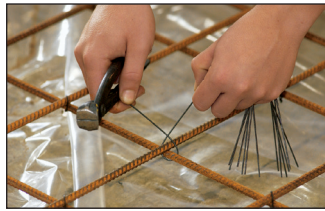


CONCRETER



INTERNSHIP LOGBOOK

Name of Apprentice: _____ CPR: _____

Company: _____ CVR: _____

Welcome as a new Apprentice at the main course for concreters

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 for Struktør-, Brolægger- og Tagdækkerfaget 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 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 Trade Committee 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 an 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 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 safety for yourself and 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 a hand-held circular saw ☐
- Using a jig saw ☐
- Using a mitre saw ☐
- Using a circular saw bench ☐
- Using an angle grinder ☐
- Using other power tools ☐

Materials

- Is able to measure up 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 ☐

Construction tools and machinery

- Using the required hand tools, saws, supports ☐
- Using small construction machines, mini diggers. Drive Bobcats etc. ☐
- Using various cutting machines and cutters ☐

Sewage pipe laying

- Has carried out perimeter drainage and surface water drains ☐
- Domestic sewers and service pipes ☐
- Setting and connection of wells ☐

Hazardous substances and materials

- Familiar with working with cold asphalt and bitumen. ☐
- Familiar with working with epoxy and isocyanates. ☐
- Is able to advise others on health and safety ☐
- Is able to select and use the correct protective clothing ☐
- Is able to use user guides, apply codes and hygienic precautions ☐

Roads, terrain and paving

- Building up base layer for roads and paving ☐
- Laying various types of paving ☐
- Setting out kerbs and block paving ☐
- Renovation of existing paving and roads ☐
- Cutting various types of material ☐

Building techniques

- Pouring concrete in a case ☐
- Cutting and bending reinforcement list ☐
- Casting standard concrete ☐
- Setting out for shuttering, incl. casting height ☐

Rigging

- Is familiar with rigging equipment ☐
- Rigging components ☐
- Directing crane driver using hand signals and radio ☐
- Familiar with safety and safety devices ☐
- Attaching loads according to assembly drawings (sequence) ☐

Levelling and setting out

- Has set out buildings and foundations ☐
- Has set out roads and paving ☐
- Moving of levels ☐

Using drawings

- Is able to read elevation numbers and heights on drawings ☐
- Is able to identify length and width on drawings ☐
- Is able to identify module lines and set out tasks on the basis of these ☐

Planning own work

- Is able to plan own work ☐
- Is able to contribute to work gang planning ☐
- Is able to organise the construction process ☐

Execution of site-cast concrete works

- Setting out, marking up and levelling for shuttering ☐
- Fitting round and conical moulds ☐
- Covering and post-casting treatment of concrete ☐
- Working with concrete in the winter (precautions) ☐

Special constructions

- Set up special solutions in system & traditional shuttering ☐
- Smoothing special concrete ☐
- Casting and vibrating special shuttering ☐
- Casting liquid concrete ☐
- Binding special reinforcement according to drawing ☐
- Placing special reinforcement according to drawing ☐

Execution of element assembly

- Setting out for elements ☐
- Assembling different element types ☐
- Joint casting and reinforcement of elements ☐
- Is able to execute element underpinning ☐

System scaffolding

- Is able to use an erection guide ☐
- Familiar with scaffolding safety ☐
- Is able to build system scaffolding legally ☐

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					
Execution of site-cast concrete works					
Special constructions					
Excution of element assembly					
System scaffolding					

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 invironment 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					
Execution of site-cast concrete works					
Special constructions					
Excution of element assembly					
System scaffolding					

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 invironment 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					
Execution of site-cast concrete works					
Special constructions					
Excution of element assembly					
System scaffolding					

**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 invironment 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					
Execution of site-cast concrete works					
Special constructions					
Excution of element assembly					
System scaffolding					

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 invironment 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					
Execution of site-cast concrete works					
Special constructions					
Excution of element assembly					
System scaffolding					

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 invironment 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					
Execution of site-cast concrete works					
Special constructions					
Excution of element assembly					
System scaffolding					

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 - /

