

Apprentice Off-the-Job (OTJ) Training Log

Name	Apprenticeship Standard	Week Commencing
Skills Coach	Employer	

J TRAINING ENTRY TABLE

Date	Activity Type	Description of Activity	What Did You Learn?	Duration (hh:mm)	How it links to your role	How It Links to KSB

Apprentice Off-the-Job (OTJ) Training Log

Date	Activity Type	Description of Activity	What Did You Learn?	Duration (hh:mm)	How it links to your role	How It Links to KSB

Weekly Summary

Sign-Off Section Date:

Apprentice
Signature

Line Mentor
Signature

Skills Coach
Signature