



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

General Carpenter

403A

2010

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

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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.

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

Purpose:

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

The Apprentice agrees:

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

The Sponsor agrees:

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

Trade Specific Resources and Links

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

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

Methodology-Standard Development

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

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

Introduction to the Logbook

This “on-the job” Logbook is the training standard for General Carpenter 403A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

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

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

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

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

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

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

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

Roles and Responsibilities

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

Skilled Trades Ontario (STO) is responsible for:

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

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

is responsible for:

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

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

Roles and Responsibilities of the Apprentice

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

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

Roles and Responsibilities of Sponsors and Trainers

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

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

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

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

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

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

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

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

Health and Safety

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

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

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

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

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

The Internal Responsibility System:

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

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

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

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

Roles and Responsibilities under the Occupational Health and Safety Act

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

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

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

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

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

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

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

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

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

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

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

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

Constructor's duties include the following:

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

Ministry of Labour, Immigration, Training and Skills Development

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

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of General Carpenter is set out in section 56 of Ontario Regulation 875/21 under BOSTA and reads as follows:

56. The scope of practice for the trade of general carpenter includes the following:

1. Establishing building procedures.
2. Preparing a work site for building.
3. Laying out, constructing and installing form work.
4. Framing floors, walls, ceilings and roofs.
5. Installing interior and exterior finishing materials and hardware.
6. Constructing heavy framing using post and beam and timber construction.
7. Building stairs, newel posts, handrails and balustrades.
8. Laying out, constructing and installing door and window systems including hardware.
9. Performing renovations.

*While the Logbook draws on the scope of practice regulation (Section 56 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 6480 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

7200 hours

Journeyman to Apprentice Ratio

Ratios in Regulation:

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

Program Requirements

Compulsory and Non-compulsory Classification

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

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

Skills for Success Summary

Skills for Success are needed in a quickly changing world for work, learning and life. They are foundational for building other skills and important for effective social interaction. Everyone benefits from having these skills as they help individuals get a job, progress at their current job and change jobs. They also help individuals become active members of their community and succeed in learning.

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

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

Standard of Performance

In general, the standard of performance for the trade of General Carpenter 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

Other Suggested or Required Certification(s) and Training

While an apprentice receives health, safety and occupational specific training and/or certification in a variety of fields during their apprenticeship, it is important to be aware that other occupational health and safety training and certification renewal or updating may also be required during their career before performing new types of work.

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

1451.0 Protect Self and Others

General Performance Objective

Protect self and others by applying safety legislation, using personal protective equipment, applying safety measures in the shop and on the job site, applying prescribed procedures at an accident or a hazard, applying fire safety practices, constructing, setting up, working on and maintaining ladders, using rigging equipment, swing stages, powered elevated work platforms and spiders and bosun chairs.

Performance Objectives

Skills

1451.01 Apply safety legislation including the *Worker's Compensation Act* and the *Occupational Health and Safety Act* including WHMIS and other government legislation by accessing workplace safety documentation in the workplace in accordance with work site 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.**

1451.02 Use personal protective equipment by selecting, wearing and maintaining various types of respirators, Scot-Air Pak, hard hat, goggles, glasses and face shields, safety shoes and gloves, hearing protectors, special protective clothing, and fall-arrest systems to safeguard eyes, ears, feet, head, lungs and body from injury, and making sure of proper fit and optimum protection in accordance with manufacturer's specifications, Canadian Standards Association (CSA) standards, and the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.03 **Apply safety measures in the shop and on the job site** by planning access and egress; using appropriate methods for lifting and handling material, equipment and propane using electrical protection and safety devices on tools and equipment; following good housekeeping practices; removing and guarding hazards and communicating them to co-workers; building and installing site protection (fences, covered walkways, etc.) to protect the public and fellow workers; obeying special job site safety medical help; using safe handling and disposal techniques for hazardous materials; and reporting hazards and accidents to immediate supervisor in accordance with the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.04 **Apply prescribed procedures at an accident or a hazard** including documentation and reporting as required by the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.05 Apply fire safety practices by inspecting the workplace for hazards and taking appropriate action, locating and activating alarms, communicating the danger to others, selecting fire extinguishers and applying fire fighting techniques for class A, B, C and D fires, and reporting problems in procedures and equipment (extinguishers in effective condition, tag signed every month) as required by the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.06 Construct ladders according to the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.07 Set up ladders by using the required type and size of materials, leaving them unpainted, inspecting for defects, selecting the appropriate length, positioning for required height and correct angle, and tying off as required, all according to the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.08 **Work on ladders** by ascending and descending safely, assuring three-point contact at all times, assuring proper position, tying off with required fall-arrest harness, ensuring legal projection at step-off point of upper level, and avoiding obstructions (heat sources, electrical power source, piping and venting, physical obstructions, rotating equipment, etc.) in accordance with the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.09 **Maintain ladders** by inspecting for defects and damage before, during and after use, and repairing site-built ladders immediately, cleaning grease and dirt from ladders, removing from service and reporting defects to co-workers and supervisor and storing ladders safely in accordance with the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.10 **Use rigging equipment** (slings, chokers, ropes, safety hooks, clevis, block and tackle, ratchet straps) for slinging and hoisting, keeping in mind equipment safety factors and using international hoisting signals, in accordance with manufacturer's specifications, Construction Safety Association rigging procedures, the *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.11 Use swing stages by extending outriggers, installing booms and counterweights, installing tie backs, attaching independent lifelines, visually inspecting lines, attaching appropriate guard rails and netting, ensuring proper loading of stage, ascending and descending safely (e.g., using separate ladder from end frame) working correctly from platforms, and attaching to proper fall-arrest system, according to manufacturer's instructions, *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.12 Use powered elevated work platforms by inspecting machine before use and documenting findings, extending outriggers, attaching independent lifelines, visually inspecting lines, attaching appropriate guard rails and netting, ensuring proper loading, ascending and descending safely (e.g. Using separate ladder from end frame) working correctly from platforms, and attaching to proper fall-arrest system, according to manufacturer's instructions, *Occupational Health and Safety Act* and work site policies and procedures.

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

1451.13 Use spiders and bosun chairs by extending outriggers, installing booms and counterweights, installing tie backs, attaching independent lifelines, visually inspecting lines, attaching appropriate guard rails and netting, ensuring proper loading of stage, ascending and descending safely (e.g. Using separate ladder from end frame) working correctly from platforms, and attaching to proper fall-arrest system, according to manufacturer’s instructions, *Occupational Health and Safety Act* and work site policies and procedures.

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

1452.0 Operate Tools and Equipment

General Performance Objective

Operate tools and equipment by using hand tools, operating portable power stools, stationary tools and equipment, designing jigs and templates, and using pre-fabricated and fabricated jigs and templates.

Performance Objectives

Skills

1452.01 Use hand tools for drawing and layout, pounding and impelling, shaving and paring, tooth-cutting, holding and supporting, scraping and abrading, drilling, boring and tapping, by selecting the correct tool for specific application, maintaining and working within the tools’ limitations in a safe manner and in accordance with manufacturer’s specifications and industry best practices.

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.**

1452.02 Operate portable power tools including saws (circular, chain, cut-off, reciprocating), drills, routers, planes, sanders, nailers (air nailers, staples, screws), powder-actuated (nailing), screw guns, gasoline-powered tools, mortising machines, grinders, welding equipment and accessories (generators, propane heaters and compressors) by selecting, using, inspecting, maintaining and storing tools in accordance with manufacturer’s specifications, the *Occupational Health and Safety Act* and industry best practices.

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

1452.03 Operate stationary power tools and equipment such as jointers, planers, drill presses, grinders, saws (table, band, radial arm, mitre), and sanders and their accessories by selecting, using, inspecting, maintaining and storing tools in accordance with manufacturer’s specifications, the *Occupational Health and Safety Act* and industry best practices.

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

1452.04 Design jigs and templates in accordance with plans, manufacturer’s specifications and industry best practices.

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

1452.05 Use pre-fabricated and fabricated jigs and templates in accordance with manufacturer's specifications and industry best practices.

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

1453.0 Establish Building Procedures

General Performance Objective

Establish Building Procedures by performing trade-related calculations; preparing sketches; using plans and sketches; communicating with co-workers, supervisors and other tradespersons; applying trade-related written and spoken information; establishing procedures for installing pre-manufactured materials or equipment, organizing work site, and estimating material requirements.

Performance Objectives

Skills

1453.01 Perform trade-related calculations using fractions, decimals, ratios, percentages, involving measurement of lines, area and volumes (in both metric and imperial), and including angles, triangles, and the Pythagorean theorem, and apply the principles of basic geometry (lines, angles, triangles, polygons, circles, ellipses) to trade-related problems.

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.**

1453.02 Prepare sketches with necessary views, dimensions, and other relative information from oral/written instructions, formal drawings, and inspection of job location in order to clarify details and communicate information to others.

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

1453.03 Use plans and sketches including survey or plot plan, architectural, structural, mechanical, electrical, sections, specification and schedules (door, room-finish, anchor bolts, hardware, etc.) to determine build requirements and procedures in accordance with architectural standards, and take off dimensions in both metric and imperial measurements, paying particular attention to as-built drawings, contemplated change notices and addenda, and change orders.

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

1453.04 Communicate with co-workers, supervisors and other tradespersons by personal communication, telephone, radio and in writing by ensuring that information delivered is clear, concise and accurate and is in accordance with company policies and procedures and industry best practices.

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

1453.05 **Apply trade-related written and spoken information** by using established problem solving procedures, explaining decisions and actions to co-workers and supervisors, and producing clear and accurate oral and written reports.

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

1453.06 **Establish procedures for installing pre-manufactured materials or equipment** by applying knowledge of building requirements; using manuals, manufacturers' specifications and recommendation and government regulations, identifying system and component types and accessing any other necessary information to complete the job in accordance with all regulations and company policies and procedures.

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

1453.07 **Organize work site** by coordinating trades and materials on site in accordance with site schedules and industry best practices.

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

1453.08 Estimate material requirements from plans, drawings and specifications in accordance with standard estimating practices.

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

1454.0 Prepare Site for Building

General Performance Objective

Prepare site for building by preparing site for layout; laying out buildings according to plot and foundation plans; laying out piling and caissons for foundations and shore protection; installing piling and caissons for foundations and shore protection; installing shoring for trench, road and building stabilization; preparing ground for preserved wood foundation (PWF) and slab on grade; installing underpinning; and planning access and egress on job site.

Performance Objectives

Skills

1454.01 Prepare site for layout by assessing soil conditions, water problems and shoring requirements and modifying plans as needed, requesting utility locations, locating surveyor's points, erecting barricades and hoarding, arranging for top soil removal and excavation, recognizing and identifying suitable soil conditions, managing and controlling surface and ground waste, and making arrangements for waste removal in accordance with the Ontario Building Code, workplace documentation such as site instructions, and WHMIS and environmental legislation.

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

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

1454.02 Lay out buildings according to plot and foundation plans by establishing base line, locating corner points, and staking sidelines (including offsets and insets), using layout and survey equipment (builders' levels, water levels, laser levels, transits, GPS, and total station), building and placing batter boards, and transferring building lines and elevations to batter boards from benchmarks, making sure all measurements are within specified tolerances and conform to local zoning by-laws.

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

1454.03 Lay out piling and caissons for foundations and shore protection by interpreting plans, marking locations using equipment including transit, total station, GPS and laser levels in accordance with plans and specifications and the Ontario Building Code and local zoning by-laws.

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

1454.04 Install piling and caissons for foundations and shore protection by cutting off to given elevations and anchoring with tie rods and walers to prevent lateral movement, guiding the pile driving machine, and adjusting the angle, strength and depth of drive according to engineering specifications and the *Occupational Health and Safety Act*.

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

1454.05 Install shoring for trench, road and building stabilization by selecting specified materials, placing required lagging, walers, needles, T posts, cribbing, jacks, tie backs and scaffolding, bracing and anchoring to prevent slippage, placing forms and shims, pouring concrete/grout, and providing protection for bracing in accordance with engineering specifications, and identifying and reporting hazards in soil-conditions and shoring according to *Occupational Health and Safety Act*.

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

1454.06 Prepare ground for preserved wood foundation (PWF) and slab on grade by grading and levelling ground by using shovels and directing excavations in accordance with plans, manufacturers' specifications and the Ontario Building Code.

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

1454.07 Install underpinning by selecting required materials, placing needles and shores, pocket excavating at appropriate centres, placing forms, and pouring concrete in accordance with engineering specifications and industry best practices.

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

1454.08 Plan access and egress on job site for materials, equipment, parking and personnel in accordance with site conditions, industry best practices, and the *Occupational Health and Safety Act*.

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

1455.0 Execute Form Work

General Performance Objective

Execute form work by laying out, constructing and installing embedded steel; laying out, constructing and installing footing forms; laying out, constructing and installing forms for columns, piers and capitals; laying out, constructing and installing wall forms; laying out and building templates to receive dowels and anchor bolts; laying out, constructing and installing beam and girder forms; laying out, constructing and installing shoring; laying out, constructing and installing suspended slab forms; laying out and installing slab-on-grade; laying out, constructing and installing stair forms; laying out, constructing and installing forms for ramps and runways; laying out, assembling and installing flip forms; laying out, constructing, and installing various movable wall form systems; laying out, constructing, and installing forms to encase structural steel; laying out, constructing, and installing insulated concrete forms; stripping concrete forms; performing slump test on concrete; re-shoring completed structures; storing forms, placing consolidating and finishing concrete; controlling rate of curing concrete, laying out locations of pre-cast systems and pre-stressed concrete; installing pre-cast systems and pre-stressed concrete; and laying out, constructing and installing grout forms.

Performance Objectives

Skills

1455.01 Lay out embedded steel including reinforcing steel, stirrups, welded wire mesh, and anchor bolts, angle iron, structural plates, non slip nosing, sleeves, hand rail components and chairs by tying or fastening with fasteners and welding in accordance with engineering drawings and specifications.

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.**

1455.02 Construct embedded steel including reinforcing steel, stirrups, welded wire mesh, and anchor bolts, angle iron, structural plates, non slip nosing, sleeves, hand rail components and chairs by bending and cutting in accordance with plan specifications and the Ontario Building Code.

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

1455.03 Install embedded steel including reinforcing steel, stirrups, welded wire mesh, and anchor bolts, angle iron, structural plates, non slip nosing, sleeves, hand rail components and chairs in accordance with engineering drawings and specifications.

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

1455.04 Lay out footing forms by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.05 Construct footing forms in accordance with plan specifications and the Ontario Building Code.

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

1455.06 Install footing forms by visually identifying and reporting obvious soil problems, driving support stakes, cutting and installing sideboards, aligning and bracing, installing spreaders, ties, keyway, and water barrier, as required by specifications and building codes, and using reinforcing steel in accordance with plan specifications and the Ontario Building Code.

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

1455.07 Lay out forms for columns, piers and capitals by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.08 Construct forms for columns, piers and capitals in accordance with plans, manufacturers' specifications and the Ontario Building Code.

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

1455.09 Install forms for columns, piers and capitals by placing base template where required, cutting and building form side with necessary cut-outs and falsework or erecting pre-fab forms (e.g. Sonotube), erecting column or pier sides, placing column clamps at proper spacing, and plumbing and bracing as specified in accordance with drawings, specification, and the *Occupational Health and Safety Act*.

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

1455.10 Lay out wall forms by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.11 Construct wall forms in accordance with plans, manufacturers' specifications and the Ontario Building Code.

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

1455.12 Install wall forms by placing templates, bottom plates, wall studs and form sheathing, creating beam pockets, placing embedded accessories, installing wall ties, walers, and falsework, installing inner wall sheathing, studs, and walers to wall ties, aligning, plumbing, and bracing wall, installing bulkheads and bucks for pour stops and joints, and installing prefabricated panel systems in accordance with drawings, specifications, and the *Occupational Health and Safety Act*.

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

1455.13 Lay out templates to receive dowels and anchor bolts by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.14 Build templates to receive dowels and anchor bolts by assembling templates, placing the templates over the forms in relation to grid lines, and setting anchor bolts to height as required by specifications and engineering drawings.

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

1455.15 Lay out beam and girder forms by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.16 Construct beam and girder forms in accordance with plan specifications and the Ontario Building Code.

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

1455.17 Install beam and girder forms by erecting scaffold shoring with stringers and joists to appropriate heights or Tee-head shores at specified spacing, building and placing beam bottom and sides, installing ties, walers, and inserts, and aligning, plumbing, and bracing in accordance with drawings, specifications and industry best practices.

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

1455.18 Lay out shoring using layout equipment in accordance with engineering drawings and specifications.

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

1455.19 Construct shoring in accordance with plan specifications and the Ontario Building Code.

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

1455.20 Install shoring using hand and mechanical tools in accordance with plan specifications and the Ontario Building Code.

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

1455.21 Lay out suspended slab forms by transferring building lines from designated points using layout equipment in accordance with plans, manufacturers' specifications and the Ontario Building Code.

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

1455.22 Install suspended slab forms including fly form systems by erecting scaffold shores or screw jacks with stringers and joists and adjusting to height, placing sheathing, building and installing falsework, installing required bulkheads for expansion or construction joints, and setting screed pipes to elevation in accordance with drawings, specifications, and the *Occupational Health and Safety Act*.

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

1455.23 Lay out slab-on-grade by transferring building lines from designated points using layout equipment in accordance with plans, manufacturers' specifications and the Ontario Building Code.

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

1455.24 Install slab-on-grade by installing vapour barriers and rigid insulation on perimeter as required, setting grades, placing perimeter form, aligned and braced, setting expansion joints, screeds, reinforcing steel, grade stakes and water stop, laying out walls, installing anchor bolts and other embedment, and laying out control joints in accordance with drawings, specification and the *Occupational Health and Safety Act*.

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

1455.25 Lay out stair forms by calculating unit rise and run in accordance with by-law limitations and the Ontario Building Code.

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

1455.26 Construct stair forms in accordance with plan specifications and the Ontario Building Code.

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

1455.27 Install stair forms by installing shoring, bracing, and soffit, laying out and installing stringers and risers allowing for nosing and tread inserts, making required provisions for hand railing, placing stiffeners and braces in accordance with the Ontario Building Code.

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

1455.28 Lay out forms for ramps and runways by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.29 Construct forms for ramps and runways in accordance with plan specifications and the Ontario Building Code.

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

1455.30 Install forms for ramps and runways by using sidewall forms to given slope ratio and installing forms for curbs with provision for hand railing, in accordance with drawings, specification, the Ontario Building Code and standards for the disabled (in reference to slopes and handrails)

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

1455.31 Lay out slip forms by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.32 Construct slip forms in accordance with plans, engineering specifications and the Ontario Building Code.

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

1455.33 Install slip forms as per engineering design, positioning and securing specialized hardware by installing hydraulic lift jacks, attaching working platforms and other scaffolds as required, and supervising form move as directed by site engineer in accordance with drawings, specifications, and the *Occupational Health and Safety Act*.

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

1455.34 Lay out various movable wall form systems using layout equipment in accordance with engineering drawings and specifications.

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

1455.35 Construct various movable wall form systems by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.36 Install various movable wall form systems by using engineering design, rigging to hoisting equipment (including attachment of tagline), attaching working platforms and other scaffolds as required, placing form by bolting into previous pour, plumbing and bracing, and installing embedded hardware in accordance with drawings, specifications and the *Occupational Health and Safety Act*.

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

1455.37 Lay out forms to encase structural steel by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.38 Build forms to encase structural steel in accordance with plan specifications and the Ontario Building Code.

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

1455.39 Install forms to encase structural steel in concrete by installing hanger ties as required, shoring, placing beam forms, walers, plates and stiffeners, and aligning and bracing in accordance with engineering drawings, specifications, and industry best practices.

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

1455.40 Lay out insulated concrete forms by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.41 Construct insulated concrete forms in accordance with plan specifications and the Ontario Building Code.

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

1455.42 Install insulated concrete forms in accordance with manufacturers' specifications and the Ontario Building Code.

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

1455.43 Strip concrete forms, after the concrete reaches the required strength, by detaching braces, strongbacks, tie hardware, walers, studs and sheathing panels, rigging to hoisting equipment, removing shore and underside sheathing, falsework and scaffold in accordance with drawings, specifications and industry best practices.

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

1455.44 Perform slump test on concrete in accordance with drawings, specifications and industry best practices.

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

1455.45 Re-shore completed structures by re-installing jacks in accordance with drawings, specifications, and the *Occupational Health and Safety Act*.

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

1455.46 **Store forms** by placing in designated lay down areas in accordance with drawings, engineering specifications, the *Occupational Health and Safety Act* and industry best practices.

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

1455.47 **Place concrete** in accordance with drawings, engineering specifications, and the *Occupational Health and Safety Act*.

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

1455.48 **Consolidate concrete** using electrical consolidation tools or hand tools in accordance with drawings, specifications and the *Occupational Health and Safety Act*. and manufacturer's specifications.

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

1455.49 **Finish concrete** using hand or power finishing tools in accordance with plan specifications and the Ontario Building Code.

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

1455.50 **Control rate of curing concrete** by considering environmental conditions and by heating, hoarding, and insulating and using additives in accordance with plans, CSA standards and the Ontario Building Code.

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

1455.51 **Lay out locations of pre-cast systems and pre-stressed concrete** by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1455.52 Install pre-cast systems and pre-stressed concrete using mechanical equipment such as cranes and boom trucks in accordance with engineering drawings and specifications.

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

1455.53 Lay out grout forms in accordance with engineering drawings and specifications.

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

1455.54 Construct grout forms in accordance with plan specifications and the Ontario Building Code.

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

1455.55 **Install grout forms** by mechanical fastening using powder-actuated tools and concrete screws and nails in accordance with engineering drawings and specifications.

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

1456.0 **Frame Floors and Walls**

General Performance Objective

Frame floors and walls by laying out, constructing and installing preserved wood foundation (PWF) ; laying out and installing floor framing; laying out, constructing and installing walls for platform-style framing; laying out, constructing and installing walls for balloon-style framing; laying out energy-efficient framing; laying out, constructing and installing modular factory prefabricated units; constructing acoustic fire cavity and party walls; and framing allowances for building services and utilities.

Performance Objectives

Skills

1456.01 **Lay out preserved wood foundation (PWF)** by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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.**

1456.02 Construct preserved wood foundation (PWF) in accordance with plan specifications and the Ontario Building Code.

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

1456.03 Install preserved wood foundation (PWF) by placing walls on laid out footings in accordance with drawings, specifications and the *Occupational Health and Safety Act*.

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

1456.04 Lay out floor framing by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1456.05 **Install floor framing** by using gaskets, sills and beams (laminated, built-up, steel, solid timber), supporting beams, placing joists (wood I joists, truss joists, pre-fab, web systems, etc.) hangers and bridging and blocking, trimming openings, and laying sheathing using specified fasteners and adhesives, in accordance with plans, specifications and the Ontario Building Code.

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

1456.06 **Lay out walls for platform-style framing** by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1456.07 **Construct walls for platform-style framing** in accordance with plan specifications and the Ontario Building Code.

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

1456.08 Install walls for platform-style framing by laying out top and bottom plates, laying out wall positions on sub-floor, laying out and installing metal and wood studs, installing sheathing, raising, plumbing and bracing walls, and backing and blocking the installation in accordance with plans, specifications and the Ontario Building Code.

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

1456.09 Lay out walls for balloon-style framing by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1456.10 Construct walls for balloon-style framing in accordance with plan specifications and the Ontario Building Code.

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

1456.11 Install walls for balloon-style framing by laying out top and bottom plates, laying out wall positions on sill plate, installing wood studs, inseting ledger boards in studs at ceiling of first floor and fire stopping between floors, raising, plumbing and bracing, sheathing walls, and backing and blocking the installation in accordance with plans, specifications and the Ontario Building Code.

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

1456.12 Lay out energy-efficient framing by using layout equipment in accordance with engineering drawings and specifications.

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

1456.13 Lay out modular factory prefabricated units including structural insulated panels (SIP) by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1456.14 Construct modular factory prefabricated units including structural insulated panels (SIP) in accordance with plan specifications and the Ontario Building Code.

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

1456.15 Install modular factory prefabricated units including structural insulated panels (SIP) by matching sections to locations, installing and bracing units, securing units, and finishing the interior and exterior in accordance with plans.

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

1456.16 Construct acoustic fire cavity and party walls according to blueprints, the Ontario Building Code, the fire code and the *Occupational Health and Safety Act*.

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

1456.17 **Frame allowances for building services and utilities** according to building plans, specifications, and the Ontario Building Code.

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

1457.0 **Frame Roofs and Ceilings**

General Performance Objective

Frame roofs and ceilings by laying out, constructing and installing equal slope roofs; laying out and installing ceiling joists and backing; laying out, constructing and installing unequal pitch roofs; laying out and constructing pre-engineered site-built trusses; laying out and installing manufactured trusses; laying out a roof system for dormer openings; constructing and installing dormer openings; laying out, constructing and installing dormers; laying out a roof system for skylight openings; constructing and installing skylight openings; laying out, constructing and installing flat roofs; laying out, constructing and installing out ornamental roofs; and installing roof substrate components.

Performance Objectives

Skills

1457.01 **Lay out equal slope roofs** by calculating and measuring for rafter length, line length, shortening, dropping, and angle cuts by using the framing square, the Pythagoras' theorem, the step-off method, and the full scale method in accordance with plan specifications, the Ontario Building Code and industry best practices.

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.**

1457.02 Construct equal pitch roofs in accordance with plan specifications and the Ontario Building Code.

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

1457.03 Install equal pitch roofs in accordance with plan specifications and the Ontario Building Code.

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

1457.04 Lay out ceiling joists and backing by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.05 Install ceiling joists and backing in accordance with plans, specifications and the Ontario Building Code.

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

1457.06 Lay out unequal pitch roofs by determining the amount to raise wall plates and the location of splices and braces using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.07 Construct unequal pitch roofs in accordance with plan specifications and the Ontario Building Code.

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

1457.08 Install equal and unequal pitch roofs by placing rafters (common, hip, jack, valley) for a given slope, cutting and installing collar ties and ribbon, and installing framing for gables and soffit in accordance with the Ontario building code.

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

1457.09 Lay out pre-engineered site-built trusses by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.10 Construct pre-engineered site-built trusses by confirming the quality of the lumber being installed and nailing gussets over joints, in accordance with plan specifications and the Ontario Building Code.

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

1457.11 Lay out manufactured trusses including intersecting roof systems by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.12 Install manufactured trusses including intersecting roof systems by hoisting trusses into position, ensuring correct alignment and locating and placing strongbacks, bracing and blocking, and installing framing for soffits and gable ends, and ensuring all trusses are aligned in accordance with manufacturers' specifications and the *Occupational Health and Safety Act*.

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

1457.13 Lay out a roof system for dormer openings using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.14 Construct dormer openings in accordance with plan specifications and the Ontario Building Code.

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

1457.15 Install dormer openings by framing the opening, installing studs, lintels, rafter plates, laying out, cutting and installing rafters, installing wall sheathing, and framing for soffit in accordance with the Ontario Building Code.

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

1457.16 Lay out dormers using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.17 Construct dormers in accordance with plan specifications and the Ontario Building Code.

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

1457.18 Install dormers by framing the opening, installing studs, lintels, rafter plates, rafters, wall sheathing, and framing for soffit in accordance with the Ontario Building Code.

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

1457.19 Lay out a roof system for skylight openings by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.20 Construct skylight openings in accordance with plan specifications and the Ontario Building Code.

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

1457.21 Install skylight openings by framing the opening and installing lintels and rafters in accordance with the Ontario Building Code.

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

1457.22 Lay out flat roofs by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.23 Construct flat roofs in accordance with plan specifications and the Ontario Building Code.

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

1457.24 Install flat roofs by installing framing for soffit and trussed joists, framing openings, and reinforcing as specified, installing bracing, parapet walls and cant strips as required, making sure that the installation is in accordance with building and fire codes.

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

1457.25 Lay out ornamental roofs including gazebo roofs, cupola roofs, eyebrow roofs, and Dutch hip roofs by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1457.26 Construct ornamental roofs including gazebo roofs, cupola roofs, eyebrow roofs, and Dutch hip roofs in accordance with plan specifications and the Ontario Building Code.

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

1457.27 Install ornamental roofs including gazebo roofs, cupola roofs, eyebrow roofs, and Dutch hip roofs by placing rafters (hip, common, jack) and framing for soffits and fascia in accordance with the Ontario Building Code.

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

1457.28 Install roof substrate components including sheathing, S.I.P.S., solid sawn lumber, insulation, strapping in accordance with the Ontario Building Code.

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

1458.0 Construct Heavy Framing

General Performance Objective

Construct heavy framing by laying out and constructing heavy floor framing; installing heavy floor framing and lay floor planking; laying out, constructing and installing wood post and beam components; laying out, constructing and installing roof frame for post and beam structure; laying out, constructing and installing wall fill-in for post and beam structure; laying out, constructing and installing timber trusses; laying out position of trusses on a wall; laying out, constructing and installing ramps, runways, chutes, splashboards, and bents (trestles); and laying out and constructing pole barns.

Performance Objectives

Skills

1458.01 Lay out heavy floor framing by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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.**

1458.02 Construct heavy floor framing in accordance with plan specifications and the Ontario Building Code.

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

1458.03 **Install heavy floor framing and lay floor planking** by cutting, and placing stock for sills, girders and joists, and installing specified flooring materials on beams and/or joists in accordance with engineering and manufacturer’s specifications and building codes.

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

1458.04 **Lay out wood post and beam components** by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1458.05 **Construct wood post and beam components** in accordance with plan specifications and the Ontario Building Code.

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

1458.06 Install wood post and beam components by cutting frame members, joining where required, erecting and placing corner, intermediate girts, plates, and permanent bracing, and plumbing and aligning vertical members using cables, turnbuckles, come-alongs and jacks, in accordance with engineering and manufacturer's specifications and building codes.

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

1458.07 Lay out roof frame for post and beam structure by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1458.08 Construct roof frame for post and beam structure in accordance with plan specifications and the Ontario Building Code.

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

1458.09 **Install roof frame for post and beam structure** by cutting, and installing roof members, cutting and placing purlins, and installing roof decking including structurally insulated panels (SIPs) in accordance with engineering and manufacturer’s specifications and building codes.

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

1458.10 **Lay out wall fill-in for post and beam structure** by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1458.11 **Construct wall fill-in for post and beam structure** in accordance with plan specifications and the Ontario Building Code.

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

1458.12 Install wall fill-in for post and beam structures such as tongue-and-groove planking, logs, and conventional framing to receive windows, doors, and utilities in accordance with manufacturer’s specifications and building codes.

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

1458.13 Lay out timber trusses in accordance with engineering specifications.

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

1458.14 Construct timber trusses using jigs by assembling chords, struts and webs and using split rings and shear plates in accordance with plan specifications and the Ontario Building Code.

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

1458.15 **Install timber trusses** by using temporary and permanent bracing and selecting and arranging for the appropriate rigging and hoisting equipment in accordance with engineering specifications and the *Occupational Health and Safety Act*.

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

1458.16 **Lay out position of trusses on a wall** in accordance with engineering specifications.

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

1458.17 **Lay out ramps, runways, chutes, splash-boards, and bents (trestles)** by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1458.18 Construct ramps, runways, chutes, splash-boards, and bents (trestles) in accordance with plan specifications and the Ontario Building Code.

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

1458.19 Install ramps, runways, chutes, splash-boards, and bents (trestles) by cutting individual members, placing prefabricated components for temporary or permanent usage, and arranging for the appropriate rigging and hoisting equipment in accordance with plans, specifications, the *Occupational Health and Safety Act*, and other regulations.

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

1458.20 Lay out pole barns by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1458.21 Construct pole barns by cutting frame members, joining where required, erecting and placing corner, intermediate girts, plates, and permanent bracing, and plumbing and aligning vertical members using cables, turnbuckles, come-alongs and jacks, in accordance with engineering and manufacturer's specifications and building codes.

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

1459.0 Build Stairs

General Performance Objective

Build stairs by laying out, constructing and installing straight stairs; laying out, constructing and installing landings for stairs; laying out, constructing and installing winder stairs; laying out, constructing and installing pre-fabricated stairs; and laying out, constructing and installing newel posts, handrails and balustrades.

Performance Objectives

Skills

1459.01 Lay out straight stairs with closed and open stringers by calculating the number of risers and treads, laying out and cutting stringers, and by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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.**

1459.02 Construct straight stairs with closed and open stringers in accordance with plan specifications and the Ontario Building Code.

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

1459.03 Install straight stairs with closed or open stringers by placing stringers, risers and treads in accordance with the Ontario Building Code.

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

1459.04 Lay out landings for stairs by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1459.05 Construct landings for stairs in accordance with plan specifications and the Ontario Building Code.

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

1459.06 Install landings for stairs in accordance with plans, the Ontario Building Code and industry best practices.

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

1459.07 Lay out winder stairs by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1459.08 Construct winder stairs in accordance with plan specifications and the Ontario Building Code.

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

1459.09 Install winder stairs in accordance with plans and the Ontario Building Code.

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

1459.10 Lay out pre-fabricated stairs by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1459.11 Construct pre-fabricated stairs in accordance with plan specifications and the Ontario Building Code.

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

1459.12 Install pre-fabricated stairs in accordance with manufacturers' specifications, plans and the Ontario Building Code.

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

1459.13 Lay out newel posts, handrails and balustrades by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1459.14 Construct newel posts, handrails and balustrades in accordance with plan specifications and the Ontario Building Code.

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

1459.15 Install newel posts, handrails and balustrades in accordance with plans and the Ontario Building Code.

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

1460.0 Install Doors, Frames and Hardware

General Performance Objective

Install doors, frames and hardware by laying out, constructing and installing frames and movable partitions; laying out, constructing and installing door systems; laying out and installing overhead doors, rollup shutters and roll-up doors; and laying out and installing manual and electrical-activated hardware.

Performance Objectives

Skills

1460.01 Lay out frames and movable partitions within masonry, concrete, steel and wood frame construction by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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.**

1460.02 Construct frames and movable partitions masonry, concrete, steel and wood frame construction in accordance with plan specifications and the Ontario Building Code.

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

1460.03 Install frames and movable partitions within masonry, concrete, steel and wood frame construction by building and installing door bucks, wall penetrations and arch centres in accordance with specifications from drawings and manufacturer’s units.

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

1460.04 Lay out door systems including double-action, patio, specially designed units, shop-built, site-built, pre-hung, over-sized, freezer, terrace, revolving, glass, Dutch, double, fire-rated, pocket, bi-fold and transom by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1460.05 Construct door systems including double-action, patio, specially designed units, shop-built, site-built, pre-hung, over-sized, freezer, terrace, revolving, glass, Dutch, double, fire-rated, pocket, bi-fold and transom in accordance with plan specifications and the Ontario Building Code.

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

1460.06 **Install door systems** including double-action, patio, specially designed units, shop-built, site-built, pre-hung, over-sized, freezer, terrace, revolving, glass, Dutch, double, fire-rated, pocket, bi-fold and transom in accordance with plans, manufacturer’s specifications, and the Ontario Building Code.

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

1460.07 **Lay out overhead doors, rollup shutters and roll-up doors** in accordance with plans and manufacturers’ specifications.

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

1460.08 **Install overhead doors, rollup shutters and roll-up doors** in accordance with plans and manufacturers’ specifications.

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

1460.09 Lay out manual and electrical-activated hardware including door closers and openers, mechanical stops, hold-opens, kick and push plates, pulls, panic bars and special locks, weatherstrip, thresholds, brushed seals and sweeps, automatic door bottoms, dock seals, bumpers, bollards, pipe railings (for overhead doors on loading docks) hinges and pivots, strikers and strike plates, flush and dead bolts, mortise and board locks, viewers, mullion posts, astragals and coordinators by using layout equipment in accordance with plans, manufacturers' specifications and the Ontario Building Code.

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

1460.10 Install manual and electrical-activated hardware including door closers and openers, mechanical stops, hold-opens, kick and push plates, pulls, panic bars and special locks, weatherstrip, thresholds, brushed seals and sweeps, automatic door bottoms, dock seals, bumpers, bollards, pipe railings (for overhead doors on loading docks) hinges and pivots, strikers and strike plates, flush and dead bolts, mortise and board locks, viewers, mullion posts, astragals and coordinators in accordance with plans, manufacturers' specifications and the Ontario Building Code.

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

1461.0 Install Windows

General Performance Objective

Install windows by installing exterior window systems; and laying out, constructing and installing interior windows.

Performance Objectives

Skills

1461.01 Install exterior window systems including prefabricated (wood, vinyl, metal, fibreglass), double and single hung, casement, bow, bay, slider, awning, hopper, louver, fixed, skylight and screens, by using special hardware, sealants, fasteners (screws, nails, anchors, shims, adhesives), flashing and trim in accordance with manufacturer’s specifications, drawings and the Ontario Building Code.

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.**

1461.02 Lay out interior windows including reception desk by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1461.03 Construct interior windows including reception desk by fabricating jambs and stops in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1461.04 Install interior windows including reception desk by installing glazing and selecting, placing, fastening and adjusting windows and components in accordance with plans, manufacturer's specifications, and the Ontario Building Code.

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

1462.0 Install Exterior Finishing Materials

General Performance Objective

Apply exterior finishing materials by laying out exterior siding and trim; constructing and installing siding components; constructing trim components; installing exterior siding and trim; laying out, constructing and installing cornice components; laying out, constructing and installing roof coverings, roof vents and flashing; and laying out, constructing and installing exterior decks.

Performance Objectives

Skills

1462.01 Lay out exterior siding and trim including aluminium, vinyl, wood, steel, composite products, concrete, flashings, cladding and brick mould using layout equipment in accordance with plan specifications, the Ontario Building Code and industry best practices.

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.**

1462.02 Construct siding components including aluminium, vinyl, wood, steel, composite products, concrete, flashings, cladding and brick mould in accordance with plan specifications and the Ontario Building Code.

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

1462.03 **Install siding components** including aluminium, vinyl, wood, steel, composite products, concrete, flashings, cladding and brick mould in accordance with manufacturer’s specifications and the Ontario Building Code.

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

1462.04 **Construct trim components** using an aluminium brake in accordance with plan specifications and the Ontario Building Code.

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

1462.05 **Install exterior siding and trim** such as aluminium, vinyl, wood, steel, composite products, concrete, flashings, cladding, brick mould, and sealants, by installing air/moisture barriers, membranes, exterior insulation and shutters, selecting fasteners (screws, anchors, adhesives), special hardware and drip caps in accordance with manufacturer’s specifications and drawings.

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

1462.06 Lay out cornice components, including soffits, soffit returns, vents, fascia, frieze boards and eaves trough using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1462.07 Construct cornice components, including soffits, soffit returns, vents, fascia, frieze and eaves trough in accordance with plan specifications and the Ontario Building Code.

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

1462.08 Install cornice components, including soffits, soffit returns, vents, fascia, frieze and eaves trough in accordance with the architect's specifications and drawings.

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

1462.09 Lay out roof coverings, roof vents and flashing including eave protection, felt paper, asphalt shingles, roll roofing, wood shakes and shingles, metal coverings, imitation clay tiles, fibreglass and rubber membranes by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1462.10 Construct roof coverings, roof vents and flashing including eave protection, felt paper, asphalt shingles, roll roofing, wood shakes and shingles, metal coverings, imitation clay tiles, fibreglass and rubber membranes in accordance with plan specifications and the Ontario Building Code.

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

1462.11 Install roof coverings, roof vents and flashing including eave protection, felt paper, asphalt shingles, roll roofing, wood shakes and shingles, metal coverings, imitation clay tiles, fibreglass and rubber membranes, using fasteners (nails, staples, screws), sealants, drip edge, starter strips and membranes, in accordance with manufacturer’s specifications and drawings.

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

1462.12 Lay out exterior decks including stairs, ramps and handrails by transferring building lines from designated points using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1462.13 Construct exterior decks including stairs, ramps and handrails in accordance with plan specifications and the Ontario Building Code.

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

1462.14 Install exterior decks including stairs, ramps and handrails in accordance with drawings, manufacturers' specifications, and the Ontario Building Code.

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

1463.0 Install Finished Materials to Walls and Ceilings

General Performance Objective

Install finished materials to walls and ceilings by laying out, constructing and preparing wall and ceiling for finishes; installing acoustic and thermal insulation and vapour barriers; applying energy-efficient construction techniques; laying out, constructing and installing wall and ceiling coverings; and laying out, constructing and installing suspended ceiling systems.

Performance Objectives

Skills

1463.01 Lay out wall and ceiling for finishes by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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.**

1463.02 Construct wall and ceiling for finishes in accordance with plan specifications and the Ontario Building Code.

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

1463.03 Prepare wall and ceiling for finishes by installing wood or metal strapping and furring, acoustic channels, metal-stud and track and wall systems, movable partitions, folding and sliding partitions (accordion walls, etc.) bulkheads, and support backing for folding partitions and sliding doors, according to plans, specifications and the Ontario Building Code.

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

1463.04 Install acoustic and thermal insulation and vapour barriers such as flexible insulation, polyurethane insulation where permitted by local building codes, rigid insulation, loose insulation, polyethylene, lead baffles, double partitions, sound attenuation batts, and resilient furring channels in accordance with manufacturer's specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1463.05 Apply energy-efficient construction techniques including constructing super-insulated walls, floors and roofs; installing vapour barriers; applying various methods of controlling air leakage; constructing active and passive solar structures; providing for the installation of mechanical systems (e.g., heat recovery ventilators); and building according to the specifications of energy-efficient systems, all work being performed in accordance with plans, specifications, building codes, manufacturer's instructions, and the *Occupational Health and Safety Act*.

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

1463.06 Lay out wall and ceiling coverings including moisture- and fire-rated gypsum board, metal lath, finished sheets, panels and battens, solid wood and slat walls, ceiling tiles, and wainscoting by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1463.07 Construct wall and ceiling coverings including moisture- and fire-rated gypsum board, metal lath, finished sheets, panels and battens, solid wood and slat walls, ceiling tiles, and wainscoting in accordance with plan specifications and the Ontario Building Code.

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

1463.08 Install wall and ceiling coverings including moisture- and fire-rated gypsum board, metal lath, finished sheets, panels and battens, solid wood and slat walls, ceiling tiles, and wainscoting by selecting appropriate ceiling-tile layout in accordance with plans, specifications and the Ontario Building Code.

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

1463.09 Lay out suspended ceiling systems including metal-decorative, drywall, metal baffle, acoustic tile, integral and reflecting/indirect by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1463.10 Construct suspended ceiling systems including metal-decorative, drywall, metal baffle, acoustic tile, integral and reflecting/indirect in accordance with plan specifications and the Ontario Building Code.

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

1463.11 Install suspended ceiling systems including metal-decorative, drywall, metal baffle, acoustic tile, integral and reflecting/indirect by levelling channels and hangars, installing main and cross-tees, installing bulkheads if required, installing acoustic and decorative tiles by ensuring hands are clean in accordance with building and fire codes and specifications.

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

1464.0 Install Interior Finishing Materials and Hardware

General Performance Objective

Apply interior finishing materials by laying out vertical trim, constructing and installing horizontal and vertical trim, laying out, constructing and installing millwork; laying out pre-fabricated kitchens, bathrooms, vanities and countertops; laying out, constructing and installing wood, composite and other manufactured finished and unfinished floors and accessories, underlay, and special base preparations; laying out, constructing, installing and dismantling demountable wall systems; laying out, constructing and installing arena seating; selecting materials to receive finishes; and laying out and installing interior hardware.

Performance Objectives

Skills

1464.01 Lay out vertical trim including baseboard, chair rail, crown, cove, casing, skirts, stools, sills, chases, valances and other mouldings, special handrails (for hospitals and homes for the aged), and jamb extensions by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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.**

1464.02 Construct horizontal and vertical trim including baseboard, chair rail, crown, cove, casing, skirts, stools, sills, chases, valances and other mouldings, special handrails (for hospitals and homes for the aged), and jamb extensions in accordance with plan specifications and the Ontario Building Code.

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

1464.03 Install horizontal and vertical trim including baseboard, chair rail, crown, cove, casing, skirts, stools, sills, chases, valances and other mouldings, special handrails (for hospitals and homes for the aged), and jamb extensions by installing backers in accordance with drawings, specifications, and building codes.

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

1464.04 Lay out millwork including cabinetry built in place (book cases, linen closets, doors, drawers and counters) by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1464.05 Construct millwork including cabinetry built in place (book cases, linen closets, doors, drawers and counters) in accordance with plan specifications and the Ontario Building Code.

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

1464.06 Install millwork including cabinetry built in place (book cases, linen closets, doors, drawers and counters) in accordance with drawings and building codes.

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

1464.07 Lay out pre-fabricated kitchens, bathrooms, vanities and countertops by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1464.08 **Install pre-fabricated kitchens, bathrooms, vanities and countertops** in accordance with drawings and building codes.

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

1464.09 **Lay out wood, composite and other manufactured finished and unfinished floors and accessories, underlay, and special base preparations** by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1464.10 **Construct wood, composite and other manufactured finished and unfinished floors and accessories, underlay, and special base preparations** in accordance with plan specifications and the Ontario Building Code.

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

1464.11 Install wood, composite and other manufactured finished and unfinished floors and accessories, underlay, and special base preparations, using adhesives and materials in accordance with manufacturer’s specifications, drawings, local building codes, and the *Occupational Health and Safety Act*.

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

1464.12 Lay out demountable wall systems in sequence by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1464.13 Construct demountable wall systems in sequence in accordance with plan specifications and the Ontario Building Code.

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

1464.14 **Install demountable wall systems** in sequence by using fastening devices and techniques and by cutting, fitting, fastening, aligning and plumbing components in accordance with plans, manufacturer’s specifications, the Ontario Building Code, and the *Occupational Health and Safety Act*.

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

1464.15 **Dismantle demountable wall systems** in sequence in accordance with plans, manufacturer’s specifications, the Ontario Building Code, and the *Occupational Health and Safety Act*.

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

1464.15 **Lay out arena seating** by using layout equipment in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1464.16 Construct arena seating in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1464.17 Install arena seating in accordance with plans, local building codes, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1464.18 Select materials to receive finishes such as paint, stain and clear finish coating in accordance with plans and finish schedules.

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

1464.19 **Lay out interior hardware** including chalkboards, corkboards, white boards, dividers, privacy walls, toilet partitions, signs, overhead displays and fire extinguisher brackets and cabinets by using layout equipment in accordance with plan specifications and the Ontario Building Code.

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

1464.20 **Install interior hardware** including chalkboards, corkboards, white boards, dividers, privacy walls, toilet partitions, signs, overhead displays and fire extinguisher brackets and cabinets in accordance with plans, manufacturer's specifications, and the Ontario Building Code.

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

1465.0 Perform Landscape and Site Work

General Performance Objective

Perform landscape and site work by laying out, constructing and installing fences, guard rails, blast walls, protective barriers, sound barriers and retaining walls; laying out, constructing and installing benches and timber steps; laying out, constructing and installing docks, piers, bridges and gazebos; laying out, constructing and installing traffic and pedestrian control; and laying out, constructing and installing recreational site components.

Performance Objectives

Skills

1465.01 Lay out fences, guard rails, blast walls, protective barriers, sound barriers and retaining walls by establishing lines from designated points using layout equipment in accordance with plan specifications, local building codes and the Ontario Building Code.

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.**

1465.02 Construct fences, guard rails, blast walls, protective barriers, sound barriers and retaining walls in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.03 **Install fences, guard rails, blast walls, protective barriers, sound barriers and retaining walls** in accordance with plans, local building codes and the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1465.04 **Lay out benches and timber steps** by using layout equipment in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.05 **Construct benches and timber steps** in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.06 **Install benches and timber steps** in accordance with plans, local building codes, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1465.07 **Lay out docks, piers, bridges and gazebos** by establishing building lines from designated points using layout equipment in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.08 **Construct docks, piers, bridges and gazebos** in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.09 Install docks, piers, bridges and gazebos in accordance with plans, local building codes, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1465.10 Lay out traffic and pedestrian control (hoarding, safety, barriers) including sign bases and signs by establishing building lines from designated points using layout equipment in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.11 Construct traffic and pedestrian control (hoarding, safety, barriers) including sign bases and signs in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.12 Install traffic and pedestrian control (hoarding, safety, barriers) including sign bases and signs in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.13 Lay out recreational site components by establishing building lines from designated points using layout equipment in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.14 Construct recreational site components in accordance with plan specifications, local building codes and the Ontario Building Code.

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

1465.15 Install recreational site components in accordance with plans, local building codes and the Ontario Building Code.

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

1466.0 Perform Renovations

General Performance Objective

Perform renovations by protecting existing structures, removing interior finishes and exterior finishes; altering existing structures; and laying out, constructing and installing new components.

Performance Objectives

Skills

1466.01 Protect existing structures including foundations, utilities, interior finishes, exterior finishes, contents and surrounding structures using hoarding techniques and safety barriers and by maintaining the health and safety of occupants and the general public in accordance with the *Occupational Health and Safety Act* and industry best practices.

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.**

1466.02 Remove interior finishes and exterior finishes by using controlled procedures to accommodate new construction and re-installation in accordance with plans, the Ontario Building Code, and the *Occupational Health and Safety Act*.

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

1466.03 Alter existing structures including roofs, foundations, beams, girders, columns, floors and ceilings by supporting loads and utilities and removing existing structures in accordance with job site requirements, plans, the Ontario Building Code, the *Occupational Health and Safety Act* and industry best practices.

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

1466.04 Lay out new structural components including roofs, foundations, beams, girders, columns, floors and ceilings for connection to existing structures in accordance with plans, the Ontario Building Code, manufacturers' specifications and industry best practices.

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

1466.05 Construct new structural components including roofs, foundations, beams, girders, columns, floors and ceilings for connection to existing structures in accordance with plans, the Ontario Building Code, manufacturers' specifications and industry best practices.

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

1466.06 Install new structural components including roofs, foundations, beams, girders, columns, floors and ceilings by connecting to existing structures in accordance with plans, the Ontario Building Code, manufacturers' specifications and industry best practices.

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

1467.0 Erect and Dismantle Scaffolds

General Performance Objective

Erect and dismantle scaffolds by laying out, constructing, installing and dismantling wood scaffolds; laying out, constructing, installing and dismantling sectional frame access scaffolding; laying out, constructing and dismantling rolling scaffolding; laying out, constructing, installing and dismantling tube and clamp scaffolding; laying out, constructing, installing and dismantling system scaffolding; and constructing hanging scaffolds.

Performance Objectives

Skills

1467.01 Lay out wood scaffolds by using layout equipment in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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.**

1467.02 Construct wood scaffolds in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.03 Install wood scaffolds in accordance with plans, specifications and the *Occupational Health and Safety Act*.

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

1467.04 Dismantle wood scaffolds in reverse order in accordance with plans, specifications and the *Occupational Health and Safety Act*.

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

1467.05 Lay out sectional frame access scaffolding by establishing lines from designated points using layout equipment in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.06 Construct sectional frame access scaffolding in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.07 Install sectional frame access scaffolding, establishing height, installing required accessories and safe and effective working platform, using a ladder instead of the end frame for access and egress in accordance with manufacturer's specifications and the *Occupational Health and Safety Act*.

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

1467.08 Dismantle sectional frame access scaffolding in reverse order in accordance with manufacturer's specifications and the *Occupational Health and Safety Act*.

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

1467.09 Lay out rolling scaffolding including sectional frame, tube and clamp, and systems by using layout equipment in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.10 Construct rolling scaffolding including sectional frame, tube and clamp, and systems by establishing height, locking brakes and blocking wheels, installing required accessories and safe and effective working platform, and using a ladder instead of the end frame for access and egress in accordance with plans, manufacturers' specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.11 Dismantle rolling scaffolding including sectional frame, tube and clamp, and systems in reverse order in accordance with manufacturer's specifications and the *Occupational Health and Safety Act*.

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

1467.12 Lay out tube and clamp scaffolding by establishing lines from designated points using layout equipment in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.13 Construct tube and clamp scaffolding in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.14 Install tube and clamp scaffolding by erecting standards, transoms and ledgers, bracing at node points, guard rails, cantilevers and drops, determining proper spans with diagonal and horizontal bracing and tie-ins, and installing clamps and safety clamps, securing planks, providing additional tie-ins if covering scaffold in accordance with manufacturers instructions and the *Occupational Health and Safety Act*.

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

1467.15 Dismantle tube and clamp scaffolding in reverse order in accordance with manufacturer's specifications and the *Occupational Health and Safety Act*.

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

1467.16 Lay out system scaffolding by establishing lines from designated points using layout equipment in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.17 Construct system scaffolding in accordance with plan specifications, the Ontario Building Code and the *Occupational Health and Safety Act*.

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

1467.18 Install system scaffolding by erecting standards, transoms and ledgers, bracing at node points, guard rails, cantilevers and drops, determining proper spans with diagonal and horizontal bracing and tie-ins, and installing clamps and safety clamps, wiring down planks, providing additional tie-ins if hoarding scaffold in accordance with manufacturers instructions and the *Occupational Health and Safety Act*.

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

1467.19 Dismantle system scaffolding in reverse order in accordance with manufacturer’s specifications and the *Occupational Health and Safety Act*.

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

1467.20 Construct hanging scaffolds by checking cables for soundness, installing platform appropriate to load, placing proper size and number of clamps, and dismantling in reverse order, in accordance with engineering specifications, Ministry of Labour notification requirements, the *Occupational Health and Safety Act* and work site policies and procedures.

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

1468.0 Cut and Weld Mild Steel

General Performance Objective

Cut and weld mild steel by cutting mild steel using quick cut, grinder, metal cut-off saw and reciprocating saw; setting up oxy-fuel cutting equipment; cutting mild steel with oxy-fuel equipment; setting up shielded metal arc welding equipment; and welding carbon-steel joints.

Performance Objectives

Skills

1468.01 Cut mild steel using quick cut, grinder, metal cut-off saw and reciprocating saw in accordance with industry best practices.

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.**

1468.02 Set up oxy-fuel cutting equipment in accordance with the Canadian Welding Bureau (CWB) procedures and manufacturers' specifications.

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

1468.03 **Cut mild steel with oxy-fuel equipment** in accordance with manufacturer's specifications, the Canadian Welding Bureau (CWB) procedures and the *Occupational Health and Safety Act*.

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

1468.04 **Set up shielded metal arc welding equipment** in accordance with Canadian Welding Bureau (CWB) procedures and the equipment manufacturer's specifications.

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

1468.05 **Prepare for welding** by cleaning, bevelling, and preparing edges, and securing materials to prevent distortion by use of clamps, strong backs and tack welding in accordance with specifications, plans, CSA standards, CWB procedures.

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

1468.06 Weld with the shielded metal arc welding (SMAW) process including butt, lap, and tee joints in the flat, horizontal and vertical positions by selecting power source and setting up welding equipment; installing appropriate electrode; adjusting welding process parameters; fillet welding; groove welding; cleaning welds and measuring welds so that processes are correctly completed in accordance with manufacturer’s instructions and the applicable standard.

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

1469.0 Protect the Environment

General Performance Objective

Protect the environment by reducing waste production; reusing materials; recycling waste materials; and preventing toxic spills and emissions.

Performance Objectives

Skills

1469.01 Reduce waste production by pre-job planning and by cutting, shaping, grinding, grading and drilling to minimize residual materials in accordance with company policies and procedures and industry best practices.

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.**

1469.02 Reuse materials including lumber, plywood, metal and fibreglass by cleaning, inspecting, storing and protecting used materials for the next use in accordance with company policies and procedures and industry best practices.

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

1469.03 Recycle waste materials by placing materials in designated containers including bins and bags in accordance with municipal legislation and company policies and procedures.

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

1469.04 Prevent toxic spills and emissions to protect human, animal and plant life by selecting environmentally friendly materials and by controlling, using, storing and disposing of hazardous materials in accordance with government legislation, company policies and procedures and industry best practices.

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
1451.0	Protect Self and Others	
1452.0	Operate Tools and Equipment	
1453.0	Establish Building Procedures	
1454.0	Prepare Site for Building	
1455.0	Execute Form Work	
1456.0	Frame Floors and Walls	
1457.0	Frame Roofs and Ceilings	
1458.0	Construct Heavy Framing	
1459.0	Build Stairs	
1460.0	Install Doors, Frames and Hardware	
1461.0	Install Windows	
1462.0	Install Exterior Finishing Materials	
1463.0	Install Finished Materials to Walls and Ceilings	
1464.0	Install Interior Finishing Materials and Hardware	
1465.0	Perform Landscape and Site Work	
1466.0	Perform Renovations	
1467.0	Erect and Dismantle Scaffolds	
1468.0	Cut and Weld Mild Steel	
1469.0	Protect the Environment	

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	162 Lochiel Street, Suite 101, 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

1451.0 Protect Self and Others	1451.01 Apply safety legislation	1451.02 Use personal protective equipment	1451.03 Apply safety measures in the shop and on the job site	1451.04 Apply prescribed procedures at an accident or a hazard	1451.05 Apply fire safety practices
	1451.06 Construct ladders	1451.07 Set up ladders	1451.08 Work on ladders	1451.09 Maintain ladders	1451.10 Use rigging equipment
	1451.11 Use swing stages	1451.12 Use powered elevated work platforms	1451.13 Use spiders and bosun chairs		
1452.0 Operate Tools and Equipment	1452.01 Use hand tools	1452.02 Operate portable power tools	1452.03 Operate stationary power tools and equipment	1452.04 Design jigs and templates	1452.05 Use pre-fabricated and fabricated jigs and templates
	1453.01 Perform trade-related calculations	1453.02 Prepare sketches	1453.03 Uses plans and sketches	1453.04 Communicate with co-workers, supervisors and other tradespersons	1453.05 Apply trade-related written and spoken information
1453.0 Establish Building Procedures	1453.06 Establish procedures for installing pre-manufactured materials or equipment		1453.07 Manage work site	1453.08 Estimate material	

Competency Analysis Profile: General Carpenter 403A *(all unshaded skill sets must be completed)*

<p align="center">1454.0 Prepare Site for Building</p>	<p align="center">1454.01 Prepare site for layout</p>	<p align="center">1454.02 Lay out buildings according to plot and foundation plans</p>	<p align="center">1454.03 Lay out piling and caissons for foundations and shore protection</p>	<p align="center">1454.04 Install piling and caissons for foundations and shore protection</p>	<p align="center">1454.05 Install shoring for trench, road and building stabilization</p>	
	<p align="center">1454.06 Prepare ground for preserved wood foundation (PWF) and slab on grade</p>	<p align="center">1454.07 Install underpinning</p>	<p align="center">1454.08 Plan access and egress on job site</p>			
	<p align="center">1455.0 Execute Form Work</p>	<p align="center">1455.01 Lay out embedded steel</p>	<p align="center">1455.02 Construct embedded steel</p>	<p align="center">1455.03 Install embedded steel</p>	<p align="center">1455.04 Lay out footing forms</p>	<p align="center">1455.05 Construct footing forms</p>
		<p align="center">1455.06 Install footing forms</p>	<p align="center">1455.07 Lay out forms for columns, piers and capitals</p>	<p align="center">1455.08 Construct forms for columns, piers and capitals</p>	<p align="center">1455.09 Install forms for columns, piers and capitals</p>	<p align="center">1455.10 Lay out wall forms</p>
		<p align="center">1455.11 Construct wall forms</p>	<p align="center">1455.12 Install wall forms</p>	<p align="center">1455.13 Lay out templates to receive dowels and anchor bolts</p>	<p align="center">1455.14 Build templates to receive dowels and anchor bolts</p>	<p align="center">1455.15 Lay out beam and girder forms</p>
		<p align="center">1455.16 Construct beam and girder forms</p>	<p align="center">1455.17 Install beam and girder forms</p>	<p align="center">1455.18 Lay out shoring</p>	<p align="center">1455.19 Construct shoring</p>	<p align="center">1455.20 Install shoring</p>

Competency Analysis Profile: General Carpenter 403A *(all unshaded skill sets must be completed)*

1455.0
Execute Form
Work
(continued)

1455.21
 Lay out
 suspended slab
 forms

1455.22
 Install
 suspended slab
 forms

1455.23
 Lay out slab-on-
 grade

1455.24
 Install slab-on-
 grade

1455.25
 Lay out stair
 forms

1455.26
 Construct stair
 forms

1455.27
 Install stair forms

1455.28
 Lay out forms for
 ramps and
 runways

1455.29
 Construct forms
 for ramps and
 runways

1455.30
 Install forms for
 ramps and
 runways

1455.31
 Lay out slip
 forms

1455.32
 Construct slip
 forms

1455.33
 Install slip forms

1455.34
 Lay out various
 movable wall
 form systems

1455.35
 Construct
 various movable
 wall form
 systems

1455.36
 Install various
 movable wall
 form systems

1455.37
 Lay out forms to
 encase structural
 steel

1455.38
 Build forms to
 encase structural
 steel

1455.39
 Install forms to
 encase structural
 steel

1455.40
 Lay out insulated
 concrete forms

1455.41
 Construct
 insulated
 concrete forms

1455.42
 Install insulated
 concrete forms

1455.43
 Strip concrete
 forms

1455.44
 Perform slump
 test on concrete

1455.45
 Re-shore
 completed
 structures

1455.46
 Store forms

1455.47
 Place concrete

1455.48
 Consolidate
 concrete

1455.49
 Finish concrete

1455.50
 Control rate of
 curing concrete

(continued on the next page)

Competency Analysis Profile: General Carpenter 403A (all unshaded skill sets must be completed)

1455.0 Execute Form Work (continued)	1455.51 Lay out locations of pre-cast systems and pre-stressed concrete	1455.52 Install pre-cast systems and pre-stressed concrete	1455.53 Lay out grout forms	1455.54 Construct grout forms	1455.55 Install grout forms
1456.0 Frame Floors and Walls	1456.01 Lay out preserved wood foundation (PWF)	1456.02 Construct preserved wood foundation (PWF)	1456.03 Install preserved wood foundation (PWF)	1456.04 Lay out floor framing	1456.05 Install floor framing
	1456.06 Lay out walls for platform-style framing	1456.07 Construct walls for platform-style framing	1456.08 Install walls for platform-style framing	1456.09 Lay out walls for balloon-style framing	1456.10 Construct walls for balloon-style framing in
	1456.11 Install walls for balloon-style framing	1456.12 Lay out energy-efficient framing	1456.13 Lay out modular factory prefabricated units	1456.14 Construct modular factory prefabricated units	1456.15 Install modular factory prefabricated units
	1456.16 Construct acoustic fire cavity and party walls	1456.17 Frame allowances for building services and utilities			

Competency Analysis Profile: General Carpenter 403A (all unshaded skill sets must be completed)

1457.0
Frame Roofs
and Ceilings

1457.01
Lay out equal
slope roofs

1457.02
Construct equal
pitch roofs

1457.03
Install equal pitch
roofs

1457.04
Lay out ceiling
joists and
backing

1457.05
Install ceiling
joists and
backing

1457.06
Lay out unequal
pitch roofs

1457.07
Construct
unequal pitch
roofs

1457.08
Install equal and
unequal pitch
roofs

1457.09
Lay out
pre-engineered
site-built trusses

1457.10
Construct
pre-engineered
site-built trusses

1457.11
Lay out
manufactured
trusses

1457.12
Install
manufactured
trusses

1457.13
Lay out a roof
system for
dormer openings

1457.14
Construct dormer
openings

1457.15
Install dormer
openings

1457.16
Lay out dormers

1457.17
Construct
dormers

1457.18
Install dormers

1457.19
Lay out a roof
system for
skylight openings

1457.20
Construct
skylight openings

1457.21
Install skylight
openings

1457.22
Lay out flat roofs

1457.23
Construct flat
roofs

1457.24
Install flat roofs

1457.25
Lay out
ornamental roofs

1457.26
Construct
ornamental roofs

1457.27
Install
ornamental roofs

1457.28
Install roof
substrate
components

Competency Analysis Profile: General Carpenter 403A (all unshaded skill sets must be completed)

1458.0
Construct Heavy Framing

1458.01
Lay out heavy floor framing

1458.02
Construct heavy floor framing

1458.03
Install heavy floor framing and lay floor planking

1458.04
Lay out wood post and beam components

1458.05
Construct wood post and beam components

1458.06
Install wood post and beam components

1458.07
Lay out roof frame for post and beam structure

1458.08
Construct roof frame for post and beam structure

1458.09
Install roof frame for post and beam structure

1458.10
Lay out wall fill-in for post and beam structure

1458.11
Construct wall fill-in for post and beam structure

1458.12
Install wall fill-in for post and beam structure

1458.13
Lay out timber trusses

1458.14
Construct timber trusses

1458.15
Install timber trusses

1458.16
Lay out position of trusses on a wall

1458.17
Lay out ramps, runways, chutes, splash-boards, and bents (trestles)

1458.18
Construct ramps, runways, chutes, splash-boards, and bents (trestle)

1458.19
Install ramps, runways, chutes, splash-boards, and bents (trestles)

1458.20
Lay out pole barns

1458.21
Construct pole barns

Competency Analysis Profile: General Carpenter 403A *(all unshaded skill sets must be completed)*

1459.0 Build Stairs	1459.01 Lay out straight stairs	1459.02 Construct straight stairs	1459.03 Install straight stairs	1459.04 Lay out landings for stairs	1459.05 Construct landings for stairs
	1459.06 Install landings for stairs	1459.07 Lay out winder stairs	1459.08 Construct winder stairs	1459.09 Install winder stairs	1459.10 Lay out pre-fabricated stairs
	1459.11 Construct pre-fabricated stairs	1459.12 Install pre-fabricated stairs	1459.13 Lay out newel posts, handrails and balustrades	1459.14 Construct newel posts, handrails and balustrades	1459.15 Install newel posts, handrails and balustrades
1460.0 Install Doors, Frames and Hardware	1460.01 Lay out frames and movable partitions	1460.02 Construct frames and movable partitions	1460.03 Install frames and movable partitions	1460.04 Lay out door systems	1460.05 Construct door systems
	1460.06 Install door systems	1460.07 Lay out overhead doors, rollup shutters and roll-up doors	1460.08 Install overhead doors, rollup shutters and roll-up doors	1460.09 Lay out manual and electrical-activated hardware	1460.10 Install manual and electrical-activated hardware
1461.0 Install Windows	1461.01 Install exterior window systems	1461.02 Lay out interior windows	1461.03 Construct interior windows	1461.04 Install interior windows	

Competency Analysis Profile: General Carpenter 403A *(all unshaded skill sets must be completed)*

1462.0 Install Exterior Finishing Materials	1462.01 Lay out exterior siding and trim	1462.02 Construct siding components	1462.03 Install siding components	1462.04 Construct trim components	1462.05 Install exterior siding and trim
	1462.06 Lay out cornice components	1462.07 Construct cornice components	1462.08 Install cornice components	1462.09 Lay out roof coverings, roof vents and flashing	1462.10 Construct roof coverings, roof vents and flashing
	1462.11 Install roof coverings, roof vents and flashing	1462.12 Lay out exterior decks	1462.13 Construct exterior decks	1462.14 Install exterior decks	
1463.0 Install Finished Materials to Walls and Ceilings	1463.01 Lay out wall and ceiling for finishes	1463.02 Construct wall and ceiling for finishes	1463.03 Prepare wall and ceiling for finishes	1463.04 Install acoustic and thermal insulation and vapour barriers	1463.05 Apply energy-efficient construction techniques
	1463.06 Lay out wall and ceiling coverings	1463.07 Construct wall and ceiling coverings	1463.08 Install wall and ceiling coverings	1463.09 Lay out suspended ceiling systems	1463.10 Construct suspended ceiling systems
	1463.11 Install suspended ceiling systems				

Competency Analysis Profile: General Carpenter 403A (all unshaded skill sets must be completed)

1464.0
Install Interior
Finishing
Materials and
Hardware

1464.01
Lay out vertical
trim

1464.02
Construct
horizontal and
vertical trim

1464.03
Install horizontal
and vertical trim

1464.04
Lay out millwork

1464.05
Construct
millwork

1464.06
Install millwork

1464.07
Lay out
pre-fabricated
kitchens,
bathrooms,
vanities and
countertops

1464.08
Install
pre-fabricated
kitchens,
bathrooms,
vanities and
countertops

1464.09
Lay out wood, composite and other
manufactured finished and unfinished
floors and accessories, underlay, and
special base preparations

1464.10
Construct wood, composite and other
manufactured finished and unfinished
floors and accessories, underlay, and
special base preparations

1464.11
Install wood, composite and other
manufactured finished and unfinished
floors and accessories, underlay, and
special base preparations

1464.12
Lay out
demountable
wall systems

1464.13
Construct
demountable
wall systems

1464.14
Install
demountable
wall systems

1464.15
Dismantle
demountable
wall systems

1464.16
Lay out arena
seating

1464.17
Construct arena
seating

1464.18
Install arena
seating

1464.19
Select materials
to receive
finishes

1464.20
Lay out interior
hardware

1464.21
Install interior
hardware

Competency Analysis Profile: General Carpenter 403A (all unshaded skill sets must be completed)

1465.0 Perform Landscape and Site Work	1465.01 Lay out fences, guard rails, blast walls, protective barriers, sound barriers and retaining walls	1465.02 Construct fences, guard rails, blast walls, protective barriers, sound barriers and retaining walls	1465.03 Install fences, guard rails, blast walls, protective barriers, sound barriers and retaining walls	1465.04 Lay out benches and timber steps	1465.05 Construct benches and timber steps	
	1465.06 Install benches and timber steps	1465.07 Lay out docks, piers, bridges and gazebos	1465.08 Construct docks, piers, bridges and gazebos	1465.09 Install docks, piers, bridges and gazebos	1465.10 Lay out traffic and pedestrian control	
	1465.11 Construct traffic and pedestrian control	1465.12 Install traffic and pedestrian control	1465.13 Lay out recreational site components	1465.14 Construct recreational site components	1465.15 Install recreational site components	
	1466.0 Perform Renovations	1466.01 Protect existing structures	1466.02 Remove interior finishes and exterior finishes	1466.03 Alter existing structures	1466.04 Lay out new structural components	1466.05 Construct new structural components
		1466.06 Install new structural components				

Competency Analysis Profile: General Carpenter 403A (all unshaded skill sets must be completed)

1467.0
Erect and
Dismantle
Scaffolds

1467.01
Lay out wood
scaffolds

1467.02
Construct wood
scaffolds

1467.03
Install wood
scaffolds

1467.04
Dismantle wood
scaffolds

1467.05
Lay out sectional
frame access
scaffolding

1467.06
Construct
sectional frame
access
scaffolding

1467.07
Install sectional
frame access
scaffolding

1467.08
Dismantle
sectional frame
access
scaffolding

1467.09
Lay out rolling
scaffolding

1467.10
Construct rolling
scaffolding

1467.11
Dismantle rolling
scaffolding

1467.12
Lay out tube and
clamp scaffolding

1467.13
Construct tube
and clamp
scaffolding

1467.14
Install tube and
clamp scaffolding

1467.15
Dismantle tube
and clamp
scaffolding

1467.16
Lay out system
scaffolding

1467.17
Construct system
scaffolding

1467.18
Install system
scaffolding

1467.19
Dismantle
system
scaffolding

1467.20
Construct
hanging
scaffolds

Competency Analysis Profile: General Carpenter 403A (all unshaded skill sets must be completed)

1468.0
Cut and Weld
Mild Steel

1468.01
Cut mild steel using quick cut, grinder, metal cut- off saw and reciprocating saw

1468.02
Set up oxy-fuel cutting equipment

1468.03
Cut mild steel with oxy-fuel equipment

1468.04
Set up shielded metal arc welding equipment

1468.05
Prepare for welding

1468.06
Weld with the shielded metal arc welding (SMAW) process

1469.0
Protect The
Environment

1469.01
Reduce waste production

1469.02
Reuse materials

1469.03
Recycle waste materials

1469.04
Prevent toxic spills and emissions

Completing Your Apprenticeship Program

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

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

After Your Apprenticeship

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

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

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

Preparing For Your Exam

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



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