

TRAINING REPORT

VET ordinances specify (section 7) that apprenticeship trainers are required to prepare a training report based on the entries made by the learner in his/her training logbook. This training report indicates the level of progress achieved by the learner. The apprenticeship trainer and learner discuss the content of the training report at least once each semester.

Host company/institution

Learner

Occupation

Apprenticeship trainer for training period

1st 2nd 3rd 4th 5th 6th 7th 8th semester

Assessment criteria

Assessment

Justifications and additional information

The following competences (points 1 - 4) are laid down in the VET ordinance for the given occupation (section 2).

1. Technical competences

1.1 Level of training

Overall assessment based on the learning objectives mentioned in the training plan

A B C D

1.2 Quality of work

Precision / care

A B C D

1.3 Quantity of work, pace of work

Time required to perform work properly

A B C D

1.4 Practical application of technical knowledge

Connection between theory and practice

A B C D

2. Methodological competences

2.1 Work technique

Layout of the workstation / use of resources / thought given to the work to be completed / requests for further details

A B C D

2.2 Integrated thinking

Ability to understand and grasp sequencing of work processes / personal contributions / proposals for improvements

A B C D

2.3 Handling of the company's resources and equipment

Eco-friendly behaviour / consumption of materials / waste disposal / care / upkeep of equipment

A B C D

2.4 Learning and working strategy

Conscientious monitoring of one's own learning processes / ability to explain and present processes and behaviour

A B C D

A Requirements exceeded

B Requirements attained

C Requirements barely attained, support measures necessary

D Requirements not attained specific measures necessary

3. Social competences

3.1 Ability to work in a team and overcome conflicts

Contribution to the working atmosphere / honesty / attitude in the face of criticism

A B C D

3.2 Sense of cooperation

Understands others / ability to put themselves in other people's shoes (empathy)

A B C D

3.3 Information and communication

Ability to express oneself in a comprehensible manner / respect other people's point of view / know the information processes and act accordingly

A B C D

3.4 Customer-oriented skills

Contacts with customers / comprehend customers' needs / helpfulness / kindness

A B C D

4. Personal competences

4.1 Independence, responsible behaviour

Initiative / sense of responsibility / personal contributions

A B C D

4.2 Reliability, tolerance to stress

Punctuality / compliance with deadlines / perseverance

A B C D

4.3 Good manners

Behaviour which is adapted to the situation / kindness / appearance

A B C D

4.4 Motivation

Attitude towards the occupation / enthusiasm / willingness to learn

A B C D

5. Training logbook

5.1 Relevance, completeness

A B C D

5.2 Spotlessness, presentation, clarity

A B C D

6. Performance at the vocational school and branch training centres

6.1 Semestrial grades certificate

A B C D

6.2 Branch courses

A B C D

6.3 Optional courses, remedial courses

A B C D

7. Assessment of training by the learner

7.1 Apprenticeship training

	very good	good	barely sufficient	insufficient
Technical competences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Methodological competences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Working atmosphere	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal encouragement	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Explanations and additional information:

7.2 Coaching by the apprenticeship trainer

	very good	good	barely sufficient	insufficient
	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Explanations and additional information:

8. Achievement of learning objectives from the previous semester

See point 9 of previous training report

	exceeded	attained	barely attained	not attained
Learning objectives of the host company	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning objectives of the vocational school	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Learning objectives of the branch training centre	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Technical competences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Methodological competences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Social competences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Personal competences	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Explanations and measures to be taken:

9. Learning objectives for the next semester

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Learning objectives of the host company

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Learning objectives of the vocational school

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Learning objectives of the branch training centre

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Technical competences

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Methodological competences

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Social competences

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Personal competences

10. Agreements regarding optional courses and remedial courses

11. Miscellaneous

12. Dates/signatures

This training report was discussed on

Signature of the main apprenticeship trainer

Signature of the learner

Signature of the legal representative

Date	Signature
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When requested to do so, the training report should be sent to the cantonal vocational education and training office.