet

1.
The Apprentice can work with
the task under supervision

2.
The Apprentice can, in colla-
boration with others, participa-
te in the execution of the task.

3.
The Apprentice is able to work
with the task on his own with
satisfying results

4.
The Apprentice is fully familiar
with independent planning and
execution of the tasks

Working processes					
Site layout and refuse management					
Planning work					
Quality assurance					
Working environment and safety					
Using tools					
Materials					
Rolling and trestle scaffolding					
Customer contact					
Mounting and building roof constructions					
External roof work					
Roof surfacing					
Facade construction					
Installing windows and external doors					
Construction and cladding of partition walls					
Measuring up and installing stairs					
Ceiling cladding					
Floor constructions					
Fitting fixtures and mouldings					

Comment field for apprenticeships or school periods for Apprentices,
employer or schools.

Date/Full name of the Apprentice

Signature of the Apprentice

Date/Company name

CVR-#

Signature of the Company

Date/Seen by/Signature of the Teacher

Possibly School Piston

The company's evaluation for perioden between 3rd Main Course and 4th Main Course

0
The Apprentice has not worked
with the task yet

1.
The Apprentice can work with
the task under supervision

2.
The Apprentice can, in colla-
boration with others, participa-
te in the execution of the task.

3.
The Apprentice is able to work
with the task on his own with
satisfying results

4.
The Apprentice is fully familiar
with independent planning and
execution of the tasks

Working processes					
Site layout and refuse management					
Planning work					
Quality assurance					
Working environment and safety					
Using tools					
Materials					
Rolling and trestle scaffolding					
Customer contact					
Mounting and building roof constructions					
External roof work					
Roof surfacing					
Facade construction					
Installing windows and external doors					
Construction and cladding of partition walls					
Measuring up and installing stairs					
Ceiling cladding					
Floor constructions					
Fitting fixtures and mouldings					

Comment field for apprenticeships or school periods for Apprentices,
employer or schools.

Date/Full name of the Apprentice

Signature of the Apprentice

Date/Company name

CVR-#

Signature of the Company

Date/Seen by/Signature of the Teacher

Possibly School Piston

The company's evaluation for perioden between 4th Main Course and 5th Main Course

0
The Apprentice has not worked
with the task yet

1.
The Apprentice can work with
the task under supervision

2.
The Apprentice can, in colla-
boration with others, participa-
te in the execution of the task.

3.
The Apprentice is able to work
with the task on his own with
satisfying results

4.
The Apprentice is fully familiar
with independent planning and
execution of the tasks

Working processes					
Site layout and refuse management					
Planning work					
Quality assurance					
Working environment and safety					
Using tools					
Materials					
Rolling and trestle scaffolding					
Customer contact					
Mounting and building roof constructions					
External roof work					
Roof surfacing					
Facade construction					
Installing windows and external doors					
Construction and cladding of partition walls					
Measuring up and installing stairs					
Ceiling cladding					
Floor constructions					
Fitting fixtures and mouldings					

Comment field for apprenticeships or school periods for Apprentices,
employer or schools.

Date/Full name of the Apprentice

Signature of the Apprentice

Date/Company name

CVR-#

Signature of the Company

Date/Seen by/Signature of the Teacher

Possibly School Piston

The company's evaluation for perioden between 5th Main Course and 6th Main Course

0
The Apprentice has not worked
with the task yet

1.
The Apprentice can work with
the task under supervision

2.
The Apprentice can, in colla-
boration with others, participa-
te in the execution of the task.

3.
The Apprentice is able to work
with the task on his own with
satisfying results

4.
The Apprentice is fully familiar
with independent planning and
execution of the tasks

Working processes					
Site layout and refuse management					
Planning work					
Quality assurance					
Working environment and safety					
Using tools					
Materials					
Rolling and trestle scaffolding					
Customer contact					
Mounting and building roof constructions					
External roof work					
Roof surfacing					
Facade construction					
Installing windows and external doors					
Construction and cladding of partition walls					
Measuring up and installing stairs					
Ceiling cladding					
Floor constructions					
Fitting fixtures and mouldings					

Final work placement declaration – Carpenter

The employer hereby recommends the apprentice for final apprenticeship test: ☐

It is the responsibility of the employer to ensure that this final declaration is submitted to the college prior to the final college period.

The final work placement declaration is the final registration of the apprentice for the apprenticeship test.

The apprentice's full name The apprentice's social security number The apprentice's signature

The company's name The company's CVR-number The company's signature

Has the apprentice been employed in the company during the entire apprenticeship? yes ☐ no ☐

If no, please provide the apprenticeship period: From - / To - /

The Apprentice's activity form

– This should be ticked off when there is reasonable familiarity with the subtopics under the technical themes

Working processes

- New-build ☐
- Conversion and repair work ☐
- Renovation and restoration ☐
- Damper work ☐
- Cooperating with other trades ☐

Site layout and refuse management

- Setting up fences/cabins/container ☐
- Working with access roads ☐
- Setting up and laying out storage areas ☐
- Collecting, sorting and disposing of refuse ☐
- Is able to set up winter protection ☐

Planning work

- Planning own work ☐
- Joint planning ☐
- Devising a timescale ☐
- Devising a work description ☐
- Packing a van for minor jobs ☐

Quality assurance

- Receive/distribute and check materials ☐
- Process control and documentation ☐
- A critical approach to own work ☐

Working environment and safety

- Ergonomic working, the working environment ☐
- Identifying hazards before starting work ☐
- Awareness of safety rules in force ☐
- Working with regard to own safety and that of others ☐
- Correct handling of hazardous substances ☐
- Is able to take part in drafting APV (workplace assessment) ☐
- Awareness of environment and working environment management systems ☐

Using tools according to the safety rules

- Using electrical drills/screwdrivers ☐
- Using hand-held circular saw ☐
- Using jig saw ☐
- Using mitre saw ☐
- Using circular saw bench ☐
- Using angle grinder ☐
- Using other power tools ☐

Materials

- Is able to calculate materials ☐
- Is able to order materials ☐

Rolling and trestle scaffolding

- Is able to apply a set-up guide ☐
- Is aware of safety for rolling and trestle scaffolding ☐
- Erection/removal of rolling/trestle scaffolding ☐

Customer contact

- Serve and address customers appropriately ☐
- Demonstrate consideration, tidiness and clean up after work. ☐
- Advise the customer in operation and maintenance ☐

Setting up and building roof constructions

- Erecting prefabricated trusses ☐
- Bracing and anchoring roof constructions ☐
- Is able to fit hip rafter ☐
- Is able to fit valley rafter ☐
- Is able to fit a prefabricated dormer ☐
- Can construct a dormer ☐
- Can fit headers in a roof construction ☐

External roof work

- Fitting membranes in a sub-roof ☐
- Is able to build a fixed sub-roof ☐
- Is able to make penetrations in sub-roof ☐
- Is able to lay laths according to roof surface used ☐
- Is able to build roof footings ☐
- Is able to build roof valleys ☐

Roofing

- Laying cement-based corrugated sheets ☐
- Laying steel sheets ☐
- Laying concrete tiles ☐
- Covering with roofing felt ☐

Facade construction

- Cutting and fitting steel and wooden struds ☐
- Brace and anchor facade constructions ☐
- Fitting wind and damp proof membranes ☐
- Cutting and fitting wood/board/sheet cladding ☐
- Cutting and fitting steel/aluminium sheets ☐
- Cutting and fitting insulation materials ☐
- Cutting and erecting AAC elements ☐

Fitting external windows and doors

- Measuring up for doors and windows ☐
- Fitting windows and doors ☐
- Stuffing around windows and doors ☐
- Caulking around windows and doors ☐
- Fitting jamb extensions/window sills ☐
- Fitting skylights with cladding ☐

Construction and cladding of partition walls

- Cutting and fitting steel and wooden studs ☐
- Cutting and mount plasterboard ☐
- Cut and mount other board materials ☐
- Cut and mount wetroom cladding ☐

Measuring up and fitting stairs

- Measuring up stairs ☐
- Producing simple straight stairs ☐
- Mounting and fitting stairs ☐

Ceiling cladding

- Mounting nailing strips ☐
- Cutting and setting up rail system ☐
- Mounting plasterboard/wood/steel/wood-concrete ☐
- Mounting modular ceilings ☐

Floor constructions

- Cutting and wedging joists ☐
- Measuring room humidity ☐
- Measuring wood humidity ☐
- Calculation of 10 plank measurement ☐
- Fitting damp proof membrane ☐
- Cutting and fitting floorboards and sheets ☐
- Laying floor on joists and beams ☐
- Glue/nail floor to substrate ☐
- Laying floating floors ☐
- Making a wetroom floor with a fall ☐

Fitting fixtures and mouldings

- Fitting internal doors/frames ☐
- Fitting kitchen/bathroom elements ☐
- Cutting and fitting worktops/fillers ☐