

# Workplace Training Withdrawal Log

To be kept up to date by Apprentice/Trainee and made available for review by trainer on request



Apprentice Name: \_\_\_\_\_ C.S ID Number: 

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Qualification Title: \_\_\_\_\_ Employer Name: \_\_\_\_\_

Delta Number: \_\_\_\_\_

FedUni Trainer/Teacher Name: \_\_\_\_\_

Contact Number: \_\_\_\_\_

| Date | Time started | Time finished | Total hours | Unit | Activity | Location | Employer confirmation |
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**Structured training can include the following activities:** participation in professional development; workshops or conferences; staff or team meetings; information sessions or briefings; training sessions with staff members; time being shown a new task; time allocated to activities set by Federation University; and time researching or training online.

Apprentices and Trainees undertaking a qualification at Cert III level and above must be released from routine duties to undertake training or structured learning activities for a minimum of 3 hours per week for a full time employee, averaged over a four week period (part time pro-rata) Trainees undertaking Cert II level qualifications must be released from normal duties for 1.5 hours per week averaged over an eight week cycle. The employer, apprentice/trainee and RTO must ensure this training log is maintained to record details of the workplace structured withdrawal.