**Training and Skills Development (TSD)**

**Attendance and Progress Report**

**IMPORTANT:** It is a TSD requirement that the *Attendance and Progress Report* be submitted by the due dates indicated below. Failure to provide the report on time will result in the review of the client’s Employment Action Plan and could result in a reduction or cancelation of the TSD contract and funding.

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| Required Report Due Dates | | | | |
| 30 December 2021  Or when marks are available. | **25 February 2022** | **30 April 2022** | **30 June 2022**  **Include Transcript** |  |

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| Additional Reports – as required by the employment counsellor | | | | |
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| **Identifying Information**  *This section is to be completed by the client* | | |
| Client Name | Shawn Pelletier | |
| Name of Training Institution | New Brunswick Community College | |
| Campus Location | Moncton | |
| Name of Program | Web and Mobile Application Development | |
| Training Dates | Start: sept 7 2021 | End: dec. 17 2021 |

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| **Attendance and Progress**  *This section is to be completed by the training institution and returned to the client*  Please use the comment box to elaborate when needed | | |
| Number of days or classes missed (***90% attendance required***)  Please comment with reasons for absences and percentage of attendance. | **# Days:** | **# Classes:** |
| Have any difficulties/barriers been identified that may affect the ability to successfully complete the program/course on time? If yes, please comment. | **Yes** | **No** |
| Are there any other issues or concerns that need to be addressed? If yes, please comment. | **Yes** | **No** |
| Transcripts or unofficial record of marks to date are due mid-way and at end of the academic year. Are they included with this report?  If no, please indicate the date it will become available (YYYY/MM/DD) | **Yes** | **No** |
|  | |
| Academic Progress (please check one): *Excellent Acceptable Not Acceptable*  (Please comment) | | |
| *Comments:*  Shawn passed all of the Fall 2021 courses except one – Introduction to Programming. Unfortunately, this did affect his ability to successfully complete the program on time. I do believe that Shawn does have the ability to complete this program. He has shown a very strong work ethic throughout the term. He has completed all of his assignments, and has been engaged during class lectures. I have met with Shawn on a few occasions throughout the term and I can tell he has a very strong desire to be successful in the program. | | |

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| Name of School Official | Stephen Carter | Title | Coordinating Instructor |
| Email | [Stephen.carter@nbcc.ca](mailto:Stephen.carter@nbcc.ca) | Phone number |  |
| *Signature of School Official* |  | Date | 2022-01-07 |
| *Signature of Client* |  | Date |  |

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| The client must return form to the following people by the due date | |
| WorkingNB Employment Counsellor | **Social Development Case Manager** (if applicable) |
| Name John DosSantos | Name |
| Email john.dossantos@gnb.ca | Email |
| Fax 506-453-3457 | Fax |
| Drop off: 300 St. Mary’s Street, 3rd floor | Drop off: |