



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

**Terrazzo, Tile and
Marble Setter**

241A

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):

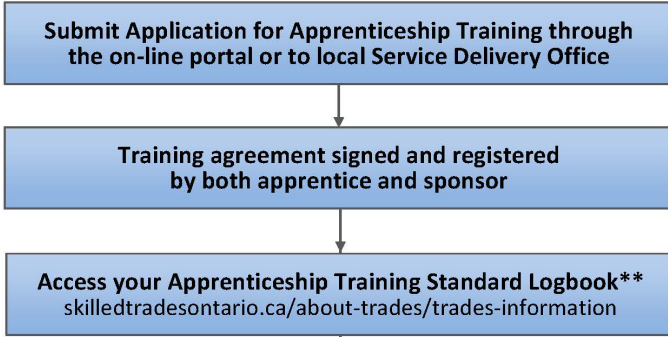
STO Account No. (for Compulsory trades only):

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

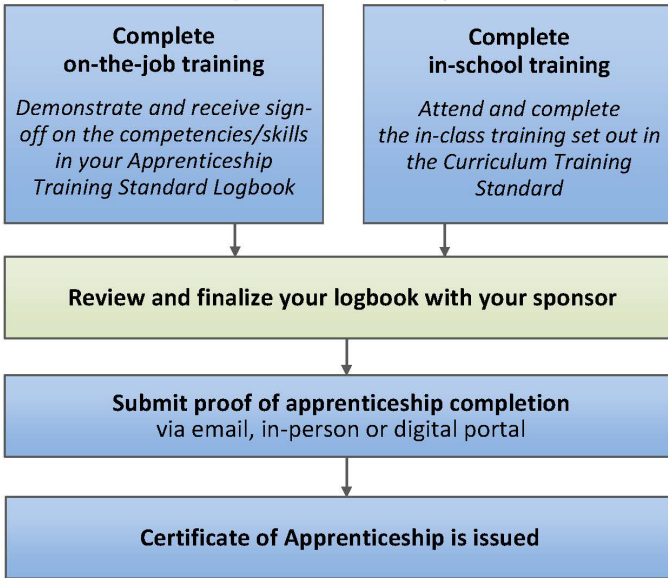
Phase 1: Registration



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

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

Phase 2: Apprenticeship



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

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

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

Phase 3: Certification



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

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

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

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

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

* 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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Maintained with transfer to Skilled Trades Ontario 2008 (V100)

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

Purpose:

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

The Apprentice agrees:

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

The Sponsor agrees:

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

Trade Specific Resources and Links

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

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

Methodology-Standard Development

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

An essential part of the standard development is the validation process. This is the opportunity to have a broader representation of the sector and 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 **Terrazzo, Tile and Marble Setter 241A** 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. These include the following:

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 Terrazzo, Tile and Marble Setter is set out in section 133 of Ontario Regulation 875/21 under BOSTA and reads as follows:

133. The scope of practice for the trade of terrazzo, tile and marble setter includes installing terrazzo, tile, granite and marble slabs on floors and walls.

*While the Logbook draws on the scope of practice regulation (Section 133 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Program Guidelines

On-the-Job Training Duration

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

In-Class Training Duration

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

Total Training Hours

5600 hours

Journeyman to Apprentice Ratio

Industry Recommended Ratios:

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.” The trade of Terrazzo, Tile and Marble Setter 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 this trade 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

List of Trainers

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

0851.0 Work Safely On The Job

Skill Set Descriptor

Work safely on the job by complying with acts, regulations, codes, standards, and directives; following company or worksite fire procedures; performing housekeeping duties; manually moving equipment, supplies, and components; using hand tools and accessories; maintaining hand tools and accessories; using power tools and accessories; maintaining power tools and accessories; utilizing personal protective equipment; maintaining personal protective equipment; employing simple first aid; reporting injuries to supervisor or first-aid personnel; identifying, handling, storing, and using hazardous materials in accordance with regulatory requirements, codes, site procedures, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements

Skills

0851.01 Perform housekeeping duties by removing and disposing of excess or unwanted materials; positioning equipment; identifying the location of first-aid supplies and equipment; erecting protective barriers and signs; recycling, removing and disposing of excess or unwanted materials; ensuring work area is free of obstructions; and storing tools and equipment so that the potential for accident or injury is minimized and tools and equipment are in place and available for the next job, in accordance with legislation, job requirements, site procedures, safety requirements, and company policy 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.**

0851.02 Follow company or worksite fire procedures by assessing the type and severity of the fire; taking action to suppress a minor fire; activating the alarm system; reporting the fire; and following evacuation procedures, in accordance with safety and regulatory requirements, codes, site procedures, manufacturers' recommendations and specifications, and company policies and procedures.

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

0851.03 Manually move equipment, supplies, and components by utilizing safe lifting, lowering, carrying, pushing, and pulling techniques to protect self and others against injury, in accordance with regulatory requirements, codes, job requirements, site procedures, company policies and procedures, and safety requirements.

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

0851.04 Use and maintain personal protective equipment including hard hats, gloves, glasses, goggles, masks, face shields, ear protectors/plugs, coveralls, reflector vests, safety footwear, knee protectors, fall-protection equipment, respirators, harnesses, and breathing apparatuses, by inspecting, selecting, wearing, adjusting and replacing to ensure the safety of self and others, in accordance with regulatory requirements, site conditions, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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

0851.05 Employ simple first aid relating to illness and occupational injury including sudden illness, burns, cuts, sprains, chemical and smoke inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first-aid treatment; and obtaining emergency medical assistance as required, in accordance with the victim's condition, regulatory requirements, manufacturers' recommendations and specifications, company policies and procedures, and safety requirements.

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

0851.06 Report injuries to supervisor or first-aid personnel promptly and clearly, ensuring that the injured person is attended to; and describing precisely how the incident occurred, in accordance with regulatory requirements, company policies and procedures, site procedures, and safety requirements.

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

0851.07 Identify, handle, store, and use hazardous materials including cleaning solvents, adhesives, sealants, and finishes, ensuring that individuals are protected from injury, the environment is protected from contamination, and that safety practices are followed, in accordance with the Workplace Hazardous Materials Information System (WHMIS) guidelines, the Occupational Health and Safety Act (OHSA), manufacturers' instructions and company procedures and policies.

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

0852.0 Use And Maintain Trade Tools And Equipment

Skill Set Descriptor

Use and maintain trade tools and accessories, electrical, pneumatic and hydraulic power tools and measuring devices and layout equipment in accordance with job requirements, site conditions, manufacturers' recommendations and specifications, workplace standards, and company policies and procedures.

Skills

0852.01 Use and maintain hand tools and accessories including cutting, striking, turning, levelling, mortar handling, measuring and inspection tools including trowels, cove trowels, shovels, rakes, wheel barrows, hammers and chisels by selecting the correct tool for the job, testing it and using it in accordance with job requirements, manufacturers' recommendations, company procedures and safety requirements.

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

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0852.02 Use and maintain electrical, pneumatic and hydraulic power tools and associated equipment and supplies such as circular saws, grinders, floor grinders, mixing drums, power trowels and tub saws by ensuring appropriate power supply sources, selecting the correct tool for the job, setting up and testing the tool, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers' specifications and, company policies and procedures.

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

0852.03 Use and maintain measuring devices and layout equipment including measuring tapes, plumb bobs, levels, chalk lines, lasers and transits by determining the correct device or equipment for the job, selecting the device and required components, setting up the device, testing it, applying it to the job, monitoring its performance and modifying its operation as necessary, identifying deficiencies, replacing consumables and repairing or replacing user maintainable parts in accordance with manufacturers' specifications and company policies and procedures.

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

0853.0 Communicate In The Workplace

Skill Set Descriptor

Communicate in the workplace by communicating orally; using documentation; using graphics; confirming work details with clients; using computers; using audio communication devices; building and maintaining interpersonal relationships; presenting a professional image; coaching and mentoring co-workers; and keeping current with the profession, in accordance with job requirements, site conditions, manufacturers' recommendations and specifications, workplace standards, and company policies and procedures.

Skills

0853.01 Communicate orally by speaking clearly and concisely and listening attentively so that understanding and accurate information are conveyed in accordance with workplace requirements and company policies and procedures.

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

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

0853.02 Use documentation to communicate in such text material as letters, memos, work and change orders, check-off forms/sheets, estimates or accident forms by writing clearly and concisely, verifying details, checking for correct language, completeness, and accuracy and signing as required in accordance with job requirements and company policies and procedures.

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

0853.03 Use graphics to communicate including diagrams, sketches and construction drawings by ensuring that visual materials are detailed, clear, concise and accurate in accordance with job requirements and company policies and procedures.

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

0853.04 Confirm work details with clients, agents or other trades people by verifying the scope of work and design; setting out work sequence; identifying such details as areas of coverage, seam locations, time of completion, and required materials in order to fulfill contractual obligations in accordance with building codes, job specifications, site conditions and, company policies and procedures.

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

0853.05 Use computers on the job to verify that instructions and procedures are conveyed accurately and efficiently in accordance with job requirements, manufacturers' recommendations, and company policies and procedures.

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

0853.06 Use audio communication devices such as public address systems, telephones, pagers, radios, and wireless devices in accordance with job requirements, site conditions, company policies and procedures, and safety requirements.

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

0853.07 Build and maintain interpersonal relationships by networking, maintaining confidentiality, respecting others, collaborating, consulting, participating at meetings, demonstrating availability, utilizing conflict resolution and problem-solving methodologies, identifying and recommending alternative solutions, listening effectively, using verbal and non-verbal methods to convey messages/meaning, using acceptable language in the workplace, recognizing and respecting the chain of authority on the job site, explaining problems and procedures, and obtaining approvals from clients, in accordance with business etiquette, workplace standards, and company policies.

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

0853.08 **Coach and mentor co-workers** by demonstrating and/or explaining workplace practices, procedures, and requirements; by promoting company policies and procedures; by assessing workplace performance and progress; and by ensuring timely feedback is provided; using communication skills and physical demonstration, in accordance with business etiquette, workplace standards, and company policies and procedures.

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

0853.09 **Keep current with the trade** by researching and identifying new trends, practices, and applications; and participating in training programs, product seminars, trade shows, on-line training, and professional development workshops, in accordance with business practices and company standards.

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

0854.0 Plan And Organize Job Site

Skill Set Descriptor

Plan and organize job site by assessing job site conditions; verifying drawings; resolving work stoppage issues; handling materials; storing materials at the job site; using personnel lifting devices and access equipment and; disposing of materials, in accordance with regulatory requirements, codes, job requirements, site conditions, and company policies and procedures.

Skills

0854.01 Assess job site conditions by checking for conformance to job specification, plans, and other information received; referring to checklists of questions; measuring equipment parameters; checking for obstructions; checking that power and utilities are available; visually inspecting the site; and verifying accessibility for people and equipment, in accordance with regulatory requirements, codes, job requirements, site conditions, company policies and procedures, and safety requirements.

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

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0854.02 Verify drawings, written specifications, and correct materials for work site location, and designated coverage areas, by identifying drawing, written and product specification deficiencies, such as errors in layout plan, material type, and material quantity, in accordance with job requirements, site conditions, company policies and procedures manufacturers' recommendations and government regulations.

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

Terrazzo, Tile and Marble Setter

0854.03 **Resolve work stoppage issues** such as moisture, unstable substrate, lack of security, and insufficient light, water, ventilation, or power by reporting obstacles to supervisors or fixing deficiencies, so that the work can continue safely and in accordance with site condition requirements and manufacturers' recommendations.

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

0854.04 **Handle materials around the job site**, using appropriate motorized and non-motorized vehicles, dollies, hoisting, and rigging equipment; and ensuring materials are correctly secured and in good condition for installation, in accordance with manufacturers' recommendations, and government regulations.

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

0854.05 **Store materials at the job site** by determining how the work areas and materials can be protected; protecting materials from the elements by covering, sheltering or insulating as required; and ensuring that the work site and materials are safe, secure, and functionally effective for future use, in accordance with job specifications, manufacturers' recommendations, and government regulations.

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

0854.06 Use personnel-lifting devices and access equipment such as scissor lifts, "cherry pickers", hydraulic lifts, ladders, basic scaffolds and swing stages only for their intended function according to manufacturers' instructions and OSHA.

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

0854.07 Dispose of materials both removed from the job-site in preparation for installation, and remaining in excess of installation by recycling, removing, and disposing of excess or unwanted material; leaving adequate material with the end user for future repairs; and ensuring that the job site is left in a clean and safe condition, in accordance with manufacturers' recommendations, company policy and procedures, and government regulations.

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

0855.0 Prepare Job

Skill Set Descriptor

Prepare a job by interpreting blueprints and specifications, ordering materials, inspecting and verifying materials and tools, and setting plumb, level and square lines and surfaces in accordance with job specifications, site conditions, manufacturers' recommendations, and company policies and procedures.

Skills

0855.01 Interpret blueprints and specifications to correctly identify required materials, patterns, bond types, and other specified construction details.

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

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0855.02 Obtain materials based on calculated estimates, by taking quantities and types of materials off blueprints and specifications and ordering so that there are sufficient materials for production and installation with less than 5% wastage.

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

0855.03 **Inspect and verify materials and tools** by checking for materials' consistency of brand, colour, dye-lot, pattern, roll sequence, quality, and quantity; comparing with the approved sample; reporting any deficiencies or problems to the supervisor, and ensuring appropriate hand and power tools are available in accordance with job specifications, site conditions, manufacturers' recommendations, and company policies and procedures.

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

0855.04 **Set plumb, level and square lines and surfaces** by checking installation area with blue print measurements, using measuring tape, plumb bobs, transit levels, water/hand levels, straight edges, carpenter's squares, chalk lines and mason lines and employing, for example, the 3-4-5 method or the diagonal-comparison method for squaring.

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

0856.0 Prepare Sub-Surface

Skill Set Descriptor

Prepare sub-surface by preparing mortar and bonding materials, applying wire lath and scratch coat, applying cementitious backer unit, mixing and applying mortar, applying polyethylene sheeting and wire mesh, installing forms in structures, applying a sub-surface, installing expansion and control joints, constructing mortar walls, laying out designs and patterns, performing cleaning, installing crack isolation membrane, and patching and repairing substrate areas in accordance with regulatory requirements, job specifications, site conditions, manufacturers' recommendations, and company policies and procedures.

Skills

0856.01 Prepare mortar and bonding materials including dry-set, latex, epoxy, organic, cement and sand "underbed mortars", using heavy-duty electric mixers, mortar mixers, shovels, rakes, pails, wheelbarrows, brooms, trowels, wood floats, and straight edges, combining and mixing materials so that the mortar has the correct consistency, plasticity, workability and setting time; and ensuring prepared for the application, ensuring minimal wastage, and that mixing is done in a timely manner, in accordance with regulatory requirements, job specifications, site conditions, manufacturers' recommendations, company policies and procedures, and safety requirements.

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

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Terrazzo, Tile and Marble Setter

0856.02 **Apply wire lath and scratch coat** by installing lath, applying a scratch coat using tin snips, hammers, galvanized nails, screws/washers, screw guns and drivers, wire, pliers, polyethylene film, mortar boards/stands, hawks, and trowels, ensuring that lath is positioned for optimum adhesion of the mortar, in accordance with regulatory requirements, job specifications, site conditions, manufacturers' recommendations, company policies and procedures, and safety requirements.

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

0856.03 **Apply cementitious backer unit (CBU)** to wood studs, metal studs, plumb, square using utility knife, hammers, galvanized nails, corrosion resistant fasteners, screw guns, fibre-mesh tape, polyethylene film latex Portland cement mortars, hawk, trowels, wood or metal straight edge, backer scaffold, benches, by installing cement board, applying fibre-mesh tape making sure all joints are taped filled and sanded smooth.

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

0856.04 **Mix and apply mortar**, screed and float walls and floors, using mortar boards/stands, hawks and trowels, floating strips, straight edges, hand levels, water level, plumb bobs, combination squares, measuring tapes, wood floats, mixing boxes, shovels, water, concrete fine concrete sand, lime and latex by determining the quantity of mortar to apply, installing and plumbing wood floating strips (wall), mixing and applying mortar, mixing and screeding underbeds, and finish-floating when the mortar is still in a plastic state (partially set, all procedures being carried out according to specifications.

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

0856.05 **Apply polyethylene sheeting and wire mesh to a floating floor** by unrolling and spreading the polyethylene and wire mesh out and cutting over expansion joints, overlapping widths of polyethylene 100mm and tying the widths of wire mesh to prevent cracks, making sure that the mortar bed embeds the mesh completely, all the work being performed according to specifications.

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

0856.06 **Install forms in structures** such as stairs and curbs according to specifications, using a hammer, wedges and forming materials, and making sure that the forms are rigid and able to hold concrete or sand and cement underbeds (dry-pack) at specified heights and angles.

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

Terrazzo, Tile and Marble Setter

0856.07 **Apply a sub-surface** employing snips, hammers, trowels, shovels, straight edges, floats, transit, laser and water levels and using the bond, scratch-coat, thin-set or floating-floor method so that the sub-surface is solid and sound and all the work is performed according to specifications.

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

0856.08 **Install expansion and control joints** in screeded mortar bed, while in a workable plastic state, directly above control and expansion joints in the substrate, using circular saws with masonry blades, snips, hacksaw, levels, trowel, hammer, chalk line and caulking guns, which are appropriate for the application of terrazzo, tile and natural stone floors, according to specifications.

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

0856.09 **Construct mortar walls** by installing polyethylene if required; covering with overlapping lath positioned in the most effective direction; applying a mortar scratch coat which is roughened and cured; set wood floating strips on the walls, plumb and in line with each other, using, trowels, hawks, wood float, square and straight edges; apply a setting bed of mortar and float to a smooth finish when mortar is in a semi- plastic state.

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

0856.10 **Layout designs and patterns** by identifying the starting point for layout and placement of pattern from blue prints using measuring tape, chalk line, mason lines and employing the 3, 4, 5 method of squaring; confirming with supervisor the most attractive unspecified placement and reporting recommended adjustments to specified designs resulting from previous errors to the supervisor.

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

0856.11 **Perform cleaning** including chemical, sweeping, vacuuming, washing, scrubbing, scarifying, grinding and scraping by using sponges, brooms, wire brushes, scrapers, rubbing stones, shovels, squeegees! mops, dry or wet shop vacuum cleaners, scrub brushes, hand grinders, floor grinders and rotary scrubber to achieve a smooth clean surface, free of contaminants such as oil, sealers and hardening or curing chemicals.

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

0856.12 Install crack isolation membrane to provide protection against substrate cracks telegraphing through to the terrazzo surface and to accommodate minor substrate movements caused by shrinkage or by structural factors; using trowels, brooms, shovel, brushes, paint rollers, scissors, utility knife, primers, setting material and tool- cleaning solutions; by preparing the crack, applying primer if required, overlapping the crack with elastomeric, fibreglass or trowel applied membrane, according to manufacturers' directions.

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

0856.13 Patch and repair substrate areas where non-conformity is evident holes, cracks, unevenness, concave and convex substrate irregularities, with sand cement (plus latex additive), latex Portland cement mortar or epoxy; using trowels, wood floats, aluminum or wood straight edges, hand level, mixing tools and equipment; by sweeping or vacuuming the defective area, applying primer if required and levelling coat, while meeting the requirements of manufacturers' directions and the specifications.

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

0857.0 Install Terrazzo

Skill Set Descriptor

Install terrazzo by laying out and installing base bead top strips, cleaning base slab and preparing underbed, preparing terrazzo mixes, installing standard Portland cement terrazzo topping, installing and finishing standard and specialty terrazzo floors, applying terrazzo to stairs, bases, curbs and walls and installing specialty flooring according to specifications.

Skills

0857.01 Lay-out and install base bead top strip at specified height, straight and level, applying metal lath if required, applying underbed to backing, trowelling underbed to between 8 and 10mm of finish surface, installing divider strips, coving base dividers in semi-plastic setting bed, aligning with floor strips, or using epoxy-based methods to install on finished concrete slabs, according to specifications.

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

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0857.02 Clean base slab and prepare underbed by saturating with water, removing excess, applying a slurry bond coat of cement, water and latex-additive for standard Portland cement terrazzo, placing and screeding underbed mix to 13mm below finish floor elevation, laying out pattern, installing divider strips in semi-plastic underbed and on mortar for walls, or using epoxy-based methods to install to either steel trowel or fine broom finish concrete slabs or walls, and curing for a minimum of 24 hours. Sweep or vacuum underbed and after strips are installed apply a slurry bond coat, adding colour pigment if required, omitting water and priming floor for thin-set epoxy bonded terrazzo, according to specifications.

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

0857.03 Prepare terrazzo mixes by combining single or a variety of coloured marble, or granite, allowing a limited amount of plastic or glass chips to be added to the mix of specified size with cement white, grey or a combination of both, or epoxy, using electrical or manual mixing tools, according to specifications.

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

0857.04 **Install standard Portland cement terrazzo topping** using trowels, rollers of different weights and sizes, by spreading terrazzo mixture with trowel level to top of strips, sprinkling topping with dry aggregate chips, rolling to compact topping, removing excess cement and water by sweeping, rolling and trowelling flush to top of divider strips to create a smooth surface by closing all voids and pin holes, and allowing to cure for 48 hours or as specified.

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

0857.05 **Install specialty terrazzo floors** such as Venetian (aggregate chips sizes 1-8), palladiana (fractured slabs of marble or granite), epoxy terrazzo (seeding into epoxy), conductive terrazzo (to reduce static discharge), polyacrylate terrazzo (with latex mix) and rustic terrazzo, (exposed aggregate) by spreading appropriate terrazzo mixture with trowel level to top of strips, selecting appropriate aggregate, packing or seeding aggregate, rolling and/or trowelling and then grinding and/or washing so that the specific process results in the specialty finish required.

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

0857.06 **Finish terrazzo floors** using floor and base grinding machines by grinding to expose full-size aggregate chips, grouting with matching coloured matrix using hand trowel or by machine to fill all voids and pin-holes, allowing to cure for 24 hours, final grinding with finer stones to remove all the grout from the surface, removing excess slurry, rinsing with clean water, letting surface dry thoroughly and sealing the floor so that floor is smooth and free from defects.

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

0857.07 **Apply terrazzo to stairs, bases, curbs and walls** by priming surface as required, apply a slurry bond coat (except for epoxy terrazzo); apply a stiff workable mix of terrazzo to prepared surface, trowel to compact the aggregate for uniformity to cove base or curb shape as specified or detailed, using tools such as flat trowels, cove trowels, small hand roller, brushes, or whisks and then grinding, polishing and sealing as per requirements, using base grinders with cup and round stones, and sanding discs so that the completed area blends with existing floors.

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

0857.08 **Install specialty flooring** including resinous flooring, coved base, and seamless flooring, placed by either machine or by hand trowel and any other kind of mixture of plastic composed of chips or granules of marble, granite and any other suitable materials where no machine grinding is required but application of top coating is required, according to specifications.

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

0858.0 Install Tile

Skill Set Descriptor

Install tile by inspecting the installation site, fastening the board units, checking tiles, performing trial layout, laying out the pattern, installing waterproofing membranes, installing crack isolation membranes, installing tiles, installing paper-faced mosaic tiles, cutting and drilling tiles, mitring tiles, back-buttering tiles, grouting and finishing tiles, installing accessories and protecting newly installed tiles so that the tiles are installed in accordance with standard industry procedures and specifications.

Skills

0858.01 Inspect the installation site for defects such as water leaks, cracks, unevenness of substrate, incorrect slopes, out of plumb walls and out of level floors, inspect substrates for contamination (such as oil, sealers and curing compounds), report inconsistencies to the supervisor and take corrective action.

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

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0858.02 Fasten board units using drill, hammer, galvanized nails or screws, fibreglass tape, utility knife and trowel by screwing to wood or metal studs with corrosion resistant fasteners, ensuring that they are plumb, square and flush to minimize breakage; repairing defects; applying a levelling coat as required; taping joints with fibre-mesh tape and filling with latex Portland cement mortar and sand according to blueprints or specifications.

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

0858.03 **Check tiles for defects**, colours/shades, sizes, consistency and batch numbers, according to specifications, and report any discrepancy to the supervisor.

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

0858.04 **Perform a trial layout** prior to installation to identify the appropriate starting point and to confirm layout by reviewing blueprints and specifications, doing the layout and reporting any problems to the supervisor.

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

0858.05 **Layout out the pattern** using straight edges, chalk lines, mason lines, level, trowels, tile cutters, combination square, measuring tape, tile spacers and employing an appropriate method of squaring; ensuring that the starting point is level and plumb and located so that the pattern allows all cut tiles to be no less than half size according to blue prints and specifications.

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

0858.06 **Install waterproofing** membranes in "wet areas" (such as shower receptors, steam rooms, whirlpools, swimming pools), using brushes, paint rollers, trowels, scissors and drills with mixing paddles by using various installation methods such as trowel- applied, built-up membranes, liquid, or sheet applied according to specifications.

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

0858.07 **Install crack isolation membranes** over cracked substrates on floors or walls using trowels, brushes or paint rollers, by preparing the crack, applying primer, installing elastomeric, rubber, fibreglass or nylon - mesh membranes and overlapping the crack according to installation specifications.

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

0858.08 **Install tiles** including wall base tiles using specified bonding agents, applying the bonding material, backbuttering the tile with bonding material when using cementitious products, setting the tiles, tapping them in place I, cleaning excess from surface and joints, allowing the bond coat to set, grouting, washing, cleaning and sealing if required in accordance with good tiling practice.

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

Terrazzo, Tile and Marble Setter

0858.09 **Install mosaic tiles** to walls, floors, and ceilings, including paper-faced, mash-mounted and dot-mount by applying the sheets and aligning the joints right after the initial set, wetting and removing the paper when working with paper-faced mosaic and making a final adjustment to align the vertical and horizontal joints to maintain a uniform joint appearance.

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

0858.10 **Cut and drill tiles** using drills, tile cutters, grinders, tile hammers, and masonry drill bits, in order to accommodate and to fit units around corners, fittings, fixture, drains, building services and other built-in objects to maintain a uniform joint appearance.

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

0858.11 **Mitre tiles** for external corners using grinders and wet saws with mitre-plate accessories so that mitres are accurate.

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

0858.12 **Back-butter tiles** with specified bonding agents for cases where tile is larger than 305mm², with textured backs or natural stone, for exterior installations, wet areas and areas rated heavy or extra heavy duty so that bond is improved under demanding conditions.

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

0858.13 **Grout tiles** by cleaning any excess bonding material from joints and surface of tile, mixing grout (e.g., Portland cement, dry-set, Polymer modified, epoxy as specified) and using a rubber float, force grout into full depth of joints flush with tile surface, remove excess grout using float at 90 degree angle, clean with sponge or other means and water, allow to cure according to specifications.

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

0858.14 **Finish tiles** by cleaning using rags, sponges, brushes, brooms, mops chemicals, steam, water, tile cleaners, wet pick-up vacuum or rotary scrubber and finish floor by sealing with water based sealers or applying silicone impregnators according to specifications, following manufacturers' directions.

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

Terrazzo, Tile and Marble Setter

0858.15 **Install surface-mounted and recessed accessories** such as handicapped safety rails, towel bars, soap and shampoo dishes and prefabricated stair nosings, carborundum inserts or tactile surfaces correctly un accordance with specifications.

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

0858.16 **Protect newly installed tiles** on floors and walls until the setting material has sufficiently cured by sealing off the area from traffic and other trades, protecting wall tile base from impact, vibration or heavy hammering on adjacent and opposite walls, and protect grouted areas for 24 hours to allow the bond coat and grout to set undisturbed, using barricades or guard rails in accordance with manufacturer's directions.

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

0859.0 Perform Mechanical Installation Of Natural Stone On Walls

Skill Set Descriptor

Perform mechanical installation of natural stone on walls by setting up working platforms, inspecting and repairing the slabs, confirming layout, confirm the supply of mounting hardware, drilling holes and cutting slots, installing inserts in concrete, confirming slab support and joint size, installing overhangs, setting marble slabs, cutting out for accessories, setting and installing slabs in place, and cleaning the marble or granite surfaces in accordance with standard industry procedures and specifications.

Skills

0859.01 Set up working platforms such as frame scaffolds, swing stages or scissor lifts, using prescribed tools, conforming to safety requirements according to WHMIS and the OHSA construction regulations.

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.**

0859.02 Inspect and repair natural stone slabs for structural soundness and to confirm the absence of defects, reporting defects to the supervisor and repairing as appropriate the gaps, voids and small cracks with bonding materials ensuring that the original surface, texture and pattern match is maintained.

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

0859.03 **Confirm the layout** through a trial in keeping with the blueprints and specifications, book-matching if specified and locating the starting point from a finished floor or wall using a datum line at specified height according to the blueprints and specifications.

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

0859.04 **Confirm the supply of mounting hardware** including anchors, shims, copper wire, stainless steel angles and bolts against the specifications, and report any deficiencies to the Supervisor.

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

0859.05 **Drill holes and cut slots in marble** as specified and according to blueprints, using carboloy masonry bits, circular saws, hammers, chisels, adjustable clamps, crow bars, rubber mallets or pliers so that holes and slots are the correct sizes and in the proper locations.

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

0859.06 **Install inserts in concrete** such as angle irons in the first course, galvanized or stainless steel struts and expansion shields, screwing into existing structures where required, and re-setting insulation as needed and in accordance with specifications.

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

0859.07 **Confirm that each slab is independently supported** and that the joint size is as specified.

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

0859.08 **Install overhangs** for doors, bases and openings with dowelled liners or "J" plates and epoxy, drilling and dowelling the holes, and tightening the wall fasteners with a wrench.

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

Terrazzo, Tile and Marble Setter

0859.09 **Cut out for accessories** in floors and walls such as electrical outlets, light switches and floor drains using saws, drills and grinders, in accordance with blueprints and specifications.

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

0859.10 **Set slabs of marble and granite in place manually** or using fork lifts and chain hoists and install according to specifications, caulking around inserts if required, caulking the slots or holes, using dovetails or stainless steel dowels as specified, and ensuring that slabs are plumb and level.

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

0859.11 **Clean marble or granite surfaces**, applying caulking to the joints or grouting and pointing the joints as specified, and protect the finished work against damage.

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

0860.0 Install Natural Stone Indoors By Conventional Or Stacking Method

Skill Set Descriptor

Install marble and granite indoors by the conventional or stacking method by drilling holes and preparing anchoring devices, installing inserts in concrete, installing overhangs, placing slabs, cutting out for accessories, setting and installing slabs, finishing marble or granite joints and surfaces and performing specialty installations in accordance with standard industry procedures and specifications.

Skills

0860.01 Drill holes in marble as specified and according to blueprints, using carboloy masonry bits, hammers, adjustable clamps, crow bars, rubber mallets, pliers and adjustable wrenches, and prepare specified anchoring devices, using hooks, wire and plaster as per specifications (making sure that cedar wood plugs are not used).

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.**

0860.02 Install inserts in concrete such as angle irons in the first course and expansion shields, screwing into existing structures where required, according to specifications.

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

Terrazzo, Tile and Marble Setter

0860.03 **Install overhangs** for doors, bases and openings with dowelled liners or "J" plates and epoxy, drilling and dowelling the holes, and tightening the wall fasteners with a wrench.

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

0860.04 **Cut out holes for accessories** such as electrical outlets, light switches and floor drains into floors and walls, using saws, drills and grinders, in accordance with blueprints and specifications.

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

0860.05 **Set slabs** of marble and granite in place by manually lifting, using fork lifts or chain blocks, and installing according to specifications, ensuring that it is plumb, level and square, caulking around inserts if required, applying spots of plaster or alternative in wet areas in accordance with specifications.

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

Terrazzo, Tile and Marble Setter

0860.06 **Finish marble or granite joints and surfaces** by applying caulking or grout to the joints and finishing or pointing the joints as specified, and cleaning and protecting the finished work against damage.

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

0860.07 **Perform specialty installations** such as thresholds, shower seats, window sills, mantels, shower jams, door and window jams, cutting for utilities and accessory, using carboloy masonry bits, skill saw, hammers chisels, adjustable clamps, trowels, rubber mallet, level, square, anchors, hooks, wire and plaster, latex Portland cement mortar, epoxy, sanding, polishing, buffing, cleaning and sealing, applying specified bonding agents to units.

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

0861.0 Install Natural Stone Slabs On Floors

Skill Set Descriptor

Install natural stone slabs on floors by visually inspecting natural stone slabs, inspecting the subfloor for defects, checking the layout, applying crack isolation membranes, applying polyethylene film over sand, preparing a solid and sound surface, placing and screed mortar bed, installing expansion and control joints in underbed, installing slab on floors, installing pre-cast and natural stone steps and repair defective natural stone slabs in accordance with standard industry procedures and specifications.

Skills

0861.01 Visually inspect natural stone slabs to confirm the absence of defects, structural soundness and, size and colour uniformity compared with the approved sample and the specifications and repair chips and voids with appropriate bonding materials so that the original match is maintained and the aesthetic appearance is maintained.

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.**

0861.02 Inspect the subfloor for defects such as cracks, unevenness of substrate and incorrect slopes, inspect concrete slabs for contamination (such as oil, sealers and curing agents) and report deficiencies to the supervisor and repair as required.

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

0861.03 **Check the layout** through a trial fit according to the blueprints and specifications, book-matching if specified by locating the starting point and finish elevation, checking measurements, setting level lines, square lines and main lines using measuring tape, water level, hand level, laser level, straight edges, carpenter's square, chalk line and/ or mason's lines and employing appropriate squaring method to ensure that the site is prepared for installation.

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

0861.04 **Apply crack isolation membranes** to prevent or reduce the telegraphing of cracks from the substrate to the surface, using trowels, brushes, rollers, utility knives or scissors by preparing the crack, applying primer and bonding material, installing elastomeric or trowel applied material over cracks in a band wider than 305 mm centred on the cracks, or over the entire area according to specifications.

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

0861.05 **Apply polyethylene film over sand**, overlapping edges a minimum of 100 mm, applying wire mesh on top of slip sheet by rolling the mesh out, cutting over expansion and control joints, overlaying 100 mm at edges and end, and tying to prevent cracks, making sure that the mesh is completely embedded in the underbed, all the work being performed according to specifications.

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

0861.06 Prepare a solid and sound surface using shovel, rake, water hose and wheelbarrow by mixing one part Portland cement to four parts sand, adding water and mixing thoroughly to a low slump to provide workability.

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

0861.07 Place and screed mortar bed to pre-determined elevation, using hand trowels, shovels, rake, wheelbarrow, wood or aluminum straight edges, wood float, hand level, transit and water level by the "bond method", the "floating -floor method or using the medium bed system method according to specifications.

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

0861.08 Install expansion and control joints in underbed using a circular saw with masonry blade, snips, hacksaw, trowels, hammer, chisels, wrenches, screwdrivers, pliers and caulking guns as appropriate to the application of natural stone slabs, directly above control joints in the substrate while the underbed is in a workable plastic state, in accordance with specifications.

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

0861.09 **Install slab on floors** by checking materials and layout, wiping any dust residue from back side of slab, screeding for each slab individually; placing the slab to ensure proper fit, lifting slab and backbutter underside of stone with latex Portland cement mortar and setting in place; hammering slab into place with a rubber mallet to ensure a level plane and secure bond of a minimum of 95% coverage; cleaning, grouting and cleaning again; and protecting the area while curing, all according to specifications.

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

0861.10 **Install pre-cast and natural stone steps**, using water level, measuring tape, combination square, hand level, trowels, wood floats, masons line, chalk line, straight edges, stainless steel or copper wire, electric drill, pliers, hammer, chisel, wood plugs and caulking gun by confirming materials with blueprints, laying out the stairs, placing a screed mix to the required stair elevation to even out the treads and risers, placing setting material/ epoxy on steel stairs, latex Portland cement mortar on cured underbed and concrete stairs, backbutter bonding material to back of treads and risers, anchoring the risers, setting and aligning stone treads and risers to conform with all detail dimensions, cleaning, grouting and cleaning again, protecting the area while curing, all according to specifications.

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

0861.11 **Repair defective natural stone slabs** by repairing chips, cracks and breaks using epoxies by filling voids or joining parts, scraping and cleaning with acetone and polishing so that the appearance is uniform.

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

0862.0 Install Natural Stone Counter Tops

Skill Set Descriptor

Install natural stone counter tops by applying blueprint information and specifications, calculating length and weight of countertops, determining transportation and storage requirements, assessing site dimensions, visually inspecting counter tops, reviewing template for sink site, installing countertop panels, grouting all joints and repairing natural stone countertops in accordance with standard industry procedures and specifications.

Skills

0862.01 Apply blueprint information and specifications to identify required materials, bond types and other specified details.

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**

0862.02 Calculate length and weight of countertops to ensure counter structure can handle the weight and determine manpower and delivery route needed to handle pieces safely and effectively.

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

0862.03 Determine transportation and storage requirements including proper packing techniques to avoid breakage and damage and on-site storage prior to installation.

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

0862.04 Assess site dimensions including squareness, regularity of surfaces, tolerance of joint widths and irregularities of millwork and drywall in order to plan for operations required on countertop.

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

0862.05 Visually inspect counter tops, backsplash, vanity tops, and aprons for soundness to confirm defect free and of uniform size, report defects to the supervisor and return to fabricating plant any defective piece for repair or replacement.

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

0862.06 **Review template for sink site** to confirm over hang, ensure the sink fits in the opening provided, ensure the substrate is level and true and that all faucets and fixture are laid out prior to measuring.

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

0862.07 **Install countertop panels** by ensuring the cabinets are level and plumb, cleaning the wood substrate, ensuring cabinets match drawings and stone panels, install panels in a linear sequence, dry set panels to ensure fit and check levels, shim the underside of the stones panels as required, remove panels and apply adhesive to substrate, install panels and level as required, epoxy all joints with colour matched adhesive, dry set back splash to ensure fit and levels, apply adhesive to wall and horizontal stone panels, caulk joint between horizontal and vertical stone surfaces.

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

0862.08 **Grout all joints** with colour matched epoxy or silicone, remove excess grout, remove any film residue with clean cloth and buff dry so that surface is smooth and waterproof.

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

0862.09 **Repair natural stone countertops** by repairing chips, cracks and breaks using epoxies by filling voids or joining parts with polyester adhesive such as Tenax, scraping and cleaning with acetone and polishing so that the appearance is uniform.

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 Journey person 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 Records #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
0851.0	Work Safely On The Job	
0852.0	Use And Maintain Trade Tools And Equipment	
0853.0	Communicate In The Workplace	
0854.0	Plan And Organize Job Site	
0855.0	Prepare Job	
0856.0	Prepare Subsurface	
0857.0	Install Terrazzo	
0858.0	Install Tile	
0859.0	Perform Mechanical Installation Of Natural Stone On Walls	
0860.0	Install Natural Stone Indoors By Conventional Or Stacking Method	
0861.0	Install Natural Stone Slabs On Floors	
0862.0	Install Natural Stone Counter Tops	

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

0851.0 Work Safely On The Job	0851.01 Perform housekeeping duties	0851.02 Follow company or worksite fire procedures	0851.03 Manually move equipment, supplies, and components	0851.04 Use and maintain personal protective equipment	0851.05 Employ simple first aid relating to illness and occupational injury
	0851.06 Report injuries to supervisor or first-aid personnel	0851.07 Identify, handle, store, and use hazardous materials			
0852.0 Use And Maintain Trade Tools And Equipment	0852.01 Use and maintain hand tools and accessories	0852.02 Use and maintain electrical, pneumatic and hydraulic power tools	0852.03 Use and maintain measuring devices and layout equipment		
0853.0 Communicate In The Workplace	0853.01 Communicate orally	0853.02 Use documentation to communicate	0853.03 Use graphics to communicate	0853.04 Confirm work details with clients	0853.05 Use computers
	0853.06 Use audio communication devices	0853.07 Build and maintain interpersonal relationships	0853.08 Coach and mentor co-workers	0853.09 Keep current with the trade	

Competency Analysis Profile: Terrazzo, Tile and Marble Setter 241A (all unshaded skill sets must be completed)

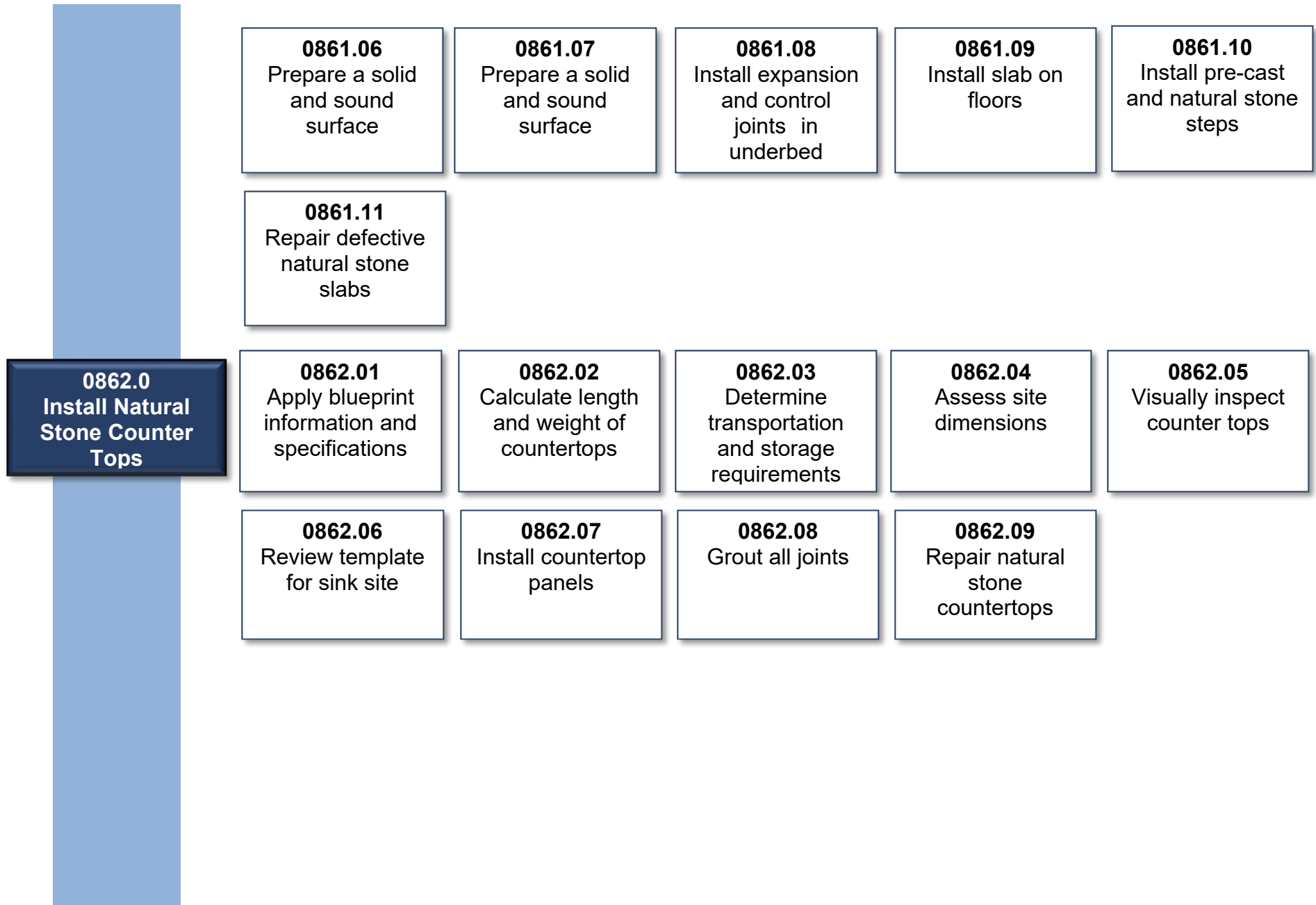
0854.0 Plan And Organize Job Site	0854.01 Assess job site conditions	0854.02 Verify drawings	0854.03 Resolve work stoppage issues	0854.04 Handle materials	0854.05 Store materials at the job site
	0854.06 Use personnel-lifting devices and access equipment	0854.07 Dispose of materials			
0855.0 Prepare Job	0855.01 Interpret blueprints and specifications	0855.02 Obtain materials	0855.03 Inspect and verify materials and tools	0855.04 Set plumb, level and square lines and surfaces	
0856.0 Prepare Sub-Surface	0856.01 Prepare mortar and bonding materials	0856.02 Apply wire lath and scratch coat	0856.03 Apply cementitious backer unit	0856.04 Mix and apply mortar	0856.05 Apply polyethylene sheeting and wire mesh
	0856.06 Install forms in structures	0856.07 Apply a sub-surface	0856.08 Install expansion and control joints	0856.09 Construct mortar walls	0856.10 Layout design and patterns
	0856.11 Perform cleaning	0856.12 Install crack isolation membrane	0856.13 Patch and repair substrate areas		

Competency Analysis Profile: Terrazzo, Tile and Marble Setter 241A (all unshaded skill sets must be completed)

0857.0 Install Terrazzo	0857.01 Lay-out and install base bead top strip	0857.02 Clean base slab and prepare underbed	0857.03 Prepare terrazzo mixes	0857.04 Install standard Portland cement terrazzo topping	0857.05 Install specialty terrazzo floors	
	0857.06 Finish terrazzo floors	0857.07 Apply terrazzo to stairs, bases, curbs and walls	0857.08 Install specialty flooring			
	0858.0 Install Tile	0858.01 Inspect the installation site for defects	0858.02 Fasten board units	0858.03 Check tiles for defects	0858.04 Perform a trial layout	0858.05 Layout out the pattern
		0858.06 Install waterproofing membranes	0858.07 Install crack isolation membranes	0858.08 Install tiles	0858.09 Install mosaic tiles	0858.10 Cut and drill tiles
		0858.11 Mitre tiles	0858.12 Back-butter tiles	0858.13 Grout tiles	0858.14 Finish tiles	0858.15 Install surface-mounted and recessed accessories
		0858.16 Protect newly installed tiles				

Competency Analysis Profile: Terrazzo, Tile and Marble Setter 241A (all unshaded skill sets must be completed)

0859.0 Perform Mechanical Installation Of Natural Stone On Walls	0859.01 Set up working platforms	0859.02 Inspect and repair natural stone slabs	0859.03 Confirm the layout	0859.04 Confirm the supply of mounting hardware	0859.05 Drill holes and cut slots in marble
	0859.06 Install inserts in concrete	0859.07 Confirm that each slab is independently supported	0859.08 Install overhangs	0859.09 Cut out for accessories	0859.10 Set slabs of marble and granite in place manually
	0859.11 Clean marble or granite surfaces				
0860.0 Install Natural Stone Indoors By Conventional Or Stacking Method	0860.01 Drill holes in marble	0860.02 Install inserts in concrete	0860.03 Install overhangs	0860.04 Cut out holes for accessories	0860.05 Set slabs
	0860.06 Finish marble or granite joints and surfaces	0860.07 Perform specialty installations			
0861.0 Install Natural Stone Slabs On Floors	0861.01 Visually inspect natural stone slabs	0861.02 Inspect the subfloor for defects	0861.03 Check the layout	0861.04 Apply crack isolation membranes	0861.05 Apply polyethylene film over sand



Notes

Completing Your Apprenticeship Program

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

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

After Your Apprenticeship

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

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

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

Preparing For Your Exam

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



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Tilesetter