



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Cabinet Maker

438A

2017

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

Phase 2: Apprenticeship

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 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	11
Compulsory and Non-compulsory Classification	11
Skills for Success Summary	11
Standard of Performance	12
Training the Apprentice - Tips for Apprentices, Sponsors and Trainers	13
Notice of Collection of Personal Information	15
List of Trainers	16
Skill Sets	17
6120.00 Protect Self and Others.....	17
6121.00 Interpret Drawings, Prepare Sketches and Perform	23
6122.00 Select Lumber and Other Raw Materials	26
6123.00 Use and Maintain Tools and Equipment	28
6124.00 Create and Use Jigs, Fixtures Prototypes and Templates.....	32
6125.00 Operate and Maintain Break-Out Machinery and Panel Processing Equipment.....	34
6126.00 Operate and Maintain Equipment for Veneer, Non-Wood Laminate, Polymer and Specialty Overlay Application.....	38
6127.00 Perform Finish Machining	43
6128.00 Perform Sanding.....	47
6129.0 Perform Sub Assembly, Assembly and Pre-Finishing Operations	51
6130.00 Perform Finishing or Re-Finishing Operations	56

6131.00	Perform Specialized Operations	59
6132.00	Perform Post-Finishing Operations	62
6133.00	Install Cabinetry and Millwork	64
	Definitions	66
	Apprentice	66
	Ready to Write Your Exam?	69
	Instructions for Recording a Change in Sponsor	70
	Sponsor Record #1	71
	Change of Sponsor Record #2	72
	Change of Sponsor Record #3	73
	Change of Sponsor Record #4	74
	Appendix A — Instructions for Apprenticeship Program Completion	75
	Appendix B — Apprentice Completion Form	76
	Appendix C — Skill Set Completion for Sponsors	77
	Appendix D — Local Service Delivery Offices in Ontario	78
	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.

© 2022, Skilled Trades Ontario. All rights reserved. No part of this publication may be reproduced in any form whatsoever without the prior permission from Skilled Trades Ontario.

Maintained with transfer to Skilled Trades Ontario 2017 (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 journeyman/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 Cabinet Maker 438A 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.

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 Cabinet Maker is set out in section 24 of Ontario Regulation 875/21 under BOSTA and reads as follows:

24. The scope of practice for the trade of cabinet maker includes constructing and repairing cabinets, furniture, architectural woodwork, architectural millwork products and premium windows, doors and stairs, for residential, commercial and industrial uses.

*While the Logbook draws on the scope of practice regulation (Section 24 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 7280 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

8000 hours

Journeyman to Apprentice Ratio

Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

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 Cabinet Maker 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)

6120.00 Protect Self and Others

General Performance Objective

Protect self and others by complying with acts, regulations, codes, standards, and directives; controlling hazards and hazardous conditions, equipment, and materials; following company or worksite fire procedures; performing housekeeping duties; manually moving equipment, operating safety equipment, lifting devices and material handling equipment; wearing, adjusting and maintaining personal protective equipment; employing simple first aid relating to illness and occupational injury; reporting injuries to supervisor or first-aid personnel; practicing safe work habits, industrial hygiene and conducting pre-operational inspection of equipment.

Skills

6120.01 Comply with acts, regulations, codes, standards, and directives, such as *Occupational Health and Safety Act (OHSA)*, *Environmental Protection Act (EPA)*, *Workplace Safety Insurance Act (WSIA)*, Ontario College of Trades Apprenticeship Act (OCTAA) Ontario Building Code (OBC), Ontario Fire Code (OFC), Workplace Hazardous Materials Information System (WHMIS); Industrial Accident Prevention Association (IAPA) Construction Safety Association of Ontario (CSAO), Architectural Woodwork Manufacture’s Association of Canada(AWMAC), or other jurisdictional and municipal requirements, and company policies, by reading, interpreting, and following direction, according to the written content of documents and verbal direction of regulatory authorities.

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.**

6120.02 Identify health and safety hazards in the workplace, so that the potential for personal injury, damage to equipment or the environment is prevented, corrective action is taken, and hazards are reported, in accordance with safety regulatory requirements, company standards and procedures.

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

6120.03 Use personal protective equipment such as; eye, ear, hand, foot, head, body, and respiratory protectors adjusted to ensure correct fit and optimum protection for the wearer and the task being performed, in accordance with safety regulatory requirements, manufacturers' specifications, and company standards and procedures.

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

6120.04 Maintain personal protective equipment such as; eye, ear, hand, foot, head, body, and respiratory protectors, by checking for wear, breaks, tears, cracks, leakage, and loose and defective components; by inspecting and analysing performance and function; and by storing or noting/tagging deficiencies and removing devices and components from service to ensure the safety of self and others, according to regulatory requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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

6120.05 Practice safe work habits by staying outside guards and barricades, wearing required clothing (not loose or torn), confining long hair, and removing rings and other jewellery, ensure that compressed air is used in accordance with Safety regulatory requirements, and company standards and procedures.

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

6120.06 Follow fire procedures, such as; assessing the type and severity of the fire, taking action to suppress a minor fire, activating the alarm system, reporting the fire, and following evacuation procedures, according to regulatory requirements, codes, site procedures, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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

6120.07 Use emergency safety equipment such as; fire extinguishers, fire blankets, eyewash stations and first-aid kits, ensuring that procedures are carried out in a safe and efficient manner, in accordance with Safety regulatory requirements, manufacturers' specifications, and company standards and procedures.

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

6120.08 Practice good housekeeping in the workplace by cleaning up spills or leaks, ensuring that disposal and recycling procedures are followed, keeping work area clean and clear of obstructions, perform continuous hazard assessment of work area to identify hazards and prevent accidents and storing tools and equipment, so that the potential for accident or injury is reduced, and tools or equipment are in place and available, in accordance with safety regulatory requirements, and codes, and company standards and procedures.

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

6120.09 Handle designated substances using specified handling and storage equipment, so that the operator is protected from injury, the environment protected from contamination ensuring that disposal, recycling and safe procedures are followed in accordance with safety regulatory requirements, manufacturers' specifications, and company standards and procedures

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

6120.10 Lift, carry and move materials so that physical strain is minimized and using safety measures to prevent injury from hazards such as; slippery surfaces, uneven loads and flying debris in accordance with safety regulatory requirements, and company standards and procedures.

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

6120.11 Conduct pre-operational check of equipment, such as; stationary equipment, power and hand tools, manual and powered lifting devices, spraying and finishing equipment by checking that guards and safety devices are in place, secured, and not damaged, checking for fluid levels and leaks, checking for lubrication, stability, fraying, wear, tooling configuration and fit in accordance with safety regulatory requirements, manufacture’s specifications, and company standards and procedures.

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

6120.12 Report injuries to supervisor or first aid personnel promptly and clearly, ensuring that the injured person is attended to, and information is reported precisely and accurately describing how incident occurred, in accordance with safety regulatory requirements and company standards and procedures.

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

6120.13 Employ simple first aid relating to illness and occupational injury, such as; sudden illness, burns, cuts, sprains, chemical and smoke inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first- aid treatment, and obtaining emergency medical assistance as required, according to the victim’s condition, safety regulatory requirements, manufacturers’ recommendations and specifications, company policies, guidelines and procedures.

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

6120.14 Lock out, tag and de-energize mechanical equipment such as; all sources of energy, electrical, compressed air, hydraulic or kinetic energy for repair or maintenance by shutting down and tagging machines or manufacturing processes to ensure that no materials can enter the equipment being repaired or maintained, no damage is caused to the machine and accidents are prevented, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6120.15 Control dust, chemicals and toxic material emissions, such as; wood and other combustible dust, hazardous liquids, finishing fumes, and glues; by means of proper collection, storage, suppression and disposal, in accordance with environmental and safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6121.00 Interpret Drawings, Prepare Sketches and Perform

General Performance Objective

Read and interpret complex production, architectural, and shop drawings; prepare sketches and shop drawings; and cost out a simple single unit.

Skills

6121.01 Interpret shop or technical drawings and specifications for the use of wood component processing, identifying and evaluating symbols and scales, and convert into material requirements, verifying for accuracy so that wastage is minimized, in accordance with job requirements and company policies, procedures and guidelines.

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.**

6121.02 Prepare sketches and drawings such as; full-size layout of the finished product, orthographic projections, and jig and fixture layouts, by converting to a geometric layout and selecting, calculating, and naming the materials required to construct the product; using drafting and measuring tools, and computer equipment and programs, C.N.C. (Computerized Numerical Control) software, C.A.D (Computer Aided Design Software), and other software by employing the symbols, lines and views, in accordance with manufacturers' specifications and company policies, procedures and guidelines.

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

6122.03 Calculate cost of finished product, such as; materials, labour and overhead costs, verifying calculations and confirming with company officials, using communication skills and calculation devices, in accordance company policies, procedures and guidelines.

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

6121.04 Assess and adjust for job site conditions, by checking for conformance to technical drawings and other information received; referring to checklists of questions; measuring equipment parameters; checking for obstructions and unobstructed delivery of product; checking that power and utilities are available; inspecting site and verifying accessibility for people and equipment using observation, communication skills, and measuring devices, template site conditions such as; curved and angled walls, and walls out of plumb and making adjustments as required; according to regulatory requirements, codes, job requirements, site conditions, company policies, procedures and guidelines, and safety regulatory requirements.

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

6121.05 Calculate finishing requirements, such as; solvent and water-borne mixes, multi-component mixes, catalysts, and reductions, by determining composition ratios, percentages, viscosity and temperature, in accordance with job requirements, manufacturers' specifications, and company standards and procedures.

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

6121.06 **Prepare documentation**, such as; bill of material/cutting list, veneer bill, and finishing procedure, checking for legibility and accuracy, verifying calculations and confirming with company officials, using communication skills, calculation devices and computer equipment and programs, in accordance company policies, procedures, and guidelines.

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

6121.07 **Prepare a job cost estimate report** such as; materials, labour and overhead costs, checking for legibility and accuracy, verifying calculations and confirming with company officials, using communication skills and calculation devices, in accordance company policies, procedures, and guidelines.

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

6121.08 **Cost out a simple unit** by listing all materials as specified on the shop drawing, identifying and calculating waste factors, direct labour and material and supplied overhead costs as required to complete the job, in accordance to job requirements and company policies, procedures, and guidelines.

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

6121.09 Incorporate and integrate cabinet structural requirements, such as; history of furniture styles, basic upholstery, 32 mm cabinet system and AWMAC quality standards by the preparation of sketches and drawings in accordance to safety regulatory requirements, job requirements and company policies, procedures, and guidelines.

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

6122.00 Select Lumber and Other Raw Materials

General Performance Objective

Select and use domestic and imported lumber; select and use particle boards, fibre boards, veneers and plywood; test, pile and store lumber; and select veneers, matches, and non- wood laminates and polymers.

Skills

6122.01 Select lumber such as; domestic and imported lumber; by inspecting and checking for warp, wane, rot, twist, shake, case hardening, grain direction, knots, pestilence, moisture content and aesthetics, ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements 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.**

6122.02 **Select panel products**, such as; veneered and non-veneered particle board, fibre board, and veneer core plywood, by visually inspecting and checking for damage, veneer grain direction, colour, and match, ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements and company policies and procedures.

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

6122.03 **Select veneers** such as; flat-sliced, rift cut, rotary cut, half- round, quarter cut, reconstituted, by visually inspecting and checking for defects and colour and grain match, ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements and company policies and procedures.

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

6122.04 **Select plastic laminates**, by visually inspecting and checking for defects, colour and texture ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements and company policies and procedures.

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

6122.05 **Store materials**, such as; lumber, panel products, veneer, and plastic laminates ensuring access, stability, flatness and trueness, so that damage is minimized, in accordance with safety requirements, site conditions, manufacturers' specifications, and company standards and procedures.

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

6123.00 **Use and Maintain Tools and Equipment**

General Performance Objective

Select, use, and maintain hand and portable electric and pneumatic power tools; and stationary power equipment to design and construct.

Skills

6123.01 **Select hand tools and attachments**, such as; screwdrivers, measuring devices, combination squares, snips, files, routers, hammers, staple guns, handsaws, chisels, cabinet scrapers, hand planes by analysis of the task according to job requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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.**

6123.02 Use hand tools and attachments, such as; screwdrivers, measuring devices, combination squares, snips, files, routers, hammers, staple guns, handsaws, chisels, cabinet scrapers, hand planes by using according to job requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6123.03 Maintain hand tools and attachments, such as; screwdrivers, measuring devices, snips, files, hammer staple guns, handsaws, chisels, cabinet scrapers, hand planes by checking for wear, fit, alignment, and broken tools and accessories; by sharpening blades, knives and drill bits by selecting, inspecting, testing, and analysing performance and function and by exchanging, aligning, cleaning, lubricating and storing or removing tools and accessories from service, according to job requirements, manufacturers' recommendations and specifications, company policies and procedures and safety regulatory requirements.

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

6123.04 **Select portable power tools and attachments**, such as; portable electric and pneumatic power tools for drilling, sawing, sanding, routing, drying, bonding, planing and tool accessories (bits, blades, dust collection, etc.), by analysis of the task according to job requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6123.05 **Use portable power tools and attachments**, such as; portable electric and pneumatic power tools for drilling, sawing, sanding, routing, drying, bonding, planing and tool accessories (bits, blades, dust collection, etc.), by using according to job requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6123.06 **Maintain portable power tools and attachments**, such as; portable electric and pneumatic power tools for drilling, sawing, sanding, routing, drying, bonding, planing and tool accessories (bits, blades, dust collection, etc.), by checking for wear, fit, alignment, lubrication, and damaged components or parts, such as cords and plugs, housings, and control devices; by exchanging, aligning, cleaning, lubricating, storing or removing tools and accessories from service, according to job requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6123.07 **Select stationary power equipment,** for breakout, machining, sanding, sub- assembly, final assembly, finishing, and post finishing operations, analyzing required performance and function according to job requirements, manufacturers ’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6123.08 **Use stationary power equipment,** for breakout, machining, sanding, sub-assembly, final assembly, finishing, and post finishing operations, by positioning, moving and adjusting the equipment, according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6123.09 Maintain stationary power equipment and compressed air systems, for breakout, machining, sanding, sub- assembly, final assembly, finishing, and post finishing operations, checking for frayed cords, cracked or leaky hoses, moisture buildup, electrical malfunction, sharpness, lubrication, sparks, smoke, vibration, and other noticeable damage, exchanging, aligning, cleaning, draining or removing from service; according to job requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6124.00 Create and Use Jigs, Fixtures Prototypes and Templates

General Performance Objective

Identify the need, design and construct jigs, fixtures and templates by interpreting sketches using shop drawing and computer aided design and drawing equipment (CAD). Test, adjust and verify jigs, fixtures, templates and their parts and components, and use and layout template.

Skills

6124.01 Identify the need for jigs, fixtures, prototypes and templates for hand and power tools, stationary equipment and finishing equipment in accordance with safety regulatory requirements, job requirements, company policies, guidelines 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.**

6124.02 Design jigs, fixtures, prototypes and templates by preparing and interpreting sketches using shop drawing, computer aided design and drawing equipment (CAD), drafting equipment to measure, and verifying for accuracy, in accordance with safety regulatory requirements, job requirements, company policies, guidelines and procedures.

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

6124.03 Make jigs, fixtures, prototypes and templates, by visually inspecting and verifying dimensions and fit using hand tools, portable power tools, adhesives, nails, fastening devices, clamps, presses, braces, plexi-glass, measuring devices, stationary equipment, personal protective equipment, and safe lifting practices, in accordance with safety regulatory requirements, job requirements, and company standards and procedures.

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

6124.04 Test, adjust and verify jigs, fixtures, prototypes, templates, parts and components, verifying performance, function, and quality, by analyzing and evaluating their performance and function using hand tools, portable power tools, stationary equipment, personal protective equipment and safe lifting practices, in accordance with safety regulatory requirements, job requirements, and company standards and procedures.

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

6124.05 Use and layout templates by visually inspecting and verifying dimensions and fit using hand tools, portable power tools, adhesives, nails, fastening devices, clamps, presses, braces, plexi-glass, measuring devices, stationary equipment, personal protective equipment, and safe lifting practices, in accordance with safety regulatory requirements, job requirements, and company policies, guidelines and procedures

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

6125.00 Operate and Maintain Break-Out Machinery and Panel Processing Equipment

General Performance Objective

Select, set-up, operate, and maintain traditional, computerized solid-wood break- out machinery and panel-sizing equipment; eliminating defects in materials, and ensuring maximum yield; set-up tooling; evaluate tooling performance; and maintain the efficient organization of the workplace.

Skills

6125.01 Use solid-wood break-out machinery, such as; saws, jointers, planers, and clamp carriers, to perform ripping, crosscutting, surfacing operations, and glue up, visually inspecting and checking for performance and function, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines 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.**

6125.02 **Maintain solid-wood break-out machinery**, such as; stationary power saws, jointers, planers, and clamp carriers, to perform ripping, crosscutting, surfacing operations, and glue up, by visually inspecting, checking and adjusting for performance and function, using cleaning equipment, and lubricants, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

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

6125.03 **Use panel-sizing equipment**, such as; stationary power saws and routers, by positioning, moving and adjusting the equipment, to perform cutting and routing procedures, ensuring accurate production of parts and equipment, according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

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

6125.04 **Maintain panel-sizing equipment** such as; stationary power saws and routers, visually inspecting and checking for performance and function, using personal protective equipment, cleaning equipment, and cleaning lubricants, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

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

6125.05 Remove lumber material defects, such as; bark pockets, checks or splits, honeycombs, patches, pitch pockets, shakes, knots, worm holes, and natural growth variations, to ensure maximum yield, by cutting and/or planing using stationary power saws and personal protective equipment, in accordance with safety regulatory requirements and company policies, guidelines and procedures.

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

6125.06 Set up and assemble tooling, such as; saws, routers, cutters, and drills, visually inspecting and checking for balance and secure installation, using personal protective equipment and setting up guards, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6125.07 Monitor tooling performance, by visually inspecting and checking the accuracy and quality of cut, determining when sharpening or replacement is required using personal protective equipment, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6125.08 **Glue up panels**, inspecting and checking for grain orientation and colour, using clamp carriers and adhesives, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6125.09 **Evaluate machining quality**, by monitoring production feed speeds, calculating knife marks per inch, inspecting for snipe, nicks, burns, checks and tear-out, using measuring devices, in accordance manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.00 Operate and Maintain Equipment for Veneer, Non-Wood Laminate, Polymer and Specialty Overlay Application

General Performance Objective

Operate and maintain traditional and computerized equipment, to cut, match, splice, bend and apply veneers, non-wood laminates, polymers and specialty overlays; select, calculate, and apply adhesives; and evaluate the product.

Skills

6126.01 Select veneer material and core material such as; domestic, imported and exotic veneers, cross banded solids, veneer core, particle board, fibre board (such as MDF), man- made specialties, by visual inspection, checking to ensure avoidance of possible telegraph and to ensure match by grade, colour, grain orientation, position within the flitch and minimal wastage using measuring equipment to check for dimensional stability and in accordance with safety requirements, manufacturers' specifications, and company policies, guidelines 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.**

6126.02 Set up veneer equipment such as; traditional, and computerized equipment guillotine, stitcher, hand tape, glue roller, veneer press, and tapeless splicer by adjusting to suit the specified veneer match; and to cut and splice veneer to pattern and size specifications, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.03 Operate veneer equipment such as; traditional, and computerized equipment, guillotine, stitcher, hand tape, glue roller, veneer press, tapeless splicer by calibrating core if required for thickness of product, by cross cutting to rough size, by trimming using guillotine or veneer saw, and by joining and producing the match with glue and pressing according to glue specifications ensuring reacclimatize when hot pressing and panel balancing, checking for splits and opening defects from a bonding blow out, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.04 Maintain veneer equipment such as; traditional and computerized equipment guillotine, stitcher, hand tape, glue roller, veneer press and tapeless splicer by lubricating and by removing glue or glue deposits using wipers and scrapers, in accordance with safety regulatory requirements, manufacturers' specifications and company policies, guidelines and procedures.

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

6126.05 Select non-wood laminates and core material such as; general purpose, vertical, post forming, backing sheet; by visually inspecting, checking for colour match, specified laminate type, size and defects, ensuring optimal yield of materials using measuring devices and lifting and elevating devices, in accordance with safety regulatory requirements, manufacturers' specifications and company policies, guidelines and procedures.

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

6126.06 Cut non-wood laminate and core to rough size such as; general purpose, vertical, post forming and backing sheets, using hand, portable power tools, stationary equipment and measuring devices by verifying job specifications in accordance with safety regulatory requirements, manufacturers' specifications and company policies, guidelines and procedures.

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

6126.07 Glue non-wood laminate to core with adhesive, such as; general purpose, vertical, post forming, backing sheet by applying pressure using, pinch roller, presses, block and mallets, J rollers and spacers for alignment, using hand and portable power tools, stationary equipment, measuring devices, and ensuring minimal wastage in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.08 **Trim non-wood laminate**, such as; general purpose, vertical, post forming, backing sheet by inspecting and checking for smoothness, surface alignment , file through, bearing burn, scratches, and seam quality, using hand and portable power tools, stationary equipment, measuring devices; and ensuring minimal wastage in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.09 **Select specialty overlay material and core** such as; static-dissipative, chemical- resistant laminate, fire-rated laminate, metal–face laminate, identify material type by visually inspecting, checking for colour match, size and defects, ensuring optimal yield of materials using measuring devices, and lifting and elevating devices, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.10 Bond specialty overlay to core with adhesive such as; particle board according to manufacturers' specifications using specified manufacturers' recommended tools such as pinch rollers, presses, block and mallets, J rollers and spacers for alignment in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.11 Trim specialty overlay such as inspecting and checking for smoothness, surface alignment, file through, bearing burn, scratches, and seam quality using hand and portable power tools and stationary equipment, measuring devices and ensuring minimal wastage in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.12 Select solid polymers by checking for lot number, using measuring devices, lifting and elevating devices, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6126.13 Prepare solid polymers by using hand and portable power tools stationary power equipment, joint welds, adhesives, clamping devices, and measuring devices in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6127.00 Perform Finish Machining

General Performance Objective

Determine and make joints; layout parts; select, set-up, operate and maintain traditional, complex and computerized machinery to true up stock and machine parts; determine the logical sequence of operations; set-up tooling; evaluate tooling performance; and maintain the efficient organization of the workplace.

Skills

6127.01 Identify machinery requirements such as types of joint for the specific job requirements, such as; laps, butts, mitres, tongue and grooves, mortise and tenons, dovetails, dados, glue blocks, splines, biscuits, and finger joints, using hand and power tools and stationary equipment in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines 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.**

6127.02 **Lay-out or detail parts and label orientation** for assembly using markers, masking tape, bill of material according to specifications/shop drawings to ensure accurate production of parts, optimal yield of materials, verifying dry fit for assembly in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6127.03 **Select and operate traditional, complex and computerized machinery,** together with any necessary attachments, to true up stock and perform sawing, surfacing, shaping, routing, boring, and edging operations required for a specific job, by selecting the correct tool for a specific operation and material, assembling if required, properly balancing where needed, and installing securely and correctly, taking care to avoid tool and material damage in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6127.04 Prepare solid wood and solid polymers prior to machining by truing up stock by using jointer, planer, straight line rip establishing a reference surface and working from that surface in order to ensure accurate machining by using measuring devices in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6127.05 Cut materials such as solid wood, veneers, non-wood laminates, specialty overlays, and solid polymers using machining operations measuring devices giving proper consideration to material characteristics such as defects, grain direction, flatness, straightness, squareness and machine adjustments (such as feeds, speeds, and depth of cut), in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6127.06 Identify the need for servicing, removing, replacing of tooling equipment and accessories by inspection, testing and analyzing performance and function and for wear, fit, alignment, lubrication, damaged components or parts and evaluation of tooling performance accuracy and quality of cut using hand, power tools, and specialized tools, measuring devices, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6127.07 **Make machine jigs, fixtures, patterns, forms or templates** where required for machining, by designing them, selecting the material to be used, providing any required hold- down devices, and constructing them so that they will be reliable and safe to use using hand, power tools, and specialized tools, measuring devices, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6127.08 **Maintain the efficient organization** of the work area to provide ready access to tools, materials and equipment, and to permit easy, safe and economical movement of materials and people through ongoing housekeeping and hazard assessment in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6128.00 Perform Sanding

General Performance Objective

Select, set-up, operate and maintain sanding machines, scrapers and abrasive attachments; make contour and profile blocking, and sand component parts.

Skills

6128.01 Select sanding machines and tools such as; traditional (sanding blocks, scrapers, etc), complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel, sander size for flat, contour and profile sanding by visual inspection and analysis of the shape of the wood, edge, and surface in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines 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.**

6128.02 Set up sanding machines and tools such as; traditional (sanding blocks, scrapers, etc) complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel, sander size for flat, contour and profile sanding by using appropriate abrasive backers, grit type and gain size for flat, contour and profile sanding by adjusting belt tensions and tracking through a visual inspection and analysis of the shape of the wood, edge and surface; in accordance with safety regulatory requirements, manufacturers' specifications and company policies, guidelines and procedures.

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

6128.03 Operate sanding machines and tools such as; traditional (sanding blocks, scrapers, etc) complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel sander size for flat, contour and profile sanding by using appropriate abrasive backers, grit type and gain size for flat, contour and profile sanding by producing a uniform scratch pattern, while removing machine marks, knife marks, tear-outs and nicks; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6128.04 Maintain sanding machines and tools such as; traditional (sanding blocks, scrapers, etc), complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel, sander size for flat, contour and profile sanding by using appropriate abrasive backers, grit type and gain size for flat, contour and profile sanding by regular inspection for wear, oiling, belt-inspection and adjustment; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies.

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

6128.05 **Select abrasive belts** for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels appropriate to a specific job by visual inspection and analysis of the appropriate abrasive backers, grit type and grit grain size; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6128.06 **Set-up abrasive belts** for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels to a specific job by visual inspection and analysis of the abrasive backers, grit type and grit grain size; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6128.07 **Operate abrasive belts** for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels appropriate to a specific job by visual inspection and analysis of the appropriate abrasive backers, grit type and grit grain size; by producing a uniform scratch pattern, while removing machine marks, knife marks, tear- outs and nicks; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6128.08 **Maintain abrasive belts** for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels appropriate to a specific job by keeping constant appropriate humidity levels in storage area using humidifiers or dehumidifiers; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6128.09 **Make contour and profile blocking** such as; jigs, fixtures and other accessories from wood, rubber, metal, plastic to sand a particular shape or fit a machine by carving using chisels, portable power tools, and stationary production machines; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6128.10 Sand component parts such as; frames, panels, solid woods, and doors by hand, portable power tools or stationary production machines by removing cutting marks from the previous operation, providing a smooth and uniform surface for finishing, free of blemishes, defects and contamination using various grits of sand paper in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

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

6129.0 Perform Sub Assembly, Assembly and Pre-Finishing Operations

General Performance Objective

Select, and apply adhesives; use and maintain equipment; design, make and apply jigs and fixtures; install hardware and fit moving parts; and perform pre- finish operations.

Skills

6129.01 Select adhesives for application to cabinet components such as; polyvinyl acetate (PVA), aliphatic resin, water and solvent-based adhesives, contact cement, urea formaldehyde, resorcinol, hot melts, two part, and modern specialty adhesives by inspection and analysis of the appropriate glue surface condition; to produce a bond in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines 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.**

6129.02 Apply adhesives to cabinet components such as; polyvinyl acetate (PVA), aliphatic resin, water and solvent-based adhesives, contact cement, urea formaldehyde, resorcinol, hot melts, two part, and modern specialty adhesives by inspection and analysis of the appropriate glue surface condition; to produce a bond in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.03 Select assembly methods and devices such as; clamping, gluing, and curing by analysis of squeeze out and bond, and the setting of the fastening equipment in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.04 Arrange and use assembly methods and devices such as; clamping, gluing and curing by analysis of squeeze out and bond, and the gauge setting of the fastening equipment, using hand and power tools such as pneumatic, nailing, stapling, screw diving, electric biscuiting and routing tools in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.05 Maintain assembly devices such as; clamping, gluing and curing by squeeze and bond using hand and power tools such as pneumatic, nailing, stapling, screw diving, electric biscuiting and routing tools in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.06 Design sub-assembly and assembly jigs and fixtures for curved and irregular form work such as; clamping, routing, biscuiting, locating jigs, forms of patterns by measuring for accuracy, fit, flushness and tightness of joint by visual inspection and analysis of shop specifications to ensure proper alignment of component parts; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.07 Construct sub-assembly and assembly jigs and fixtures for curved and irregular form work such as; clamping, routing, biscuiting, locating jigs, forms of patterns by measuring for accuracy, fit, flushness and tightness of joints by visual inspection and analysis of shop specifications to ensure alignment of component parts; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.08 Apply sub-assembly and assembly jigs and fixtures for curved and irregular form work such as; clamping, routing, biscuiting, locating jigs, forms, and patterns by measuring for accuracy, fit, flushness and tightness of joints by visual inspection and analysis of shop specifications to ensure alignment of component parts; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.09 Make curved components using methods such as; kerfing material accommodate appropriate radius, steam bending material, laminate bending and faceting; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.10 Collect appropriate or specified hardware such as; screws, bolts, draw bolts, hinges, drawer guides and slides by analysis of fit, flushness and tightness to ensure a fit, alignment, flatness and flushness in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.11 Install and fit hardware and fasteners such as; moving parts such as doors, drawers, and shelves; by adjusting clearances and correcting alignment using hand, pneumatic and electric tools such as drills and screwdrivers in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.12 Perform pre-finishing operations appropriate to the quality of the specified finish and the characteristics of the material, such as; removal of surface defects, scratches and glue, steaming out dents, softening sharp edges, applying stabilizers, glue-size where required; by making and repairing veneer and solid-woods, hand sanding blocks, block planes, pneumatic and electric hand sanders and irons; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6129.13 **Inspect and clean plastic laminate** such as; general purpose, vertical, and post forming laminates by visual inspections using wipers and appropriate cleaners in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6130.00 **Perform Finishing or Re-Finishing Operations**

General Performance Objective

Select, mix, match and apply finishing materials; remove and replace finishes as specified; rub, buff and polish the finish; use and maintain finishing equipment; carry out basic testing of finish materials; and be aware of the impact of modern technology while monitoring environmental conditions.

Skills

6130.01 **Create a structured finishing procedure** for colour match by following specifications on mixing, reduction amounts, appropriate catalyst additions and visually colour matching in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines 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.**

6130.02 **Make a control step-panel;** by applying specifications defined in the finishing procedure using a panel, tape, wipers, brushes and spray guns; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6130.03 **Select finishing materials;** such as stains, toners, wash-coats, sealers, glazes, shaders, topcoats, penetrating oils, waxes and paints by identifying the material to provide surface protection and beautify the cabinet in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6130.04 **Mix finishing materials,** such as stains, toners, wash-coats, sealers, glazes, shaders, topcoats, penetrating oils, and waxes or paints to provide surface protection and beautify the cabinet by matching colours to a specified standard using pneumatic mixers, paint sticks and agitators; in accordance with safety regulatory requirements.

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

6130.05 Apply finishing materials, such as; stains, toners, wash-coats, sealers, glazes, shaders, topcoats, penetrating oils, and waxes or paints to provide surface protection and beautify the cabinet by matching colours, by using the specified application methods, such as spraying (conventional and HVLP), brushing, dipping, wiping, using a wet film thickness gauge, using brushes, wipers and spray gun; ensure adequate ventilation in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6130.06 Polish the finish; such as rubbing and buffing to the desired sheen and scratch pattern by visual inspection using wipers and pneumatic polishers and compounds in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6130.07 Maintain finishing equipment such as spray guns, pressure pots, fluid pumps and pneumatic polishers and manual application equipment (such as brushes); by cleaning, checking for foreign material, inspecting, testing and analyzing performances and function, adjusting to ensure function in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6131.00 Perform Specialized Operations

General Performance Objective

Perform specialized operations such as building stairs and balustrade components, creating decorative woodwork in furniture, cabinets, mouldings and architectural millwork, repairing woodwork for restoration purposes and operating CNC (Computerized Numerical Control) equipment.

Skills

6131.01 Build stairs and balustrades by laying out stairs and balustrade components using calculations such as rise and run ratios and headroom, applying stairs styles such as straight, winders, spiraled and curved using full scale layouts, and lay out tools such as framing squares, angle finders and trammel points in accordance with safety regulatory requirements, Ontario Building Code, manufacturers' specifications, and company policies, guidelines 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.**

6131.02 Machine stair and balustrade components such as riser, tread, volutes, nosing and cove, wedges, stringers open or closed, return nosing, new balusters and hand rail; by joinery techniques such as dowels, mortise and tenon and dados using jigs and templates, forming and bending components, shaping and turning balusters and newel posts using lathes, shapers, moulders, saws, routers, jointers and planers in accordance with safety regulatory requirements, Ontario Building Code, manufacturers' specifications, and company policies, guidelines and procedures.

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

6131.03 Assemble stairs and balustrades such as riser, tread, nosing and cove, wedges, volutes, stringers open or closed, return nosing, hand-rail; by manufacturing stairs in sections, such as pre assembly and disassembly, pre-fit components in larger sections using adhesives, fasteners, wedges, clamps, pneumatic nailers, staplers, and drills in accordance with safety regulatory requirements, Ontario Building Code, manufacturers' specifications, and company policies, guidelines and procedures.

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

6131.04 Restore and refinish cabinetry or millwork to original condition, by assessing and determining conditions; and specifications on mixing, reduction amounts, and appropriate catalyst additions to create the original condition such as production of new parts if required in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6131.05 Create decorative woodwork such as furniture, cabinetry, mouldings and architectural millwork by marquetry, parquetry, carving, turning, shaping, using chisels, carving knives, veneer guillotine, veneer tape, veneer press in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6131.06 Operate CNC equipment such as programming, modifying parameters, setup and operation of computer applications; select and install appropriate tooling, adjust setting, load and unload material, check and correct performance in accordance with the safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6131.07 Install Glass and Mirror using fastening methods such as: retaining strips, silicone, glazing putty, neoprene spacers, UV bonding (ultra-violet) and specialty hardware; in accordance with the Ontario Building Code, safety regulatory requirements, manufacturers' specifications and company policies, guidelines and procedures.

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

6132.00 Perform Post-Finishing Operations

General Performance Objective

Perform final installation of fasteners and hardware; assessing finished product for quality assurance and package the product for shipping.

Skills

6132.01 Install fasteners and hardware such as screws, threaded machine screws, locks, decorative pulls and handles, grommets, adjustable cabinet levelers, specialized interior components, metal standards, fabric components, plastic, glass, mirrors, metal inlays and stainless steel components of various types for a given work piece by applying fastening hardware to cabinetry from hardware specifications using hand and portable power tools such as screwdrivers, electric and pneumatic drills, drivers, pin nailers, and staple guns from hardware specifications in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines 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.**

6132.02 Assess finished product for quality assurance by visual inspection for handling marks or scratches; site readiness; reference to hardware specifications; and that all moving parts are secure; that specified component parts are attached; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6132.03 Package the product for shipping such as cabinetry, kitchen cabinets, millwork, furniture by covering using conventional corrugated containers, blanket wrap or shrink-wrap or other protective measures, load and secure products using items such as cargo jacks and straps, to ship without damage taking into account the size and weight of products to accommodate handling limitations, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

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

6133.00 Install Cabinetry and Millwork

General Performance Objective

Modify cabinetry and millwork to site conditions, installing architectural millwork, cabinets and countertops, and protecting site and woodwork before, during and after installation, while working with associated trades.

Skills

6133.01 Protect site and woodwork before, during and after installation record original condition of installation site, such as humidity, to prevent possible liability due to damage caused by others; protect floors and surrounding areas to prevent damage from delivery and installation of product; clean worksite and return to original condition while protecting installed cabinets, countertops, architectural millwork by placing protectors over countertops, cabinets, and in high traffic areas using plastic wrap, and corrugated board covers in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines 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.**

6133.02 Modify cabinetry and millwork to site conditions such as electrical, plumbing, heating and telecommunication by cutting access holes, connecting raceways, finishing forms such as grommets and grills by using hand tools, portable power tools, measuring and layout equipment, powder-actuated tools and pneumatic tools; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, as well as guidelines, procedures and quality standards as defined by the *Architectural Woodwork Manufacturers Association of Canada (A.W.M.A.C.)* in their quality standards manual; all with consideration to architectural tender documents.

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

6133.03 **Install architectural millwork** such as paneling, standing and running trim, and moulding by blocking or bridging the wall, fastening, matching veneer and solids, matching colour, grain direction. Ensuring fit, flushness by using hand tools, portable power tools, measuring and layout equipment, powder-actuated tools, and pneumatic tools; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, as well as guidelines and procedures and quality standards as defined by the *Architectural Woodwork Manufacturers Association of Canada (A.W.M.A.C.)* and the in their quality standards manual; all with consideration to architectural tender documents.

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

6133.04 **Install cabinets and countertops** such as architectural wood cabinets, plastic laminate and melamine cabinets and such as solid wood, combination post form, panel products and solid surface countertops by blocking, bridging, wall scribing. Leveling using hand tools, portable power tools, measuring and layout equipment, and pneumatic tools; in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, as well as guidelines and procedures and quality standards as defined by the *Architectural Woodwork Manufacturers Association of Canada (A.W.M.A.C.)* and the in their quality standards manual; all with consideration to architectural tender documents.

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.

Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman 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 Journeyman 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
6120.0	Protect Self and Others	
6121.0	Interpret Drawings, Prepare Sketches and Perform Costing	
6122.0	Select Lumber and Other Raw Materials	
6123.0	Use and Maintain Tools and Equipment	
6124.0	Create and Use Jigs, Fixtures and Templates	
6125.0	Operate and maintain Break-out Machinery and Panel Processing Equipment	
6126.0	Operate and Maintain Equipment for Veneer, Non-Wood Laminate, Polymer and Specialty Overlay	
6127.0	Perform Finish Machining	
6128.0	Perform Sanding	
6129.0	Perform Sub-Assembly, Assembly, and Pre-Finish Operations	
6130.0	Perform Finishing or Re-Finishing Operations	
6131.0	Perform Specialized Operations	
6132.0	Perform Post-Finishing Operations	
6133.0	Install Cabinetry and Millwork	

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

6120.0
Protect Self and Others

6120.01
Comply with acts, regulations, codes, standards and directives

6120.02
Identify health and safety hazards in the workplace

6120.03
Use personal protective equipment

6120.04
Maintain personal protective equipment

6120.05
Practice safe work habits

6120.06
Follow company or worksite fire procedures

6120.07
Use emergency safety equipment

6120.08
Practice good housekeeping in the workplace

6120.09
Handle designated substances

6120.10
Lift and carry materials

6120.11
Conduct pre-operational check of equipment

6120.12
Report injuries to supervisor or first aid personnel

6120.13
Employ simple first aid relating to illness and occupational injury

6120.14
Lock out, tag and de-energize mechanical equipment

6120.15
Control dust and toxic material emissions

6121.0
Interpret Drawings, Prepare Sketches, and Perform Costing

6121.01
Interpret shop or technical drawings and specifications

6121.02
Prepare sketches and drawings

6121.03
Calculate cost of finished product

6121.04
Assess job site conditions

6121.05
Calculate finishing requirements

6121.06
Prepare documentation

6121.07
Prepare a job estimate report

6121.08
Cost out a simple unit

6121.09
Integrate cabinet structural requirements

6121.10
Select Fasteners and Hardware

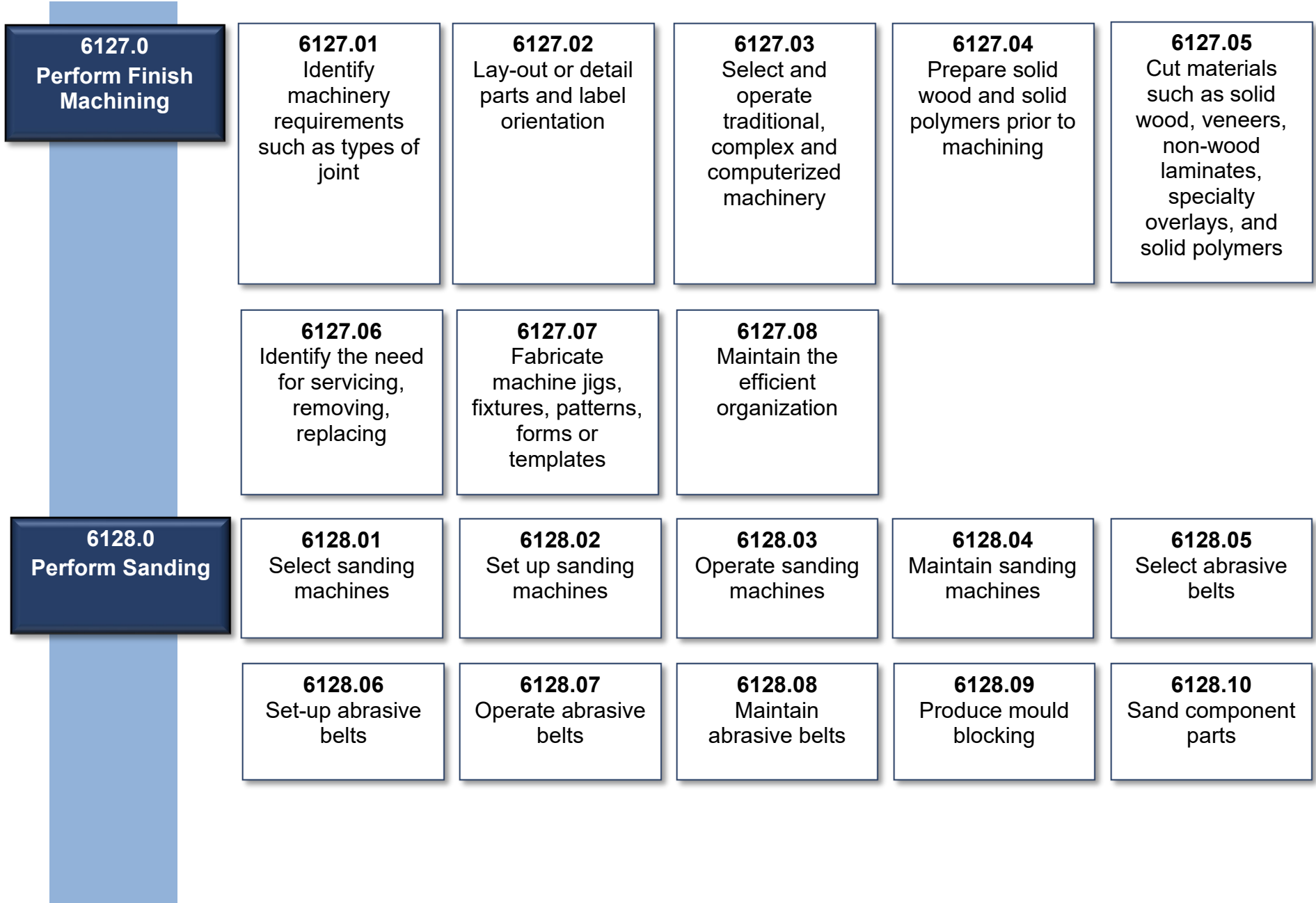
Competency Analysis Profile: Cabinet Maker 438A (all unshaded skill sets must be completed)

6122.0 Select Lumber and Other Raw Materials	6122.01 Select lumber	6122.02 Select panel products	6122.03 Select veneers	6122.04 Select plastic laminates	6122.05 Store materials
6123.0 Use and Maintain Tools and Equipment	6123.01 Select hand tools and attachments	6123.02 Use hand tools and attachments	6123.03 Maintain hand tools and attachments	6123.04 Select portable power tools and attachments	6123.05 Use portable power tools and attachments
	6123.06 Maintain portable power tools and attachments	6123.07 Select stationary power equipment	6123.08 Use stationary power equipment	6123.09 Maintain stationary power equipment and compressed air systems	
6124.0 Create and Use Jigs, Fixtures and Templates	6124.01 Identify the need for jigs, fixtures and templates	6124.02 Design jigs, fixtures and templates	6124.03 Construct jigs, fixtures and templates	6124.04 Test, adjust and verify jigs, fixtures, templates, parts and components	6124.05 Use and layout template

Competency Analysis Profile: Cabinet Maker 438A *(all unshaded skill sets must be completed)*

6125.0 Operate and Maintain Break-Out Machinery and Panel Processing Equipment	6125.01 Use solid-wood break-out machinery	6125.02 Maintain solid-wood break-out machinery	6125.03 Use panel-sizing equipment	6125.04 Maintain panel-sizing equipment	6125.05 Remove lumber material defects
	6125.06 Set up and assemble tooling	6125.07 Monitor tooling performance	6125.08 Glue up panels	6125.09 Evaluate machining quality	
6126.0 Operate and Maintain Equipment for Veneer, Non-Wood Laminate, Polymer and Specialty Overlay Application	6126.01 Select veneer material and core material	6126.02 Set up veneer equipment	6126.03 Operate veneer equipment	6126.04 Maintain veneer equipment	6126.05 Select non-wood laminates and core material
	6126.06 Cut non-wood laminate core to rough size	6126.07 Glue non-wood laminate to core with adhesive	6126.08 Trim non-wood laminate	6126.09 Select specialty overlay material and core	6126.10 Bond specialty overlay to core with adhesive
	6126.11 Trim specialty overlay	6126.12 Select solid polymers Fabricate solid polymers	6126.13 Fabricate solid polymers		

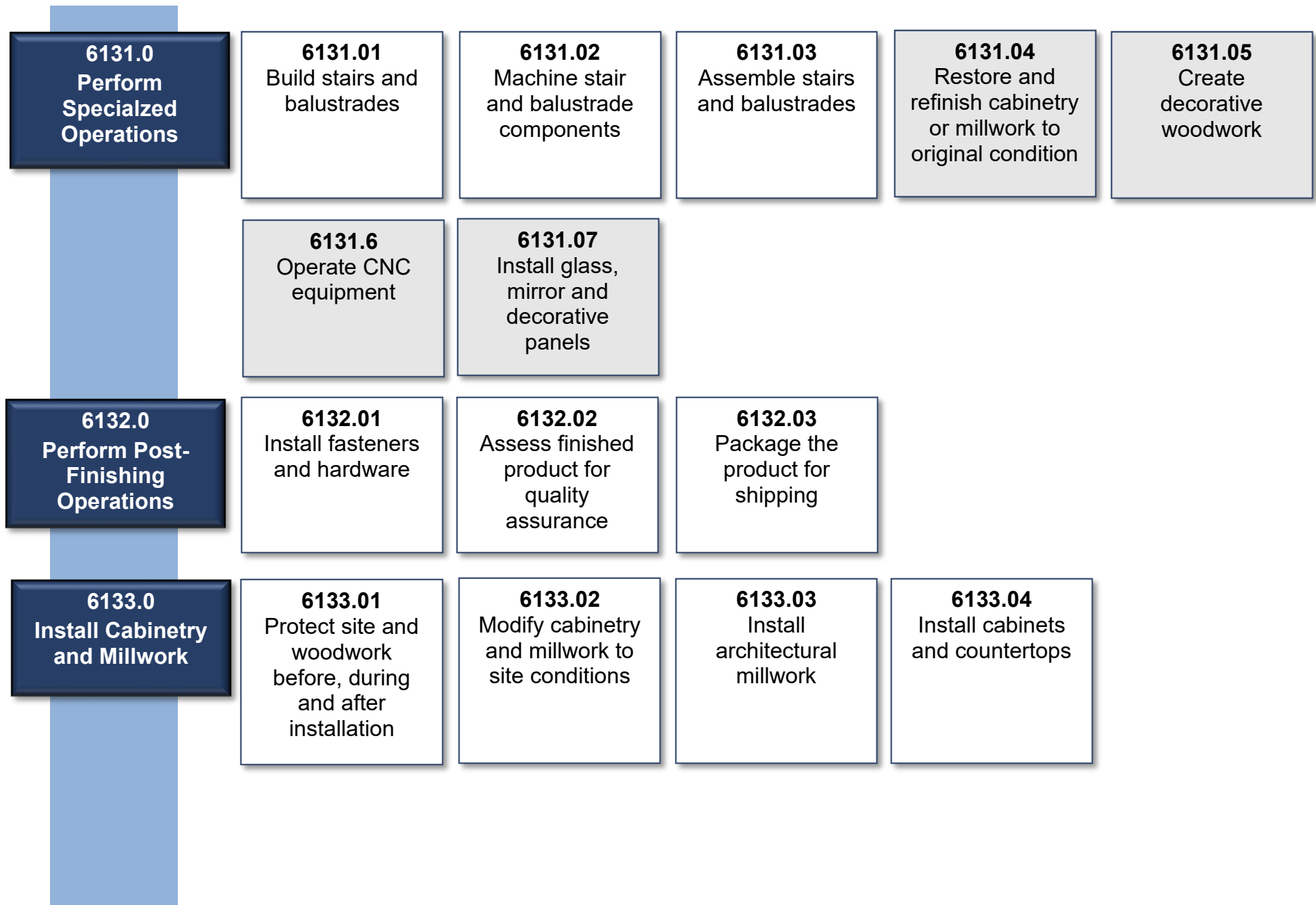
Competency Analysis Profile: Cabinet Maker 438A (all unshaded skill sets must be completed)



Competency Analysis Profile: Cabinet Maker 438A *(all unshaded skill sets must be completed)*

<p align="center">6129.0 Perform Sub-Assembly, Assembly, and Pre-Finish Operations</p>	<p align="center">6129.01 Select adhesives for application to cabinet components</p>	<p align="center">6129.02 Apply adhesives to cabinet components</p>	<p align="center">6129.03 Select fastening devices</p>	<p align="center">6129.04 Arrange and use fastening devices</p>	<p align="center">6129.05 Maintain fastening devices</p>	
	<p align="center">6129.06 Design sub-assembly and assembly jigs and fixtures for curved and irregular form work</p>	<p align="center">6129.07 Construct sub-assembly and assembly jigs and fixtures for curved and irregular form work</p>	<p align="center">6129.08 Apply sub-assembly and assembly jigs and fixtures for curved and irregular form work</p>	<p align="center">6129.09 Select/collect appropriate or specified hardware</p>	<p align="center">6129.10 Install hardware and fasteners and fit</p>	
	<p align="center">6129.11 Perform pre-finish operations</p>	<p align="center">6129.12 Inspect and clean plastic laminate</p>	<p align="center">6129.13 Make curved components using methods</p>			
	<p align="center">6130.0 Perform Finishing or Re-Finishing Operations</p>	<p align="center">6130.01 Create a structured finishing procedure</p>	<p align="center">6130.02 Construct a control step-panel</p>	<p align="center">6130.03 Select finishing materials</p>	<p align="center">6130.04 Mix finishing materials</p>	<p align="center">6130.05 Apply finishing materials</p>
		<p align="center">6130.06 Polish the finish</p>	<p align="center">6130.07 Maintain finishing equipment</p>			

Competency Analysis Profile: Cabinet Maker 438A (all unshaded skill sets must be completed)



Notes

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



SkilledTradesOntario.ca



Cabinetmaker