

Month	
Year	

Trainee	
Company	

Day of the month	Trainee's signature SIGN IN	MORNING		AFTERNOON		Trainee's signature SIGN OUT	HOURS A DAY
		IN	OUT	IN	OUT		
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							
11							
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21							
22							
23							
24							
25							
26							
27							
28							
29							
30							
31							
TOTAL HOURS A MONTH							

TUTOR'S SIGNATURE AND COMPANY STAMP _____