



Apprenticeship Orientation Form

PROGRAM SPONSOR: The documents below are important to share with each new apprentice. Use this form to ensure that all apprentices are introduced to each of these documents and are familiar with the program expectations. This form is to be signed by the apprentice and filed in their apprentice records folder.

- Standards of Apprenticeship
- Wage Progression Policies
- Related Instruction Requirements
- Work Experience Requirements
- Recordkeeping Responsibilities
- Apprentice Responsibilities
- Employer / Sponsor Responsibilities
- Employer / Union Program Policies (e.g. RTI time, time for paperwork)
- Complaint Procedures

Print Apprentice Name _____

Signature of Apprentice _____ *Date* _____

Program Representative _____