



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Developmental Services
Worker

Trade Code: 620D

Development Date: 2008

COMPETENCY ANALYSIS PROFILE
Developmental Services Worker (620D)
(All unshaded skill sets must be demonstrated/completed)

SKILL SETS

SKILLS

PROMOTE INDIVIDUAL'S ADAPTIVE SKILLS 6171.0	Teach and support individual's domestic skills 6171.1	Teach and support individual's personal care 6171.2	Teach and support individual's life skills 6171.3	Teach and support individual's functional academics 6171.4	Teach and support individual's social skills 6171.5
	Teach and support individual's recreation and leisure activities 6171.6	Teach and support individual's parenting skills 6171.7	Teach and support individual's job readiness skills 6171.8		
MAINTAIN SAFE ENVIRONMENT 6172.0	Practice universal precautions 6172.1	Perform environmental scan 6172.2	Respond to accidents, incidents and occurrences 6172.3	Lift and transfer individuals and equipment 6172.4	Operate and maintain equipment 6172.5
MODEL AND PROMOTE HEALTHY LIFESTYLE 6173.0	Promote and monitor physical health 6173.1	Promote and monitor nutritional health 6173.2	Promote and monitor personal hygiene 6173.3	Promote spiritual well-being 6173.4	Promote and monitor emotional well-being 6173.5
	Liaise with health care professionals 6173.6	Implement health care professionals' recommendations 6173.7	Provide information on sexuality 6173.8	Promote mental health 6173.9	Promote individual's health and safety 6173.10
	Promote and support life transitions 6173.11				
MANAGE MEDICATION 6174.0	Administer medication 6174.1	Monitor response to medication 6174.2	Ensure safe storage and disposal 6174.3	Maintain inventory 6174.4	Complete documentation 6174.5

DEVELOPMENTAL SERVICES WORKER

	Liaise with health professionals 6174.6	Educate individual and family regarding medication 6174.7			
APPLY CRISIS INTERVENTION STRATEGIES 6175.0	Assess the situation 6175.1	De-escalate situation 6175.2	Intervene with individual 6175.3	Debrief with individual 6175.4	Debrief with staff 6175.5
	Debrief with other individuals 6175.6	Develop protocols 6175.7			
PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF PERSON DIRECTED PLANS 6176.0	Gather information 6176.1	Collaborate in the development of person directed plans 6176.2	Implement person direct plan 6176.3	Implement multi-disciplinary team recommendations 6176.4	Regularly review person directed plan 6176.5
	Coordinate community services and supports 6176.6				
SUPPORT INDIVIDUAL TO DEVELOP AND MAINTAIN RELATIONSHIPS 6177.0	Demonstrate respect for individual's rights 6177.1	Establish rapport with individual 6177.2	Respect and encourage individual's personal choices 6177.3	Teach and facilitate individual's self-advocacy and citizenship skills 6177.4	Advocate for the individual 6177.5
	Promote and facilitate individual's independence 6177.6				
FACILITATE FAMILY AND COMMUNITY RELATIONSHIPS 6178.0	Establish rapport with family 6178.1	Advocate for family 6178.2	Support family 6178.3	Support community participation and inclusion 6178.4	Promote and foster natural supports 6178.5

DEVELOPMENTAL SERVICES WORKER

DEVELOP SELF AND MAINTAIN PROFESSIONALISM	Develop and maintain professional relationships	Maintain confidentiality	Adhere to legal consent processes	Identify, mediate and resolve conflicts	Recognize and report signs of individual's neglect and abuse
6179.0	6179.1	6179.2	6179.3	6179.4	6179.5
	Identify and manage personal needs	Practice time management	Maintain lifelong learning	Participate as a team member	
	6179.6	6179.7	6179.8	6179.9	

CONTENTS	PAGE
Preface	1
Definitions	2
Important Directions to the Apprentice.....	4
Important Directions for the Sponsor/Employer & Supervisor/Trainer.....	4
Notice/Declaration for Collection of Personal Information	5
Roles and Responsibilities of Apprentice, Sponsor/Employer and Supervisor/Trainer	6
Skill Set Completion Form.....	8
Apprentice Completion Form.....	9
<u>TRAINING CONTENT</u>	
A. Description/Duties	10
B. On-the-Job Training Performance Objectives	
U6171.0 Promote Individual’s Adaptive Skills	11
U6172.0 Maintain Safe Environment	13
U6173.0 Model and Promote Healthy Lifestyle	14
U6174.0 Manage Medication	17
U6175.0 Apply Crisis Intervention Strategies	19
U6176.0 Participate In the Development and Implementation of Person Directed Plans.....	21
U6177.0 Support Individuals to Develop and Maintain Relationships.....	23
U6178.0 Facilitate Family and Community Relationships	25
U6179.0 Develop Self and Maintain Professionalism	26
Apprentice Record.....	28

PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices' acquisition of skills of the trade.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (<http://www.collegeoftrades.ca>) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: <http://www.collegeoftrades.ca/about/legislation-and-regulations>

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile

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

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyman or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory

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

Optional

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

Schedule of Training

An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

Sign-off

Signature of the sponsor/employer of record or an individual to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

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, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor

An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS

Apprentice

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
 - change of sponsor/employer address;
 - change of apprentice name or address;
 - transfer to a new sponsor/employer.
3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.
4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers 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.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry 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 Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
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 Training, Colleges and Universities
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.

ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

Apprentice “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skillsets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
U6171.0	PROMOTE INDIVIDUAL'S ADAPTIVE SKILLS	
U6172.0	MAINTAIN SAFE ENVIRONMENT	
U6173.0	MODEL AND PROMOTE HEALTHY LIFESTYLE	
U6174.0	MANAGE MEDICATION	
U6175.0	APPLY CRISIS INTERVENTION STRATEGIES	
U6176.0	PARTICIPATE IN THE DEVELOPMENT AND IMPLEMENTATION OF PERSON DIRECTED	
U6177.0	SUPPORT INDIVIDUALS TO DEVELOP AND MAINTAIN RELATIONSHIPS	
U6178.0	FACILITATE FAMILY AND COMMUNITY RELATIONSHIPS	
U6179.0	DEVELOP SELF AND MAINTAIN PROFESSIONALISM	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

A. DESCRIPTION/DUTIES

A **DEVELOPMENTAL SERVICES WORKER** supports people who have a developmental disability to enhance their capacity to function in all aspects of community living and to support the full inclusion of Ontarians with developmental disabilities in all aspects of society:

- Promoting Individual's Adaptive Skills
- Maintaining Safe Environment
- Modeling and Promoting Healthy Lifestyle
- Managing Medication
- Applying Crisis Intervention Strategies
- Participating In the Development and Implementation of Person Directed Plans
- Supporting Individuals to Develop and Maintain Relationships
- Facilitating Family and Community Relationships
- Developing Self and Maintaining Professionalism

A **DEVELOPMENTAL SERVICES WORKER** demonstrates knowledge of:

- Ontario Disability Support Program Act
- Child and Family Services Act
- Developmental Services Act
- Regulated Health Professionals Act
- Ontario Health and Safety Act
- Intervention Strategies
- Teaching Strategies
- Responding to Abuse
- Health and Wellness
- Pharmacology
- Dual Diagnosis
- Community Building
- Professionalism
- Developmental Disabilities
- Philosophy of Support
- Social Services
- Person Directed Plans

**BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES:
(ON-THE-JOB AND OFF-THE-JOB):**

- **4500 hours** (3720 on-the-job)
- Includes **780** hours of in-school training.

B. ON-THE-JOB PERFORMANCE OBJECTIVES

U6171.0 PROMOTE INDIVIDUAL'S ADAPTIVE SKILLS

U6171.1 Teach & Support Individual's Domestic Skills by assessing individual's abilities and support needs; and facilitating completion of daily activities including meal planning, laundry, cleaning and cooking, according to agency's policy and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6171.2 Teach & Support Individual's Personal Care by assessing individual's abilities and support needs; and facilitating completion of daily living activities (as independently as possible) including hygiene, dressing, eating, using the toilet, and bathing, according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6171.3 Teach and Support Individual's Life Skills by assessing individual's abilities and support needs; and facilitating development of individual's skills including problem-solving, decision-making, accessing community resources and participating in activities, according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6171.4 Teach & Support Individual's Functional Academics by assessing individual's abilities and support needs; and providing support including money management, time management, and social sight reading, according to the person directed plan.

Date Completed

Apprentice

Supervisor/Trainer

U6171.5 Teach & Support Individual’s Social Skills by assessing individual’s abilities and support needs; supporting development of interpersonal skills; facilitating inclusive community participation and providing opportunities for individuals to develop and maintain relationships with others, according to agency’s policies, vision and mission.

Date Completed

Apprentice

Supervisor/Trainer

U6171.6 Teach & Support Individual’s Recreation and Leisure Activities by assessing individual’s abilities, interests and support needs; and facilitating access and participation in a variety of activities in different settings according to individual’s interests and person directed plan.

Date Completed

Apprentice

Supervisor/Trainer

U6171.7 Teach and Support Individual’s Parenting Skills by assessing individual’s abilities and support needs; supporting access to resources; providing information to enhance abilities and providing opportunities to experience a variety of parental support activities, according to person directed plan.

Date Completed

Apprentice

Supervisor/Trainer

U6171.8 Teach & Support Individual’s Job Readiness Skills by assessing individual’s abilities and support needs; and facilitating opportunities for volunteering, job training experiences, job skill development, according to person directed plan.

Date Completed

Apprentice

Supervisor/Trainer

U6172.0 MAINTAIN SAFE ENVIRONMENT

U6172.1 Practice universal precautions by washing hands and using barrier equipment including gloves, gowns, and masks; sanitizing equipment; safely disposing of body fluids and preventing cross-contamination, according to established health and safety standards, agency protocols and legislation.

Date Completed

Apprentice

Supervisor/Trainer

U6172.2 Perform environmental scan by visually inspecting premises with respect to fire safety, temperatures, electrical outlets, hazardous material storage, and equipment condition; and reporting findings, in order to protect self and others and to ensure a safe environment, according to legislation and agency's policy and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6172.3 Respond to accidents, incidents and occurrences including emergency response, evacuation, reporting and documenting, according to legislation, policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6172.4 Lift and transfer individuals and equipment using techniques which prevent injury to self or others, according to legislation and agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6172.5 Operate and maintain equipment including lifts, wheelchairs, assistive devices and vehicles according to legislation, manufacturer recommendations and agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6173.11 **Promote and support life transitions** of individual and family/support network, including adolescence to adulthood and senior years by assessing needs; supporting planning; and navigating and bridging service systems, according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

DEVELOPMENTAL SERVICES WORKER

U6174.7 **Educate individual and family regarding medication** by providing information, supporting individual in understanding medication, side effects, procedures of use and supporting independence according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6175.5 **Debrief with staff** by assessing staff's physical and emotional condition; reviewing, discussing and assessing situation including: antecedents, behaviours, interventions, consequences; identifying next steps and alternative actions; and completing documentation, according to legislation and agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6175.6 **Debrief with other individuals** by assessing individuals physical and emotional condition, re-establishing rapport, actively listening, reviewing cause and effects, identifying antecedents, acknowledging behaviour, restoring a safe environment; and accessing additional support; according to legislation and agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6175.7 **Develop protocols** by reviewing situation, identifying antecedents, identify and plan preventative strategies for future interventions, in consultation with management, staff and behavioural consultants, according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6176.5 **Regularly review person-directed plan** by consulting with the individual, family, significant others, colleagues, staff, professionals and resources; reviewing and monitoring progress and outcomes; analyzing information; organizing and facilitating meetings; and documenting and reporting observations; according to legislation, individuals interests, skills and abilities and agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6176.6 **Coordinate community services and supports** by liaising with other agencies and service providers, sharing information, providing consultative services, integrating services, communicating, and advocating for inclusion, according to person directed plan.

Date Completed

Apprentice

Supervisor/Trainer

U6177.5 **Advocate for the individual** by communicating and expressing wants and needs on behalf of the individual to support individual's choices and rights.

Date Completed

Apprentice

Supervisor/Trainer

U6177.6 **Promote and facilitate individual's independence** by assessing individual's abilities and support needs; recognizing and providing opportunities; supporting and assisting individuals to recognize their responsibilities, consequences of their actions; and using positive guidance techniques (how), to increase potential and maximize individual's autonomy, according to the legislation and agencies policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6178.0 FACILITATE FAMILY AND COMMUNITY RELATIONSHIPS

U6178.1 Establish rapport with family by supporting and encouraging relationships, educating; sharing information; recognizing and being sensitive to the needs of the individual and family; respecting cultural and social diversity; developing a relationship of trust; actively listening; observing verbal and non-verbal cues; responding in a sensitive manner; and providing positive conflict resolution, and organizing activities, according to the agency’s policies and procedures.

Date Completed	Apprentice	Supervisor/Trainer
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U6178.2 Advocate for family including educating family; supporting applications for funding and support services; liaising with service providers and schools; supporting family; and participating in case conferences, according to person directed plan and agency’s policies and procedures.

Date Completed	Apprentice	Supervisor/Trainer
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U6178.3 Support family by providing information; involving family in person-directed planning and implementation of plans, according to person directed plan and agency’s policies and procedures.

Date Completed	Apprentice	Supervisor/Trainer
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U6178.4 Support community participation and inclusion by developing and maintaining community partnerships, providing information; providing education and support; researching, and consulting, coordinating supports according to person-directed plan and agency’s policies and procedures.

Date Completed	Apprentice	Supervisor/Trainer
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U6178.5 Promote and foster natural supports by identifying and enabling others who are participating, to support the individual in shared activities in an inclusive manner, that encourages opportunities for interaction, according to person-directed plan.

Date Completed	Apprentice	Supervisor/Trainer
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DEVELOPMENTAL SERVICES WORKER

U6179.6 Identify & manage personal needs by recognizing indicators of stress, anxiety, fatigue, and illness; problem-solving; and accessing resources, to address apprentice's concerns, according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6179.7 Practice time management by prioritizing workload, meeting deadlines, decision-making, and completing documentation, according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6179.8 Maintain lifelong learning by researching and participating in professional developments in the field; maintaining knowledge of leading practices, maintaining certifications, taking courses, and upgrading computer application skills; according to legislation and agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U6179.9 Participate as a team member including multi-disciplinary teams, by respecting group processes and other points of view; negotiating; problem-solving; sharing information; reporting observations; collaborating in decision-making; actively listening and contributing; implementing recommendations and action items; clarifying team member roles and responsibilities; delivering services; mentoring others; attending meetings and enhancing quality of care, according to agency's policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

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Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION

Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING

Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.