To be filled by the Inspector

Monitoring Report
On The Job Training - NVQ Level 4 Students

Name of the Course/Trade :- .....

Name and Address of the Training Centre :- .....
(Institute) .....
.....

Name and Address of the Establishment :- .....
(OJT Placement) .....
Name of the Contact Person :- ..... Telephone No :- .....

1	Date of Visit		Y	Y	Y	Y	M	M	D	D	
			1				2				3	4
2	Name of the Apprentice											
3	NIC Number											
4	Contract Number											
5	OJT Period	From										
		To										
6	Gender (M/F)											
7	Present/Absent? (P/A)											
8	Diary Produced? (Y/N)											
9	Diary Updated? *											
10	Presentation-Quality * (Diary)											
11	Leave Taken Days											
12	Overall Performance *											
13	Apprentice Satisfaction on Training Programme *											

Employer's Comments -: .....
.....

....
Date **Signature of Employer & Stamp**

Inspector's Comments -: .....
.....

....
Name of the Inspector **Signature of Inspector with date**

AD/DM/TO's Comments-: .....
....
Signature of AD/DM/TO with date

P.T.O

* Performance Rating

Very Good	:	**A**	-	Diary updated up to previous Friday
Good	:	**B**	**-**	Diary not updated for One Week
Fair	:	**C**	-	Diary not updated for Two Weeks
Poor	:	**D**	-	Diary not updated for One Month
Very Poor	:	**E**	-	Diary not updated for Two Months
Zero	:	**O**	-	Diary not updated for more than Two Months

Remarks :