



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Brick and Stone Mason

401A

2007

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

For on-line portal, please follow instructions for registration. You will need to create a *My Ontario* account to access online services.

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook**
skilledtradesontario.ca/about-trades/trades-information

** This is the official record of your training progress. You are responsible for keeping it up-to-date.

Complete on-the-job training

Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook

Complete in-school training

Attend and complete the in-class training set out in the Curriculum Training Standard

Apprentices eligible to apply for apprenticeship incentive grants (Red Seal trades) and loans.

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion
via email, in-person or digital portal

Your Apprenticeship Training Standard Logbook details completion requirements. Submit the following:

- completed Apprenticeship Training Standard Logbook with signatures
- proof of hours

Certificate of Apprenticeship is issued

Trades without examination

CofA is the final step of the program

Trades with examination
(compulsory and non-compulsory trades)*

Provisional Certificate of Qualification issued for a 12 month term

To prepare for the CofQ examination download the Provincial and/or Red Seal Exam preparation guides.

Make payment for your Certificate of Qualification examination

Call to make a payment
(647-847-3000 or 1-855-299-0028)

Schedule a date to write your Examination

To schedule your examination, contact your local Service Delivery Office.

Pass Certificate of Qualification examination

Apprentices eligible to apply for Apprenticeship Completion Grant (Red Seal trades) or Apprentice Completion Bonus (non-Red Seal)

Certificate of Qualification is issued

Upon completion, Sponsors may be eligible for Apprenticeship grants, incentives, bonuses or tax credits

Phase 2: Apprenticeship

Phase 3: Certification

* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

Table of Contents

Foreword: Purpose, Terms and Conditions of the registered Training Agreement.....	1
Trade Specific Resources and Links	2
Methodology-Standard Development	2
Introduction to the Logbook.....	3
Roles and Responsibilities	4
Roles and Responsibilities of the Apprentice	5
Roles and Responsibilities of Sponsors and Trainers	6
Health and Safety.....	7
Apprenticeship Program Summary/Guidelines.....	10
Scope of Practice	10
Program Guidelines.....	10
Program Requirements	12
Compulsory and Non-compulsory Classification	12
Skills for Success Summary	12
Standard of Performance	13
Training the Apprentice - Tips for Apprentices, Sponsors and Trainers	14
Notice of Collection of Personal Information	16
List of Trainers	17
Skill Sets	18
6440.0 Use and Maintain Tools and Equipment.....	18
6441.0 Inspect and Use Material Handling and Safety Equipment.....	20
6442.0 Establish Job Requirements	23
6443.0 Prepare Work Site	24
6444.0 Adapt Job Site Environment	26
6445.0 Install Temporary Masonry Support Structures.....	28
6446.0 Clean and Disassemble Work Site	30
6447.0 Installs Wall System Accessories	31
6448.0 Place Grout.....	34
6449.0 Place Mortar	36
6450.0 Prepare Masonry Units	38
6451.0 Lay Out Masonry Job.....	40
6452.0 Build Structural Masonry and Refractory Systems.....	42
6453.0 Build Non-Structural Masonry Components.....	44

6454.0	Build Masonry Fireplaces.....	47
6455.0	Maintain and Restore Existing Masonry.....	50
6456.0	Waterproof Below Grade Masonry.....	53
6457.0	Demonstrate Safe Working Practices and Procedures.....	54
Definitions		57
Apprentice		57
Ready to Write Your Exam?		60
Instructions for Recording a Change in Sponsor		61
Sponsor Record #1		62
Change of Sponsor Record #2.....		63
Change of Sponsor Record #3.....		64
Change of Sponsor Record #4.....		65
Appendix A — Instructions for Apprenticeship Program Completion		66
Appendix B — Apprentice Completion Form.....		67
Appendix C — Skill Set Completion for Sponsors		68
Appendix D — Local Service Delivery Offices in Ontario		69
Competency Analysis Profile (CAP) Chart		i

Please Note: This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: skilledtradesontario.ca for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](https://skilledtradesontario.ca).

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Maintained with transfer to Skilled Trades Ontario 2007 (V100)

Foreword: Purpose, Terms and Conditions of the registered Training Agreement

Purpose:

- Prior to starting official apprenticeship activities, the apprentice, sponsor and a witness are required to sign a Training Agreement.
- The Training Agreement that you have signed is an important legal document that outlines your responsibilities as an apprentice and the responsibilities of your sponsor.
- Once registered, this training agreement (or contract) marks the start of your formal agreement between the apprentice, the sponsor and the Ministry.
- For compulsory trades, the apprenticeship registration document must be accessible when working.

The Apprentice agrees:

- **To inform the local Service Delivery Office of any change to your contact information or change in sponsor within 7 days;**
- To follow the Sponsor's and Trainer's lawful instructions and make every effort to acquire the skills identified in the Logbook for the Trade which is part of the apprenticeship program established by Skilled Trades Ontario for the trade;
- To obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Logbook for the trade have been met.
- When you receive an "Offer of Classroom Training", confirm your attendance by following the instructions in the offer. Failure to do so may result in losing your opportunity to attend school which delays the completion of your apprenticeship.

The Sponsor agrees:

- To ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by Skilled Trades Ontario for this trade;
- To review the progress of training with the Apprentice, and with the Trainer(s) where the Sponsor and the Trainer are not the same party.
- Release your apprentice from work to attend in-school training without penalty to the apprentice.
- To maintain the journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

Trade Specific Resource	Link
Red Seal Program	red-seal.ca
Apprenticeship in Ontario	ontario.ca/page/apprenticeship-ontario
Employment Ontario	employmentontario.ca
Service Canada	servicecanada.gc.ca
<i>Building Opportunities in the Skilled Trades Act, 2021</i>	Building Opportunities in the Skilled Trades Act, 2021, S.O. 2021, c. 28 - Bill 288 (ontario.ca)
Ministry of Labour, Immigration, Training and Skills Development	Ministry of Labour, Immigration, Training and Skills Development ontario.ca
Exam Preparation Guide	Exam Resources – Skilled Trades Ontario
Skills Zone (Ontario Skills Passport)	http://www.skillszone.ca/

**Please note, all website addresses are current at time of printing*

Methodology-Standard Development

A standard is developed with a broad group of trade representatives who form the initial working group. This includes subject matter experts/ tradespeople/ instructors and employers from a cross section of the sector/industry, with varying years of work experience in the field. The working group reviews, develops and recommends revision to the content of the standard. Their role also involves harmonizing and updating other supporting content for the product.

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector provide feedback on the content of draft standard. This process is conducted in various ways and may include sending out a survey or the draft document (or both) directly to the sector. The comments received are reviewed by the working group and revisions are made as required based on a consensus model.

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Brick and Stone Mason 401A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Roles and Responsibilities

Under the [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#)

Skilled Trades Ontario (STO) is responsible for:

- Establishing and maintaining qualifications;
- Establishing Apprenticeship Programs and other training programs including training Standards, curriculum standards and certifying examinations;
- Issuing certificates for the purposes of this Act such as Certificates of Qualification;
- Maintaining a Public Registry for compulsory trades skilledtradesontario.ca/public-register/;
- Determining whether the experience and qualifications obtained by applicants for a certificate of qualification who do not complete an apprenticeship are equivalent to those received through completing an apprenticeship (Trade Equivalency Assessments)
- Promoting the skilled trades and conducting research.
- Conducting research and evaluate whether a trade should be prescribed as a trade for the purposes of this Act and to make recommendations on these matters to the Minister.

Ministry of Labour, Immigration, Training and Skills Development (MLITSD)

is responsible for:

- Classifying trades as compulsory trades;
- Prescribing scopes of practice for trades;
- Approving which persons may provide in-class training for apprenticeship programs (TDAs);
- Registering Training Agreements;
- Providing those who successfully complete an apprenticeship program with a certificate of apprenticeship (CofA);
- Administering examinations, including certifying examinations;
- Promoting the skilled trades and conducting research;
- Exercising such other powers and perform such other duties and functions as are provided for in this Act or the regulations.

For any matter related to your registered Training Agreement or completing your apprenticeship, you must contact your local Service Delivery Office.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *“Purpose, Terms and Conditions of TA” page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor’s address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *“Eligibility for Apprenticeship Program Completion”* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Roles and Responsibilities of Sponsors and Trainers

Sponsors are responsible for ensuring all terms are met as per the registered Training Agreement. They are named on the registered Training Agreement as the entity responsible for ensuring Apprentices receive the training required as part of an apprenticeship program. As a signatory to this agreement, they are designated as the 'Signing Authority' for the Apprentice's Skill Set Completion Form and are required to attest to successful achievement by signing the appropriate box at the completion of each skill set. Some sponsors may also act as the Trainer.

A **Trainer** is an individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice.

In compulsory trades, a Trainer must hold a valid Certificate of Qualification and be registered with Skilled Trades Ontario.

In non-compulsory trades, a Trainer is an individual who holds one of the following:

- A Certificate of Qualification;
- A Certificate of Apprenticeship in the trade; or,
- Has completed both the workplace-based training (competencies and/or hours as applicable) and classroom training components of the trade's apprenticeship program; or,
- Has workplace experience equivalent to the apprenticeship program) and has the skills outlined in the Logbook.

Competency means being able to perform to the required standard (please refer to *"Introduction to the Logbook"*). Trainers/Sponsors and Apprentices are required to sign-off and date the skills in the Logbook following each successful acquisition. The Logbook forms a record of this achievement.

The Trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The Trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

Sponsors participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

Health and Safety

Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance for apprenticeship programs in Ontario. These responsibilities are shared and require the joint efforts of government, sponsors, employers, supervisors, workers, apprentices and the public to achieve the goal of making Ontario's workplaces safe and healthy.

The [Occupational Health and Safety Act](#) (OHSA) provides us with the legal framework and the tools to do this. It sets out the rights and duties of all parties in the workplace, placing ultimate responsibility on the employer for the health and safety of workers (in this case apprentices) by ensuring procedures, controls, and training are established for dealing with workplace hazards. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury, illness or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident injury or illness.

A sponsor who is not the employer is reminded that the employer has legal responsibilities respecting health and safety over the apprentice who is their worker. The sponsor should encourage safe work habits and adherence to the employer's occupational health and safety requirements for the workplace.

It is generally recognized that a positive attitude about safety in partnership with health and safety competency contributes to an accident-free environment. Everyone will benefit as a result of a healthy attitude towards the prevention of accidents.

Workers and apprentices can be exposed to a multitude of hazards and, therefore, should be familiar with the Occupational Health and Safety Act and regulations.

The Internal Responsibility System:

One of the primary purposes of the Occupational Health and Safety Act (OHSA) is to facilitate a strong Internal Responsibility System (IRS) in the workplace. To this end, the OHSA lays out the duties of employers, supervisors, workers, apprentices, constructors and workplace owners.

Workplace parties' compliance with their respective statutory duties is essential to the establishment of a strong IRS in the workplace.

Simply put, the IRS means that everyone in the workplace has a role to play in keeping workplaces safe and healthy. Workers and apprentices in the workplace who see a health and safety problem such as a hazard or contravention of the OHSA in the workplace have a statutory duty to report the situation to the employer or a supervisor. Employers and supervisors are, in turn, required to address those situations and acquaint workers with any hazard in the work that they do.

The IRS helps support a safe and healthy workplace. In addition to the workplace parties' compliance with their legal duties, the IRS is further supported by well-defined health and safety policies and programs, including the design, control, monitoring and supervision of the work being performed.

Roles and Responsibilities under the Occupational Health and Safety Act

Employer's Responsibilities include but are not limited to the following:

- Instruct, inform and supervise workers and apprentices to protect their health and safety.
- Appoint competent persons as supervisors.
- Inform a worker, apprentice, or a person in authority, about any hazard in the workplace and train them in the handling, storage, use, disposal and transport of any equipment, substances, tools, material, etc.
- Take every precaution reasonable in the circumstances for the protection of a worker/apprentice.
- In workplaces in which more than five workers are regularly employed, prepare and post a written occupational health and safety policy and set up and maintain a program to implement it.
- Prepare and post policies with respect to workplace violence and workplace harassment and develop programs supporting workplace harassment and workplace violence policies.
- Ensure knowledge of applicable legislative, regulatory, codes and standards so requirements to be followed are clear to all workers/apprentices.

Trainer/Supervisor Responsibilities include but are not limited to the following:

- Ensure that a worker or apprentice works in compliance with the Act and regulations.
- Ensure that any equipment, protective device or clothing required by the employer is used or worn by the worker or apprentice.
- Advise a worker/apprentice of any potential or actual health or safety dangers known by the supervisor.
- Take every precaution reasonable in the circumstances for the protection of workers.

Worker/Apprentice Responsibilities include but are not limited to the following:

- Work in compliance with the Act and regulations.
- Use or wear any equipment, protective devices or clothing required by the employer.
- Report to the employer or supervisor any known missing or defective equipment or protective device that may endanger the worker or another worker.
- Report any hazard or contravention of the Act or regulations to the employer or supervisor.
- Not remove or make ineffective any protective device required by the employer or by the regulations.
- Not use or operate any equipment or work in a way that may endanger any worker.

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

1. The right to know about hazards in their work and get information, supervision and instruction to protect their health and safety on the job.
2. The right to participate in identifying and solving workplace health and safety problems either through a health and safety representative or a worker member of a joint health and safety committee.
3. The right to refuse work that they believe is dangerous to their health and safety or that of any other worker in the workplace.

For construction projects applying to construction trades a Constructor is also identified

On all projects, either the owner or someone hired by the owner is the constructor.

The intent of the Occupational Health and Safety Act is to have one person with overall authority for health and safety matters on a project. This person is the constructor of the project.

The constructor is the party with the greatest degree of control over health and safety at the entire project and is ultimately responsible for the health and safety of all workers and apprentices. The constructor must ensure that all the employers, apprentices and workers on the project comply with the Act and its regulations.

Constructor's duties include the following:

- To ensure that the measures and procedures in the Act and regulations are carried out.
- To ensure that every employer, apprentice and worker on the project complies with the Act and regulations.
- To ensure that the health and safety of workers/apprentices on the project are protected.

Ministry of Labour, Immigration, Training and Skills Development

The Ministry of Labour, Immigration, Training and Skills Development conducts periodic inspections of workplaces to ensure that safety acts and regulations are being followed. Please direct any questions to the Occupational Health and Safety Contact Centre at 1-877-202-0008.

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Brick and Stone Mason is set out in section 23 of Ontario Regulation 875/21 under BOSTA and reads as follows:

23. The scope of practice for the trade of brick and stone mason includes the following:

1. Constructing, erecting, installing and repairing with brick, concrete block, insulation and other masonry units, walls, arches, paving, floors, fireplaces, chimneys, smoke-stacks and other structures.
2. Cutting and trimming all brick, concrete block and other masonry units by hand tools and power activated equipment.
3. Laying firebrick and other refractory materials to walls, arches and floors in the construction of furnaces or to lining furnaces and retorts or to enclosing boilers, tanks and heat treating furnaces.
4. Comprehensive knowledge of tools to perform in the trade.
5. Reading and interpreting blueprints, sketches, specifications, codes and manufacturers' literature used in the layout and erection of a structure.

*While the Logbook draws on the scope of practice regulation (Section 23 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

Industry has identified 4880 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

Industry has identified 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

5600 hours

Journeyperson to Apprentice Ratio

Ratios in Regulation:

If a trade has been prescribed as being subject to an apprentice to journeyperson ratio, the number of apprentices who may be sponsored or employed by a person in the trade in relation to the number of journeypersons employed or otherwise engaged by the person in the trade **shall not exceed one apprentice for each journeyperson**; Further information can be found in the Apprenticeship section of the Government of Ontario website at ontario.ca/page/hire-apprentice

Program Requirements

Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021*, classify each trade as either “compulsory” or non-compulsory.” This trade is non-compulsory.

It is the responsibility of an Apprentice to maintain a training record in the form of a Logbook. The Sponsor and Trainer are required to sign-off when competencies in the trade are achieved.

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction.

Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

Through extensive research and consultations, the Government of Canada launched the new Skills for Success model renewing the previous Essential Skills framework to better reflect the needs of the current and future labour market.

The occupational specific Essential Skills profiles are available online. These will be updated over time to align with the new Skills for Success model found here: [Skills for Success model](#)

Standard of Performance

In general, the standard of performance for the trade of Brick and Stone Mason are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.

Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Labour, Immigration, Training and Skills Development
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

6440.0 Use and Maintain Tools and Equipment**General Performance Objective**

Use and maintain tools and equipment by: using and maintaining mason's hand tools and associated equipment; electrical, pneumatic, gasoline/diesel powered, powder actuated and hydraulic power tools and associated equipment and supplies; and measuring devices and layout equipment.

Performance Objectives**Skills**

- 6440.01 Use and maintain mason's hand tools and associated equipment** including cutting, striking, turning, levelling, mortar handling, tooling, measuring and inspection tools by determining the correct tool for the job, selecting the tool and required components, documenting use in a tool control system, setting up the tool, testing it, applying it to the job, monitoring its performance, modifying its use as necessary, identifying functional deficiencies, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 6440.02 Use and maintain electrical, pneumatic, gasoline/diesel powered, powder actuated and hydraulic power tools and associated equipment and supplies** by identifying appropriate power supply sources, ensuring sufficient power, maintaining the integrity of the power supply, reporting inadequate power supply, determining the correct tool for the job, selecting the tool and required components, setting up the tool, actuating and testing it, applying it to the job, monitoring its performance, modifying its operation as necessary, identifying functional deficiencies, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6440.03 Use and maintain measuring devices and layout equipment** including measuring tapes, plumb bobs, levels, transits and gauges by determining the correct device or equipment for the job, selecting the device and required components, setting up the device, testing it, applying it to the job, monitoring its performance and modifying its operation as necessary, identifying deficiencies, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6441.0 Inspect and Use Material Handling and Safety Equipment**General Performance Objective**

Inspect and use material handling and safety equipment by: selecting and inspecting rigging equipment; positioning and employing rigging; selecting and inspecting hoisting and lifting equipment; operating hoisting equipment; selecting, inspecting and erecting scaffold systems; working on scaffolding and at heights; and dismantling and storing scaffold systems.

Performance Objectives**Skills**

- 6441.01 Select and inspect rigging equipment** by choosing appropriate equipment required for the specific lift including cable clamps, chain block hoists, chains, chokers, come-along, connectors, ropes, slings and tuggers; performing pre- operational check of rigging through visual checks for defects including damaged links, frayed cables, cuts in slings, stripped threads on shackles, and other physical defects and replacing or identifying for repair defective rigging in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 6441.02 Position and employ rigging** by determining the weight, balance and size of work piece to be moved or lifted; placing or attaching the rigging to the load and dismantling and storing the rigging equipment after use so that correct rigging is selected, placed and used to move and/or lift the work piece, and is stored correctly and in good repair in accordance with material handling guidelines, manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6441.03 **Select and inspect hoisting and lifting equipment** by selecting equipment required including forklift, jib-crane, overhead hoist, chain-falls, portable boom and spreader bars; performing pre-operational inspection of hoisting and lifting equipment by visually checking the cables and chains for defects including damaged links and frayed cables and identifying and reporting defective hoisting and lifting equipment in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6441.04 **Operate hoisting equipment** by lifting and moving work pieces using material handling tools and equipment; communicating with other workers using voice and hand signals and storing hoisting equipment so that correct lifting and moving procedures are used, communication is clear and accurate and equipment is stored correctly and in good repair in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6441.05** **Select, inspect and erect scaffold systems** by choosing scaffolding for the specific job, performing pre-use inspection by visually checking all of the components for defects, and erecting scaffolding so that it is sufficient for the task, has no visible defects and is placed on a firm footing in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6441.06** **Work on scaffolding and at heights** by selecting and utilizing an approved fall protection and/or fall arrest system; wearing the appropriate fall protection equipment; developing an awareness of the work environment and following fall protection procedures in accordance with manufacturers' specifications, company policies and procedures, government legislation and CSAO standards.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6441.07** **Dismantle and store scaffold systems** by disassembling scaffolding and storing it correctly and in good repair in accordance with company policies and procedures and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6442.0 Establish Job Requirements**General Performance Objective**

Establish job requirements by: determining job preparation needs; estimating job requirements; and identifying building code, safety code and other code requirements.

Performance Objectives**Skills**

- 6442.01 Determine job preparation needs** by reading and interpreting blueprints, specifications, drawings and contract documents; measuring dimensions; identifying tolerances, notes and symbols and making freehand sketches and orthographic and isometric projections of masonry work in accordance with job requirements and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6442.02 Estimate job requirements** by determining quantities of masonry, structural, insulation and other materials required for the job, estimating construction time and costing time and materials so that estimates are within +10% of actual quantities and cost, and are in accordance company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6442.03 Identify building code, safety code and other code requirements** which relate to the standards of structural performance so that codes can be complied with and so that no code requirement is overlooked which could delay the completion of the job by more than 10% of the estimated total time, in accordance company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6443.0 Prepare Work Site

General Performance Objective

Prepare work site by: planning work site layout; preparing for materials delivery; setting up work area; and communicating and consulting with supervisor, technical advisor and other workers.

Performance Objectives

Skills

- 6443.01 Plan work site layout** by identifying work site variables; extracting site relevant details from information sheets, drawings and specifications; taking into account the effects on site layout of concurrent operations; and determining work site layout and space usage so that work can proceed in a safe and orderly manner in accordance with company policies and procedures and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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6443.02 Prepare for materials delivery by checking delivered materials against bill of lading, unloading materials and storing them on site and setting out materials so that correct materials are delivered, stored, protected and made available for the type and sequence of the work to be done in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6443.03 Set up work area by positioning equipment, machines, tools and materials; identifying site relevant safety concerns and removing or avoiding hazards; setting up hazardous material protection, collection and disposal systems; and occupying available work space so that there is sufficient lighting and ventilation, reduced interference from competing work activities, safe and efficient movement in the work space, and that the sequence of operations is effective in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6443.04** **Communicate and consult with supervisor, technical advisor and other workers** to ensure that the work requirement and specific procedures, materials and equipment are those specified by the building plans, the supervisor or the customer, and that discrepancies and errors are reduced in accordance with company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6444.0 Adapt Job Site Environment

General Performance Objective

Adapt job site environment by: covering or enclosing work and supply areas; adjusting work environment and work procedures for cold weather; and adjusting work environment and work procedures for hot weather.

Performance Objectives

Skills

- 6444.01** **Cover or enclose work and supply areas** by inspecting job site to determine method of covering or enclosing; obtaining appropriate enclosure systems including support structure, fasteners and covering materials and installing enclosures and/or covers so that they are capable of protecting the materials or site and can structurally support snow, rain and wind loads in accordance with CSA standard A371-04, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6444.02** **Adjust work environment and work procedures for cold weather** by determining adequacy of heat containment, assessing type of heat source and quantity of heat required for work and supply areas, installing the heating system and protecting heating or adjusting masonry materials using approved methods in accordance with OHSA, WHMIS, manufacturers' recommendations, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6444.03** **Adjust work environment and work procedures for hot weather** by determining how work areas and materials can be cooled or shaded by protecting, cooling or adjusting masonry materials using approved methods in accordance with OHSA, WHMIS, manufacturers' recommendations, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6445.0 Install Temporary Masonry Support Structures**General Performance Objective**

Install temporary masonry support structures by: selecting materials to build support structures; constructing temporary masonry supports; installing temporary masonry support structures; and removing temporary masonry support structures.

Performance Objectives**Skills**

- 6445.01 Select materials to build support structures** such as arch templates, falsework, bracing and shoring by assessing loads to be carried, determining design of structure and obtaining the materials and tools needed so that design and materials used will carry the required load in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6445.02 Construct temporary masonry supports** using the approved design and materials so that the structure is within the tolerances identified in the building plan in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6445.03** **Install temporary masonry support structures** so that masonry materials are supported in the correct position and the support is safe and secure until the masonry material is self supporting or permanent structural support is put in place in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6445.04** **Remove temporary masonry support structures** by disassembling them and storing or disposing of them so that there is minimal disruption of the masonry installation location in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6446.0 Clean and Disassemble Work Site**General Performance Objective**

Clean and disassemble the work site by: cleaning the work site; disassembling the work site; and cleaning and repairing masonry surfaces.

Performance Objectives**Skills**

- 6446.01 Clean the work site** by gathering and sorting dispersed equipment, materials, recyclables, waste and hazardous materials; and removing work hazards created during construction so that the site and masonry work are clean, materials and equipment are organized for pick up and the site is free from hazards in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6446.02 Disassemble the work site** by removing and restocking unused materials; removing and storing reusable materials and equipment and organizing trash and hazardous materials for removal so that useable materials are conserved, equipment is recovered and waste is transferred to a proper disposal area in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6446.03 Clean and repair masonry surfaces** by removing and replacing damaged units with matching new material; removing excess mortar with scrapers and silicon carbide rubbing blocks; patching holes in mortar joints; cutting out unfinished joints and re-pointing; repairing minor chips in material and removing stains or excessive mortar mechanically or chemically in accordance with industry standards for durability and appearance, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6447.0 Installs Wall System Accessories

General Performance Objective

Install wall system accessories by: preparing substrates; installing insulation in the wall system; installing air barriers in the wall system; installing vapour barriers in the wall system; installing anchors and connectors in or on the prepared substrate; installing flashing and water drainage systems; installing integrated masonry wall components; and installing and finishing masonry wall control and expansion joints.

Performance Objectives

Skills

- 6447.01 Prepare substrates** by removing extraneous materials, filling voids and cleaning the surface so that the substrate is compatible with and adequately supports wall system components in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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6447.02 **Install insulation in the wall system** so that the selected components are those identified in the building specifications and are installed in accordance with the building code, building plans and manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6447.03 **Install air barriers in the wall system** so that the selected components are those identified in the building specifications and are installed in accordance with the building code, building plans, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6447.04 **Install vapour barriers in the wall system** so that the selected components are those identified in the building specifications and are installed in accordance with the building code, building plans, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6447.05** **Install anchors and connectors in or on the prepared substrate** so that the selected components are those identified in the building specifications and are installed in accordance with building plans, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6447.06** **Install flashing and water drainage systems** so that the selected components are those identified in the building specifications and are installed in accordance with the building plans, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6447.07** **Install integrated masonry wall components** such as frames, cabinets and panels by selecting, locating and orienting the components and installing them, ensuring that proper anchorage is available and that they are installed level, plumb and square as per drawings and specifications in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6447.08 **Install and finish masonry wall control and expansion joints** using the methods and materials required by drawings and job specifications in accordance with the building code, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6448.0 **Place Grout**

General Performance Objective

Place grout by: selecting type of grout required; preparing grout; installing grout to required area; and consolidating grout.

Performance Objectives

Skills

6448.01 **Select type of grout required** by identifying recommended grout type and any additives or admixtures from the job specifications and confirming application based on type of masonry, exposure to the elements and structural requirements in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6448.02 Prepare grout** by selecting cement, aggregate, additives and admixtures and combining them in appropriate proportions depending on the size and type of application and factors such as required efficiency and method of installation, temperature of the environment and type and amount of mixing required so that the grout has consistency, plasticity and setting time for the job and is prepared for the installation in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6448.03 Install grout to required area** by choosing a strategy for installation, selecting appropriate tools and techniques, placing grout so that it acts as a means of bonding masonry units and steel reinforcement so that the masonry system develops the required strength and load bearing capacity in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6448.04 Consolidate grout** by puddling or vibrating it so that voids within the grout are removed and a better bonding and higher strength are achieved and it is completed in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6449.0 Place Mortar**General Performance Objective**

Places mortar by: selecting type of mortar required; preparing mortar; applying mortar to the required area; finishing mortar application; and curing mortar.

Performance Objectives**Skills**

- 6449.01 Select type of mortar required** by identifying recommended mortar type and any additives or admixtures from job specification and confirming application based on type of masonry, exposure to the elements and structural requirements in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6449.02 Prepare mortar** by selecting cement, lime, sand, additives and admixtures; combining them in appropriate proportions depending on the type of application and factors such as required efficiency of application, temperature of the environment and type and amount of mixing and re-tempering required so that the mortar has the correct consistency, plasticity, workability and setting time and is properly prepared for the application in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6449.03 Apply mortar to a required area** by choosing a strategy for application, selecting tools and techniques, placing mortar so that it acts as a means of bonding masonry units and sealing the masonry system against weather and so that the masonry system develops the required strength and impermeability to weather in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6449.04 Finish mortar application** by choosing a type of tool and technique for tooling the mortar joint so that tooling is done at the appropriate time and so that it resists weathering and freezing effects and premature failure in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6449.05 Cure mortar** by applying curing procedures and installing protection to prevent premature failure and meet the requirements for appearance and durability in accordance with manufacturers' recommendations and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6450.0 Prepare Masonry Units**General Performance Objective**

Prepare masonry units by: cutting manufactured masonry units to size; preparing masonry units for installation; cutting stone to size; and selecting, sorting and cutting refractory and acid resistant masonry units.

Performance Objectives**Skills**

- 6450.01 Cut manufactured masonry units to size** by measuring placement site, measuring and marking the unit and cutting the unit using tools such as hammer and chisel or saw so that units are cut to tolerances specified by trade practice and type of bond, units are defect free and unit size, shape and quality in accordance with engineering specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6450.02 Prepare masonry units for installation** by determining the absorption factor and the required application for the masonry unit so that units can be installed in accordance with company policies and procedures and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6450.03 **Cut stone to size** by measuring placement site, selecting a stone with an acceptable appearance for the site, identifying suitable fracture points and bedding planes, measuring and marking the stone and cutting the stone using stone tools such as a mallet, hammer and chisel or saw so that units are cut to tolerances specified by trade practice and stone is defect free in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6450.04 **Select, sort and cut refractory and acid resistant masonry units** so that unit size, shape and quality are in accordance with engineering specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6451.0 Lay Out Masonry Job**General Performance Objective**

Lays out masonry job by: locating and placing masonry reference line; laying out wall lines and heights from gridlines and benchmarks; matching and selecting masonry type to existing or required masonry; establishing coursing and spacing; and marking openings, utility and accessory sites and control/expansion (movement) joint locations.

Performance Objectives**Skills**

6451.01 Locate and place masonry reference line so that it is readily visible and useful for laying out the job in accordance with building plans, job specifications, and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6451.02 Lay out wall lines and heights from gridlines and benchmarks so that the structure and its elements are located in accordance with building plans, job specifications, and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6451.03 Match and select masonry type to existing or required masonry by choosing the style, size, shape, composition, colour and purpose of the masonry unit so that the masonry is free of cracks and chips in accordance with job specifications and company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6451.04 Establish coursing and spacing by performing dry layout and taking horizontal and vertical measurements in accordance with the specified bond, the building code and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6451.05 Mark openings, utility and accessory sites and control/expansion joint (movement joint) locations in accordance with building plans and job specifications.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6452.0 Build Structural Masonry and Refractory Systems**General Performance Objective**

Build structural masonry and refractory systems by: building foundation walls; building load bearing masonry; building arches, vaults, domes; and constructing basins and furnace hearths with masonry units or refractory materials.

Performance Objectives**Skills**

- 6452.01 Build foundation walls** in all environmental conditions in which masonry can be constructed by sighting the wall; assembling the required materials; applying trowel techniques and unit masonry placement methods; carrying out construction in the required sequence; placing reinforcement and accessories in the masonry system; finishing the wall system and controlling for quality on a continuous basis so that time and resources are not wasted in the use of materials, and installation skills are applied in a timely and orderly manner in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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- 6452.02 Build load bearing masonry** including walls, beams, lintels and piers in all environmental conditions in which masonry can be constructed by assembling the required materials; applying trowel techniques and unit masonry placement methods; carrying out construction in the required sequence; placing reinforcement, anchors, accessories and weep holes in the masonry system; finishing the wall system and controlling for quality on a continuous basis so that time and resources are not wasted in the use of materials, and installation skills are applied in a timely and orderly manner in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6452.03 **Build arches, vaults and domes** in all environmental conditions in which masonry can be constructed by assembling the required materials; ensuring support is in place and secure; constructing in the proper sequence; applying trowel techniques and unit masonry placement methods; placing required reinforcement; finishing and controlling for quality on a continuous basis so that time and resources are not wasted in the use of materials, and installation skills are applied in a timely and orderly manner in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6452.04 **Construct basins and furnace hearths with masonry units or refractory materials** by assembling the required materials; constructing in the proper sequence; applying trowel techniques and unit masonry or refractory material placement methods; finishing and controlling for quality on a continuous basis so that time and resources are not wasted in the use of materials, and installation skills are applied in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6453.0 Build Non-Structural Masonry Components**General Performance Objective**

Build non-structural masonry components by: installing unit masonry veneer and accessories; installing stone cladding and accessories; installing materials and accessories to prefabricated units; erecting prefabricated masonry units; and parging masonry.

Performance Objectives**Skills**

6453.01 Install unit masonry veneer and accessories in all environmental conditions in which masonry can be constructed by assembling the required materials; applying trowel techniques and unit masonry placement methods; carrying out construction in the required sequence; placing reinforcement and accessories in the masonry system; finishing the masonry system and controlling for quality on a continuous basis so that time and resources are not wasted in the use of materials, and installation skills are applied in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

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6453.02 Install stone cladding and accessories in all environmental conditions in which stone cladding can be constructed by assembling the required materials; applying stone cladding placement methods; carrying out construction in the required sequence; placing anchors and accessories; finishing the stone cladding system and controlling for quality on a continuous basis in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6453.03 **Install materials and accessories to prefabricated units** by assembling the required materials, applying trowel techniques and unit masonry placement methods so that the required configuration of the individual unit is achieved within tolerances specified and the integrity of the prefabricated unit is appropriate to its being hoisted into place during the erection process in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6453.04 **Erect prefabricated masonry units** by directing hoisting equipment to convey prefabricated units into the correct position and in the correct order and fastening units on to structural members so that the finished facade meets design and appearance requirements and so that individual units are placed to enable proper joining to other panels in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6453.05 **Parge masonry** by cleaning the surface and removing debris from the wall, sealing any holes or voids with mortar, selecting materials and bonding agents, preparing parging material and applying and finishing the parging so that materials are selected which are correct for the application, mixed to the required consistency and strength and applied to the proper thickness in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6454.0 Build Masonry Fireplaces**General Performance Objective**

Build masonry fireplaces by: constructing chimney and firebox foundation; constructing firebox; constructing throat, damper, smoke chamber and flue configuration; building chimney and cap; constructing fireplace facing and accessories; and selecting and constructing or installing alternative heating systems.

Performance Objectives**Skills**

- 6454.01 Construct chimney and firebox foundation** by establishing the site and calculating the size of the foundation required for the fireplace; determining footing characteristics; installing the fireplace and chimney foundation using concrete with required reinforcing bar and unit masonry construction; roughing in the outside air inlet and optional ash dump and installing the slab support for the firebox floor and the hearth in accordance with CSA standard A405-M87, the building code, job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 6454.02 Construct firebox** by determining the volume of air to be heated; determining the size, location and design of the firebox; building the firebox with refractory brick and mortars including base, walls, outside air inlet and ash dump so that the fireplace opening size meets the area heating requirement, sides and back are appropriately formed to accommodate heat and smoke management design features and the provision for the outside air intake system is adequate to the size of the fireplace in accordance with established fireplace design principles, CSA standard A405-M87, job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6454.03 Construct throat, damper, smoke chamber and flue configuration to ensure the required flue gas draw characteristics are attained in accordance with established fireplace design principles, CSA standard A405-M87, job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6454.04 Build chimney and cap using flue liners, reinforcing steel, precast shapes and masonry units in accordance with CSA standard A405-M87, building codes, job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6454.05 **Construct fireplace facing and accessories** including mantel shelves, ensuring proper clearances in accordance with fire resistance ratings, building codes, job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6454.06 **Select and construct or install alternative heating systems** including masonry heaters and pre-cast refractory fireboxes in accordance with building codes, job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6455.0 Maintain and Restore Existing Masonry**General Performance Objective**

Maintain and restore existing masonry by: developing a restoration plan; replacing failed pointing and parging; repairing masonry units; applying restorative surface treatments; applying protective surface treatments; and maintaining project restoration records.

Performance Objectives**Skills**

6455.01 Develop restoration plan by performing an initial found state assessment and a secondary inspection; obtaining samples; researching documentation; identifying the cause of the deterioration; selecting appropriate tools, equipment and materials needed to perform the tasks and researching and selecting off-site facilities for materials testing, specialty repairs and masonry unit reproduction so that the plan is comprehensive and accurate and provides the direction to effectively complete the restoration in a timely manner in accordance with company policies and procedures.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

6455.02 Replace failed pointing and parging by grouting, backpointing, repointing and parging so that compatible materials are used; time and resources are not wasted in the use of materials, repair skills are applied in a timely and orderly manner; and quality is controlled on a continuous basis in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6455.03 **Repair masonry units** by protecting surrounding intact units from damage; replacing, repairing, carving or re-carving broken, cracked, spalled, deteriorated or defaced masonry and replacing anchors/accessories so that compatible materials are used; time and resources are not wasted in the use of materials; repair skills are applied in a timely and orderly manner; and quality is controlled on a continuous basis in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6455.04 **Apply restorative surface treatments** by examining the masonry to determine the nature of the stain, soiling or coating to be removed; selecting and applying a cleaning product, process or system so that the cleaner is compatible with the masonry substrate and the stains, soil and deleterious deposits are removed without damaging the masonry in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6455.05 **Apply protective surface treatments** by examining the masonry to determine the nature of the protection requirement, selecting and applying an agent so that the treatment protects from water penetration, soiling and graffiti; ensuring the surface treatment is compatible with the masonry substrate and the treatment does not discolour or harm the surface or render the masonry susceptible to further damage in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6455.06 **Maintain project restoration records** by carrying out an inspection of the completed job; completing a project manual; developing a report and providing supporting documentation so that the project manual reflects actual, on-site procedures including changes and deviations from the original plan and "as built" drawings and the report is thorough and accurate in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6456.0 Waterproof Below Grade Masonry**General Performance Objective**

Waterproof below grade masonry by: preparing surfaces for damp proofing and waterproofing; and applying damp proofing and waterproofing materials.

Performance Objectives**Skills**

- 6456.01 Prepare surfaces for damp proofing and waterproofing** by cleaning masonry to remove stains, soil and deleterious deposits and filling all voids so that the surface is clear and even and allows for the ready application and absorption of the damp proofing or waterproofing material in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 6456.02 Apply damp proofing and waterproofing materials** by examining the masonry to determine the nature of the requirement then selecting and applying damp proofing or waterproofing materials so that there are no void areas in the application in accordance with building codes, job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6457.0 Demonstrate Safe Working Practices and Procedures**General Performance Objective**

Demonstrate safe working practices and procedures by: identifying and taking corrective action against potential workplace health and safety hazards; handling, storing and disposing of hazardous workplace materials; complying with workplace legislation relating to health and safety; wearing and maintaining personal protective equipment; and practicing good housekeeping in the workplace.

Performance Objectives**Skills**

- 6457.01 Identify and take corrective action against potential workplace health and safety hazards** including noxious fumes and dust, high intensity light, fires, elevated work sites, suspended loads, poor lighting, extreme temperatures, inadequate ventilation, confined spaces, untidy work sites and uncontrolled power sources so that the potential for personal injury and damage to equipment and the environment are eliminated or reduced in accordance with job specifications, manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

- 6457.02 Handle, store and dispose of hazardous workplace materials** including asbestos, silica, lead, gases, acids and solvents so that individuals are protected from injury, the environment is protected from contamination and safety practices are followed in accordance with the *Workplace Hazardous Materials Information System (WHMIS)*, the *Occupational Health and Safety Act (OHSA)*, job specifications, manufacturers' specifications, company policies and procedures, and other government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6457.03 Comply with workplace legislation relating to health and safety** including the WHMIS guidelines and OHSA.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

- 6457.04 Wear and maintain personal protective equipment** including eye, ear, hand, respiratory, body, head and foot protection, ensuring that correct fit and optimum protection is provided to the wearer for the specific task performed in accordance with manufacturers' specifications, company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6457.05 Practice good housekeeping in the workplace by ensuring that the workplace is clean, organized and free of obstructions, spills or fire hazards; that materials and equipment are cleaned and stored in designated areas after use and that protective barriers, UV shields and guards are erected; so that accident or injury potential is eliminated or reduced in accordance with company policies and procedures, and government legislation.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Definitions

Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

BOSTA

Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)

Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

Competency Analysis Profile (CAP Chart)

A chart that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated during an apprenticeship program.

Journey person

Journey person means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journey person in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

Mandatory Skill

Status assigned to unshaded individual skills, skill sets or general performance objectives which must be signed-off for the Apprentice to complete their program.

Optional Skill

Status assigned to shaded individual skills, skills sets or general performance objectives for which sign-off is not required for the Apprentice to complete the program.

Provisional Certificates of Qualification

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

Ratios

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign-off

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

Listing for all skill sets and includes space for sign-off by Sponsor of record.

Sponsor

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

Trainer

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journeyperson and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: red-seal.ca

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

Instructions for Recording a Change in Sponsor

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

You must fill out a Change of Sponsor Record each time you change your sponsor.

Sponsor Record #1

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

Sponsor Information		
Apprentice Name		
Training Agreement #		Date (mm/dd/yy)
Sponsor Name		
Address		
Telephone		
E-mail Address		

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: _____ Date: (mm/dd/yy) _____

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at ontario.ca/page/employment-ontario-apprenticeship-offices or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority (<i>print name</i>)	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement (<i>hours-based trades only</i>)	
Hours completed? (<i>documentation attached</i>)	Yes () No () Not applicable ()
Classroom training completed or exempt?	Yes () No () Not applicable ()

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
6440.0	Use and Maintain Tools and Equipment	
6441.0	Inspect and Use Material Handling and Safety Equipment	
6442.0	Establish Job Requirements	
6443.0	Prepare Work Site	
6444.0	Adapt Job Site Environment	
6445.0	Install Temporary Masonry Support Structures	
6446.0	Clean and Disassemble Work Site	
6447.0	Install Wall System Accessories	
6448.0	Place Grout	
6449.0	Place Mortar	
6450.0	Prepare Masonry Units	
6451.0	Lay Out Masonry Job	
6452.0	Build Structural Masonry and Refractory Systems	
6453.0	Build Non-Structural Masonry Components	
6454.0	Build Masonry Fireplaces	
6455.0	Maintain and Restore Existing Masonry	
6456.0	Waterproof Below Grade Masonry	
6457.0	Demonstrate Safe Working Practices and Procedures	

Ministry of Labour, Immigration, Training and Skills Development use only:

Sponsor verified as most recent sponsor of record: Yes () No ()

Documentation to support completion of hours attached: Yes () No ()

Completion of classroom training verified: Yes () No ()

Staff Name _____ Signature _____

Date _____

Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile (CAP) Chart

6440.0 Use and Maintain Tools and Equipment	6440.01 Use and maintain mason's hand tools and associated equipment	6440.02 Use and maintain electrical, pneumatic, gasoline/diesel powered, powder actuated/hydraulic power tools and associated equipment and supplies.		6440.03 Use and maintain measuring devices and layout equipment	
6441.0 Inspect And Use Material Handling And Safety Equipment	6441.01 Select and inspect rigging equipment	6441.02 Position and employ rigging	6441.03 Select and inspect hoisting and lifting equipment	6441.04 Operate hoisting equipment	6441.05 Select, inspect and erect scaffold systems
	6441.06 Work on scaffolding and at heights	6441.07 Dismantle and store scaffold systems			
6442.0 Establish Job Requirements	6442.01 Determine job preparation needs	6442.02 Estimate job requirements	6442.03 Identify building code, safety code and other code requirements		
6443.0 Prepare Work Site	6443.01 Plan work site layout	6443.02 Prepare for materials delivery	6443.03 Set up work area	6443.04 Communicate and consult with supervisor, technical advisor and other workers	

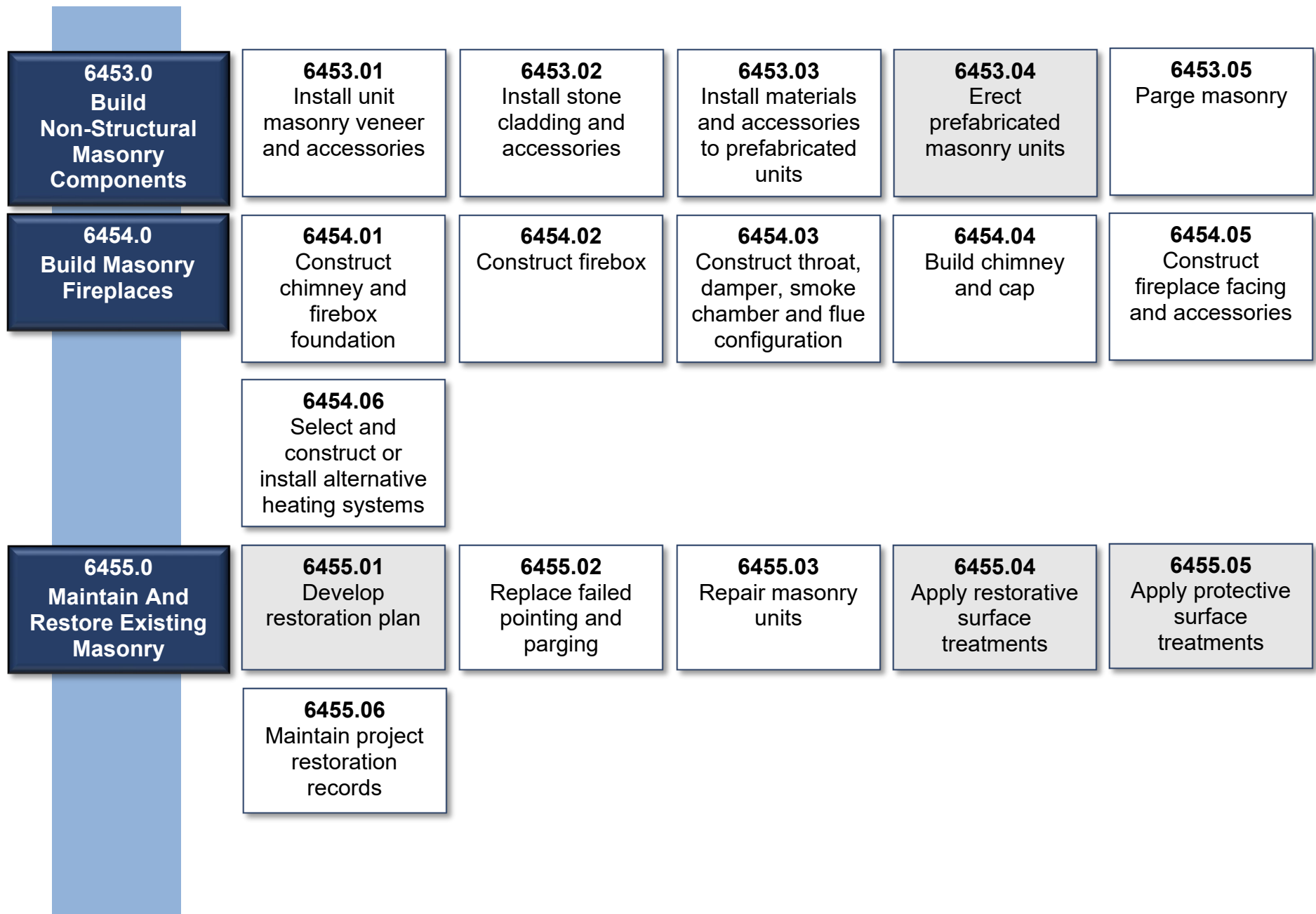
Competency Analysis Profile: Brick and Stone Mason 401A *(all unshaded skill sets must be completed)*

6444.0 Adapt Job Site Environment	6444.01 Cover or enclose work and supply areas	6444.02 Adjust work environment and work procedures for cold weather	6444.03 Adjust work environment and work procedures for hot weather		
6445.0 Install Temporary Masonry Support Structures	6445.01 Select materials to build support structures	6445.02 Construct temporary masonry supports	6445.03 Install temporary masonry support structures	6445.04 Remove temporary masonry support structures	
6446.0 Clean and Disassemble Work Site	6446.01 Clean the work site	6446.02 Disassemble the work site	6446.03 Clean and repair masonry surfaces		
6447.0 Install Wall System Accessories	6447.01 Prepare substrates	6447.02 Install insulation in the wall system	6447.03 Install air barriers in the wall system	6447.04 Install vapour barriers in the wall system	6447.05 Install anchors and connectors in or on the prepared substrate
	6447.06 Install flashing and water drainage systems	6447.07 Install integrated masonry wall components	6447.08 Install and finish masonry wall control and expansion joints		

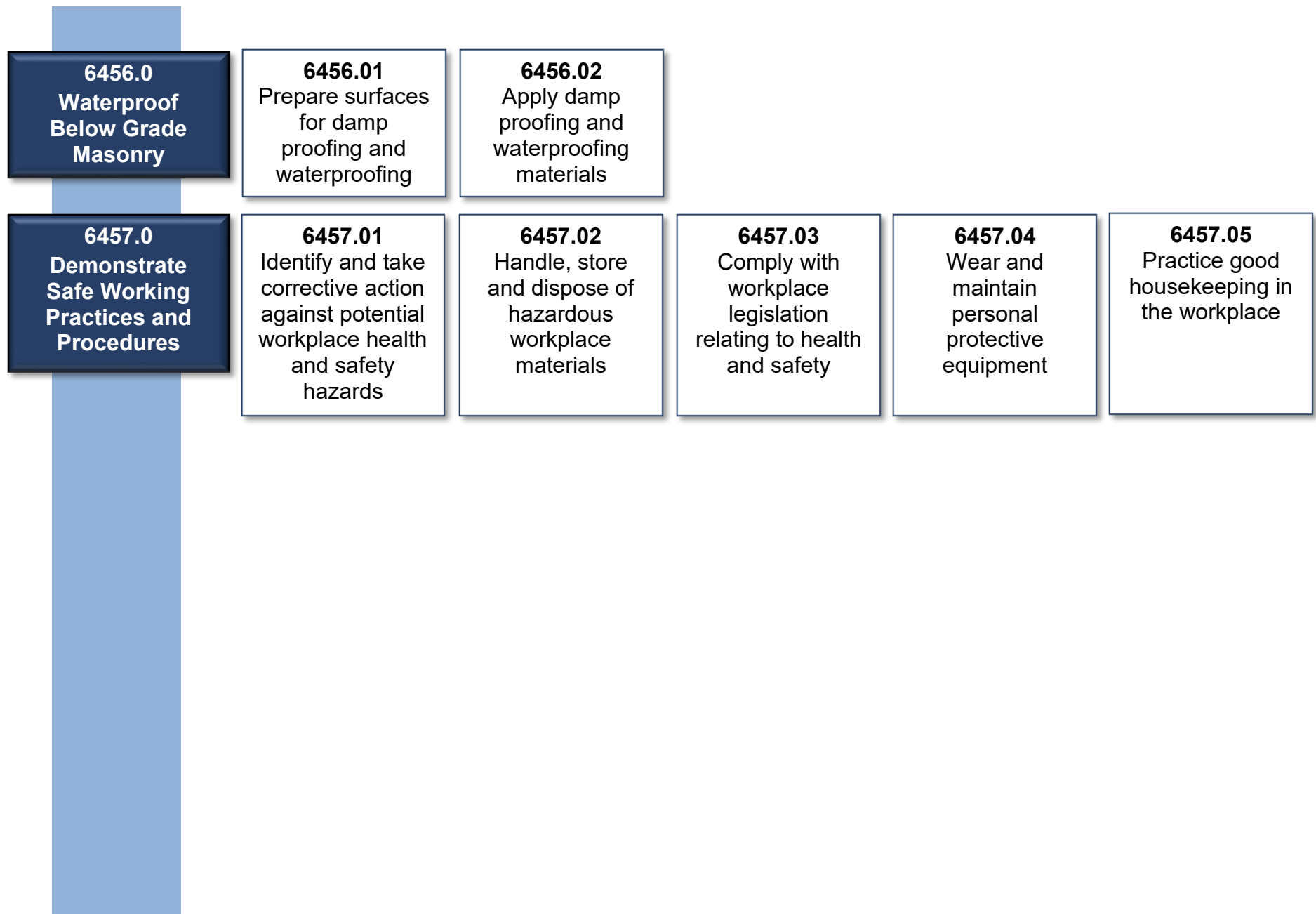
Competency Analysis Profile: Brick and Stone Mason 401A *(all unshaded skill sets must be completed)*

6448.0 Place Grout	6448.01 Select type of grout required	6448.02 Prepare grout	6448.03 Install grout to required area	6448.04 Consolidate grout	
6449.0 Place Mortar	6449.01 Select type of mortar required	6449.02 Prepare mortar	6449.03 Apply mortar to a required area	6449.04 Finish mortar application	6449.05 Cure mortar
6450.0 Prepare Masonry Units	6450.01 Cut manufactured masonry units to size	6450.02 Prepare masonry units for installation	6450.03 Cut stone to size	6450.04 Select, sort and cut refractory and acid resistant masonry units	
6451.0 Lay Out Masonry Job	6451.01 Locate and place masonry reference line	6451.02 Lay out wall lines and heights from gridlines and benchmarks	6451.03 Match and masonry type to existing or required masonry	6451.04 Establish coursing and spacing	6451.05 Mark openings, utility and accessory sites and control/ expansion joint (movement joint) locations
6452.0 Build Structural Masonry and Refractory Systems	6452.01 Build foundation walls	6452.02 Build load bearing masonry	6452.03 Build arches, vaults and domes	6452.04 Construct basins and furnace hearths with masonry units or refractory materials	

Competency Analysis Profile: Brick and Stone Mason 401A *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Brick and Stone Mason 401A *(all unshaded skill sets must be completed)*



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Completing Your Apprenticeship Program

Once your sponsor agrees you are competent in the required skills, your hours are complete and you have completed all the levels of classroom training required for your trade:

- ✓ Follow the completion instructions on the Completion Form (Appendix A) in the Logbook.
- ✓ Answer any questions that MLITSD staff may have and provide any additional completion documentation that may be required.
- ✓ Once completion is confirmed, MLITSD will issue you a Certificate of Apprenticeship and notify Skilled Trades Ontario.

After Your Apprenticeship

If you are in a trade with a certification exam, Skilled Trades Ontario will receive notice of your completion.

For compulsory trades, you will be issued a Provisional Certificate of Qualification which will allow you to work legally for up to 12 months until you write and pass your examination.

For a non-compulsory trade, once you pass your examination, you will be issued a Certificate of Qualification for your trade.

Preparing For Your Exam

- **To pay for a Certificate of Qualification examination, contact Skilled Trades Ontario** Client Services Department at: 647-847-3000 or toll free at 1-855-299-0028
- **To schedule your exam:** Once you have paid, contact your local Service Delivery Office to book your exam.
- **Download Skilled Trades Ontario exam preparation guide at:** [Exam Resources – Skilled Trades Ontario](#) and/or view the exam preparation guide for Red Seal trades at: red-seal.ca



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