

Form 3
表格 3

APPRENTICESHIP ORDINANCE
學徒制度條例

(Chapter 47)
(香港法例第 47 章)

(Section 46 of the Apprenticeship Ordinance and
Regulation 16 of the Apprenticeship Regulations)
(學徒制度條例第 46 條及學徒制度規例第 16 條)

6 MONTHLY REPORT ON THE PROGRESS,
OVERTIME EMPLOYMENT & ABSENCES OF THE APPRENTICE
每六個月一次的學徒進度、超時受僱及缺勤報告

To: Director of Apprenticeship
致: 學徒事務專員
From: Employer _____
由: 僱主
In respect of apprentice _____ Registration No. _____
學徒 註冊號碼
For the period from _____ to _____
本報告由 至

(1) Details of training given to the apprentice during the period covered:
報告期內該學徒所受訓練詳情:

(2) Performance of the apprentice: (please turn over)

學徒的表現:(請參閱背頁)

(3) 1. Total overtime worked: _____ hours.
超時受僱的總時數: _____ 小時

2. Maximum overtime worked in any day by the apprentice during the period covered: _____ hours.
報告期內任何一天內學徒超時受僱時數最多為: _____ 小時

(4) Total number of days of absence from work: _____ days.
缺勤總日數: _____ 日

(5) Total number of days of absence from a course of instruction under an attendance order: _____ days.
遵照上課令所修讀課程的缺勤總日數: _____ 日

(6) Reasons for absences: _____
缺勤理由:

This record is completed by a responsible person under whose supervision the apprentice has worked during this period. 本報告由負責督導學徒的人員填寫。

Name of signatory: _____

簽署人姓名:

Position: _____

職位:

Tel. No: _____

電話號碼:

Date: _____

日期:

(Signed for the Employer)

(僱主或代表簽署)

Progress of apprentice (Note: Please tick in the appropriate box)

學徒的進度 (註: 請在適當的方格內加√號)

Aspects 表現	Percentage 分數	100	75	50	25	0
APPLICATION 工作表現	very industrious 非常勤奮	good worker 良好工作人員	steady worker 穩定持重 工作人員	erratic 不穩定	indifferent 無工作熱忱	
CONDUCT 操行	excellent 優	good 良	fair 可	poor 劣	troublesome 好惹事	
ATTENDANCE 出席率	never late/ absent 從不遲到/ 缺席	seldom late/ absent 甚少遲到/ 缺席	acceptable 可接受	often late/ absent 時常遲到/ 缺席	frequently late/ absent 經常遲到/ 缺席	
SAFETY HABITS 安全習慣	very careful 非常小心	careful 小心	sometimes careless 有時大意	careless 大意	accident prone 動輒出意外	
RELIABILITY 可信賴程度	entirely dependable 可絕對信賴	reliable 可信賴	satisfactory 尚屬滿意	irregular 因時而異無 一定表現	unreliable 不足信賴	
ABILITY TO LEARN 學習能力	very quick to learn 極快	quick to learn 快	learns readily 無困難	slow to learn 慢	dense 愚鈍	
INTEREST 興趣	enthusiastic 非常熱衷	keen 有熱忱	interested 有興趣	interest flags 興趣減退	lacks interest 缺乏興趣	
ACCURACY 準確程度	exceptionally accurate 極準確	accurate 準確	average 普通	careless 大意	inaccurate 不準確	
SPEED 速度	very quick 非常快捷	quick 快捷	good 良好	slow 緩慢	very slow 頗緩慢	
CO-OPERATIVE NESS 合作性	has initiative to co-operate 主動合作	very helpful 很樂於助人	helpful 樂於助人	needs persuasion 須別人勸說	refuses to co-operate 拒絕合作	
CONFIDENCE 自信能力	exceptional 極自信	self reliant 毋須依賴別人	confident 有自信	lacks confidence 缺乏自信	timid 懦弱	

Remarks: If the assessment for any aspect is below 50%
備註: 倘有任何一方面所評的分數不足五十

(i) Has the apprentice been informed?
是否已將此事告知該學徒?

Yes 是

No 否

(ii) Has any corrective action been taken?
是否已採取任何糾正行動?