

## **Pre-Apprenticeship Training Program Interim/Final Report Guidelines (Written Report)**

Interim and final reports are to be submitted to the Province in the format below.

Please provide the following information:

### **1. General Program Information**

- a. Name of Training Organization
- b. Trade
- c. Trade Code
- d. Contract Start Date
- e. Training Start Date (date training begins)
- f. Work placement Start Date
- g. Work placement Completion Date
- h. Training Completion Date (date training completed)
- i. Contract Completion Date

### **2. Training Status Report**

Include the following information:

- j. Program start-up (Description of marketing and recruitment activities, selection processes and participant response)
- k. Program highlights (Description of program operation to date, including modules covered and status of program)
- l. Course changes and reasons (i.e. changes made or anticipated to be made to course curriculum to meet participant need)
- m. Work placement (Description of activity underway and status to secure work placements, description of participant work placement progress and status)
- n. Obstacles encountered and overcome

### **3. Program Tracking Form**

Use Pre-Apprenticeship Training Program Tracking Form provided.

### **4. Marketing Material**

Include samples of marketing materials. To be provided with interim report.

### **5. Financial Reports**

Please refer to *The Audit and Accountability Requirements for the Pre-apprenticeship Training Program* for the completion of financial reports.

For interim reporting, please submit the Estimate of Expenditure Report template.

### **6. Audit**

Please refer to *The Audit and Accountability Requirements for the Pre-apprenticeship Training Program* for the completion of financial reports and audits.