

## Apprentice/Trainee Timesheet

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Please photograph and text signed timesheet to

**Allan Campbell** – Macleay, Hastings & Manning Valleys – m: 0427 771 448

**Ingrid Hughes** - Coffs Coast & Nambucca Valley - m: 0447 766 899

or email to [accounts@midcoastconnect.com.au](mailto:accounts@midcoastconnect.com.au) no later than **9am each Monday**

Name		Mobile:	
Host Employer		Phone:	

Day	Date	Start Time	Finish Time	Break	Hours Worked
Monday	/ /				
Tuesday	/ /				
Wednesday	/ /				
Thursday	/ /				
Friday	/ /				
Saturday	/ /				
Sunday	/ /				
Total Hours:					

Apprentice/Trainee Signature: ..... Date: .....

Host Employer Signature: ..... Date: .....

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Equipment used:

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Tasks completed:

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New skills learnt:

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How could I improve:

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MCC Training Coordinator Signature: ..... Date: .....

Personal/Sick Leave forms should be completed on your return to work and supported by a Doctor's certificate where appropriate for leave in excess of 1 day. Email/message with timesheet.

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