

- If the Apprentice did not meet expectations after a training assessment was performed, an action plan should be developed to help the apprentice achieve each assignment/task. If such attempts to close the training gap have not been successful and the Apprentice is still struggling with the task, the company may decide that the Apprentice should be removed from the apprenticeship. Documentation of actions should be included in the apprentice's file.
- This Tracker should be used in conjunction with the X-Month Apprentice Review and Feedback Forms to determine if the Apprentice has met the goals for each pay increase.

[illegible]