Individual training plan

Learner: _____ **Occupation:** _____

VET professional: _____ **Year of training:** _____

Host company: _____

Objective: Where in the company does the apprenticeship take place (stations, rotation plan)?
Check: Documents used for administering and reviewing the apprenticeship

Capacity planning
Attendance at the host company
Absence due to VET school
Absence due to inter-company courses
holidays, VET school
Holidays of learner, host companies of the occupation

Check
Semester training report ____
Semester training report ____
Meetings, training logbook

Semester ____ from _____ until _____																									
Responsible for the training period:																									
Week	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	1	2	3	4
Mon.																										
Tue.																										
Wed.																										
Thu.																										
Fri.																										
Sat.																										
Sun.																										

Semester ____ from _____ until _____																									
Responsible for the training period:																									
Week	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30
Mon.																										
Tue.																										
Wed.																										
Thu.																										
Fri.																										
Sat.																										
Sun.																										

Note: Training plans vary greatly in terms of structure and design. Many POs offer job-specific documentation.

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