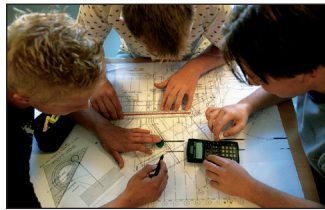


CIVIL CONSTRUCTION WORKER



INTERNSHIP LOG BOOK

Name of Apprentice: _____ CPR: _____

Company: _____ CVR: _____

Welcome as a new Apprentice at the main course for civil construction workers

The Joint Trade Committee for Struktør-, Brolægger- og Tagdækkerfaget congratulates you on your choice of education and with the completed basic course.

You have chosen a profession, which is surrounded with respect.

The Joint Trade Committee consists of members appointed by the Local Government Denmark (Kommunernes Landsforening), The Danish Construction Association (Dansk Byggeri), and the Union 3F (Fagligt Fælles Forbund).

The Joint Trade Committee has administrative responsibilities, as well as controlling and advisory functions.

In order to fulfill these tasks as close to the apprenticeship and the school as possible, there has been established a Local Training Committee on each technical college to assist the Joint Trade Committee with tasks related to the education at the school, the Apprentices, and the local companies.

The Local Training Committee helps with the supervision of the education plan, the local curriculum, grading, creating apprenticeships and the dialogue with the Apprentices and the companies.

One of The Joint Trade Committee's main tasks is to combine the respect for the profession and traditions with the ongoing development of the contents of the program, so that it meets today's requirements, and can match the challenges in the future.

We can't do this alone. This requires that all parties are positive co-players in this process. The Joint Training Board strives for a high quality in the education – not just to a point where "things work", but a point where both the enterprises, the journeymen, and the apprentice experience quality in process and education.

Good luck with your education

Sincerely,

The Joint Trade Committee for Struktør-, Brolægger- og Tagdækkerfaget

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.

Besides the company's evaluation, there is a special activity form that the Apprentice himself must tick, as the more detailed parts of the tasks are tested. This gives the Apprentice and the company an overview of the Apprentice's overall experience.

The evaluation gives the Apprentice and the company a good common ground for further progress since the last school period, and an opportunity to jointly follow up on the forward-looking educational planning.

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					
Construction tools and machinery					
Sewage pipe laying					
Hazardous substances and materials					
Road, terrain and paving					
Building techniques					
Rigging					
Levelling and setting out					
Using drawings					
Planning own work					
Roadwork safety					
Sewerage and drainage					
Installation of large pipes and wells					
Roadworks					

Comment field for apprenticeships or school periods for Apprentices,
companies 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					
Construction tools and machinery					
Sewage pipe laying					
Hazardous substances and materials					
Road, terrain and paving					
Building techniques					
Rigging					
Levelling and setting out					
Using drawings					
Planning own work					
Roadwork safety					
Sewerage and drainage					
Installation of large pipes and wells					
Roadworks					

Comment field for apprenticeships or school periods for Apprentices,
companies 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					
Construction tools and machinery					
Sewage pipe laying					
Hazardous substances and materials					
Road, terrain and paving					
Building techniques					
Rigging					
Levelling and setting out					
Using drawings					
Planning own work					
Roadwork safety					
Sewerage and drainage					
Installation of large pipes and wells					
Roadworks					

Comment field for apprenticeships or school periods for Apprentices,
companies 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					
Construction tools and machinery					
Sewage pipe laying					
Hazardous substances and materials					
Road, terrain and paving					
Building techniques					
Rigging					
Levelling and setting out					
Using drawings					
Planning own work					
Roadwork safety					
Sewerage and drainage					
Installation of large pipes and wells					
Roadworks					

Comment field for apprenticeships or school periods for Apprentices,
companies 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					
Construction tools and machinery					
Sewage pipe laying					
Hazardous substances and materials					
Road, terrain and paving					
Building techniques					
Rigging					
Levelling and setting out					
Using drawings					
Planning own work					
Roadwork safety					
Sewerage and drainage					
Installation of large pipes and wells					
Roadworks					

Comment field for apprenticeships or school periods for Apprentices,
companies 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					
Construction tools and machinery					
Sewage pipe laying					
Hazardous substances and materials					
Road, terrain and paving					
Building techniques					
Rigging					
Levelling and setting out					
Using drawings					
Planning own work					
Roadwork safety					
Sewerage and drainage					
Installation of large pipes and wells					
Roadworks					

Final apprenticeship declaration – concreter

The company hereby recommends the apprentice to the final journeyman's test: ☐

It is the company's responsibility that this final apprenticeship declaration will be handed in to the school at the last school period.

This apprenticeship declaration is the final registration of the apprentice to the journeyman's 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		Familiar with working with epoxy and isocyanates.	
New-build		Is able to advise others on health and safety	
Conversion and repair work		Is able to select and use the correct protective clothing	
Renovation and restoration		Is able to use user guides, apply codes and hygienic precautions	
Damper work			
Cooperating with other trades			
Site layout and refuse management		Roads, terrain and paving	
Setting up fences/cabins/container		Building up base layer for roads and paving	
Working with access roads		Laying various types of paving	
Setting up and laying out storage areas		Setting out kerbs and block paving	
Collecting, sorting and disposing of refuse		Renovation of existing paving and roads	
Is able to set up winter protection		Cutting various types of material	
Planning work		Building techniques	
Planning own work		Pouring concrete in a case	
Joint planning		Cutting & bending reinforcement according to list	
Devising a timescale		Casting standard concrete	
Devising a work description		Setting out for shuttering, incl. casting height	
Packing a van for minor jobs			
Quality assurance		Rigging	
Receive/distribute and check materials		Is familiar with rigging equipment	
Process control and documentation		Rigging components	
A critical approach to own work		Directing crane driver using hand signals and radio	
		Familiar with safety and safety devices	
Working environment and safety		Attaching loads according to assembly drawings (sequence)	
Ergonomic working, the working environment			
Identifying hazards before starting work		Levelling and setting out	
Awareness of safety rules in force		Has set out buildings and foundations	
Working with regard to safety for yourself and others		Has set out roads and paving	
Correct handling of hazardous substances		Moving of levels	
Is able to take part in drafting APV (workplace assessment)			
Awareness of environment and working environment management systems		Using drawings	
Using tools		Is able to read elevation numbers and heights on drawings	
Electrical drills/screwdrivers according to the rules		Is able to identify length and width on drawings	
Hand-held circular saw according to the rules		Is able to identify module lines and set out tasks on the basis of these	
Jig saw according to the safety rules			
Mitre saw according to the safety rules		Planning own work	
Circular saw bench according to the safety rules		Is able to plan own work	
Angle grinder according to the safety rules		Is able to contribute to work gang planning	
Other power tools according to the safety rules		Is able to organise the construction process	
Materials		Roadwork safety	
Is able to measure up materials		Is able to set up the correct signs and markers according to plan	
Is able to order materials		Redirect traffic	
Rolling and trestle scaffolding		Making emergency calls in the event of road accidents	
Is able to apply a set-up guide			
Is aware of safety for rolling and trestle scaffolding		Sewerage and drainage	
Erection/removal of rolling/trestle scaffolding		Laying main/house sewers	
Customer contact		Connecting main sewers	
Serve and address customers appropriately		Setting out sewers	
Demonstrate consideration, tidiness and clean up after work.		Connection of wells	
Advise the customer in operation and maintenance		Installing soakaways	
		Installing separator systems	
Construction tools and machinery		Installing pump systems	
Using the required hand tools, saws, rebar bender			
Using small construction machines, mini diggers.		Installation of large pipes and wells	
Drive Bobcats etc.		Laying pipes and wells	
Using various cutting machines and cutters		Backfill and compression of materials	
Sewage pipe laying		Roadworks	
Has carried out perimeter drainage and surface water drains		Setting out road areas	
Domestic sewers and service pipes		Renovating paving	
Setting and connection of wells		Setting out road areas	
		Setting out paving areas	
Hazardous substances and materials		Setting out foundations	
Familiar with working with cold asphalt and bitumen.		Excavation of foundation	
		Carrying out compression tests	
		Carrying out paving tests	
		Carrying out soil and sieve analysis	

