



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Drywall, Acoustic and
Lathing Applicator

Trade Code: 451A

Development Date: November 2006

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COMPETENCY ANALYSIS PROFILE

Drywall, Acoustic and Lathing Applicator – 451A

(All unshaded skill sets must be demonstrated/completed)

SKILL SETS

SKILLS

| | | | | | |
|---|--|--|---|---|---|
| PROTECT SELF AND OTHERS 4315.0 | Comply with safety directives provided in legislation and regulations 4315.01 | Report hazardous conditions 4315.02 | Wear and maintain approved personal protective equipment 4315.03 | Practice good housekeeping 4315.04 | Work within safe physical limits 4315.05 |
| | Use and maintain hand and power tools and equipment 4315.06 | Practice fire safety procedures 4315.07 | Apply basic first aid and cardio-pulmonary resuscitation 4315.08 | Erect swing stages and suspended scaffolding 4315.09 | Wear an approved safety harness and attach a life line 4315.10 |
| | Ensure proper ventilation during welding and application of adhesives 4315.11 | Store welding cylinders 4315.12 | | | |

| | | | | | |
|---|--|--|--|--|---|
| PREPARE JOB 4316.0 | Read, interpret, and apply blueprints and specifications for job layout 4316.01 | Communicate with other trades 4316.02 | Verify and organize materials 4316.03 | Identify or establish and work from grid lines and elevations 4316.04 | Select, use, and maintain approved tools and equipment 4316.05 |
| | Select and operate computers 4316.06 | | | | |

DRYWALL, ACOUSTIC AND LATHING APPLICATOR

SKILL SETS

SKILLS

| | | | | | |
|---|--|---|---|--|---|
| ERECT EXTERIOR STRUCTURAL STEELS STUDS AND SHEATHING 4317.0 | Lay out exterior walls 4317.01 | Lay out and install doors and windows 4317.02 | Cut and install exterior sheathing 4317.03 | Fabricate and install sections on site 4317.04 | Install off-site fabricated panels and trusses 4317.05 |
| | Set-up and use electrical welding equipment 4317.06 | Select and apply specific electrodes 4317.07 | | | |
| ERECT LIGHT GAUGE RESIDENTIAL STEEL STUDS AND SHEATHING 4318.0 | Install floor framing 4318.01 | Erect and install walls 4318.02 | Apply energy-efficient construction techniques 4318.03 | Construct and install equal slope roofs 4318.04 | Construct and install unequal slope roofs 4318.05 |
| | Install pre-engineered site-built or manufactured roof trusses 4318.06 | | | | |
| INSTALL SHAFT WALL SYSTEMS 4319.0 | Select metal components for specific installations 4319.01 | Lay out and install components 4319.02 | Seal the perimeter and joints 4319.03 | Apply exterior finish board 4319.04 | |
| APPLY THERMAL INSULATION, SOUND INSULATION, AND FIRE STOPPING 4320.0 | Select required thermal insulation, sound insulation, and fire stopping 4320.01 | Select fastening methods 4320.02 | Install insulation or sound attenuation blankets 4320.03 | Install vapour barriers 4320.04 | Seal vapour barriers 4320.05 |
| | Apply fire stop systems 4320.06 | Lay out, fabricate, and install baffles of various types 4320.07 | | | |

DRYWALL, ACOUSTIC AND LATHING APPLICATOR

SKILL SETS

SKILLS

| | | | | | |
|---|--|---|--|---|---|
| INSTALL PARTITION WALLS AND FURRING 4321.0 | Lay out the size and location of partitions 4321.01 | Fasten the floor and ceiling tracks 4321.02 | Select the required hollow metal door and window frames 4321.03 | Install stud plumb and level 4321.04 | Install hollow metal frames 4321.05 |
| | Install stiffeners and braces 4321.06 | Apply backing 4321.07 | Lay out and install furring 4321.08 | | |
| INSTALL LATH 4322.0 | Install various type of channels 4322.01 | Install hangers and ties 4322.02 | Erect furring and carrying channels 4322.03 | Select, measure, and install lath 4322.04 | Install lath accessories 4322.05 |
| | | | | | |
| INSTALL DRYWALL 4323.0 | Select properly dimensional wall-board 4323.01 | Determine the starting point for wallboard application 4323.02 | Lay out and install lead-lined drywall or X-ray shielding 4323.03 | Apply wallboard to curved surfaces 4323.04 | Apply a second layer of wallboard over the first 4323.05 |
| | Apply trims 4323.06 | Caulk studs, seams, joints, and tracks 4323.07 | | | |
| INSTALL MOULDED FORMS, CAST FORMS, AND FORM GLASS 4324.0 | Select a method of fastening and suspending 4324.01 | Furr out for the application of cast forms 4324.02 | Apply cast panels, cornices, mouldings, and form glass 4324.03 | | |

DRYWALL, ACOUSTIC AND LATHING APPLICATOR

SKILL SETS

SKILLS

| | | | | | |
|---|---|--|--|--|---|
| INSTALL CEILING SYSTEMS 4325.0 | Identify and select the ceiling type and its components 4325.01 | Select and install fasteners and hangers 4325.02 | Install ceiling suspensions 4325.03 | Determine and install suspended bulkheads and soffits 4325.04 | Apply drywall, acoustic, and other specified materials 4325.05 |
| | Fabricate and install access panels 4325.06 | Layout and install strapping, furring, and ceiling patterns of non-suspended ceilings 4325.07 | | | |
| INSTALL ACCESS FLOORING 4326.0 | Lay out access flooring 4326.01 | Position adjustable metal pedestals in a line 4326.02 | Install and fasten metal grid runners between pedestals 4326.03 | Cut and install access floor panels into the grid 4326.04 | Measure, cut, and adhere vinyl baseboard mouldings 4326.05 |
| | Install and secure pre-fabricated ramps, stairs, and handrails 4326.06 | | | | |
| ERECT DE-MOUNTABLE PARTITIONS 4327.0 | Prepare for job 4327.01 | Install pre-finished tracks 4327.02 | Lay out and frame rough openings 4327.03 | Apply pre-finished panels 4327.04 | Install components, trim, and accessories 4327.05 |
| ENCASE ASBESTOS 4328.0 | Identify asbestos and notify the appropriate authorities 4328.01 | Protect self and others from asbestos hazard 4328.02 | Remove all loose or flaky asbestos material 4328.03 | Encase beams and areas 4328.04 | Clean the area 4328.05 |
| | Perform the required personal cleaning procedures 4328.06 | | | | |

PREFACE

This training standard was developed by the Workplace Training Branch of the Ministry of Training, Colleges and Universities (MTCU), in partnership with the Provincial Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by the apprentice, supervisor/trainer and employer as a “blueprint” for training and certification requirements and as an acknowledgement of training completion.

This training document becomes the apprentice’s only record of workplace training performance. The supervisor/trainer and apprentice are required to sign off on and date the skills following each successful completion, unless a skill is shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off on the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence in the skill.

This training standard has been developed specifically for documenting the apprentice’s 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 examination for their trade

Competency Analysis Profile

A document that summarizes the training requirements of an individual trade and details the skills/skill sets that must be demonstrated

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

General Performance Objective (On-the-Job Skill Set)

A set of skills that includes all performance objectives under that skill set

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 minimum knowledge and skills of 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 objectives that must be signed off on for the apprentice to complete the program

Optional

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 but that may be tested on an examination for certification

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 Set

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

Skill Set Completion Form

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

Sponsor/Employer

A person who has entered into a registered training agreement with an apprentice under which the person is required to ensure that the apprentice 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. For sponsors/employers to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and that the workplace has the tools, equipment, materials and processes that have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) as being required for the trade.

Supervisor

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

Trainer

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

TQAA

Trades Qualification and Apprenticeship Act, 1998

Training Standard

A document that has been written in concise statements that describe the skills an apprentice must perform on the job and to what standard in order to be considered competent. By 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 apprenticeship staff at the local Ministry of Training, Colleges and Universities 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 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 Contract of Apprenticeship/Training Agreement.
4. The apprentice completion form with the Completed and Authorized Training Standard must be presented to the local Apprenticeship Client Services Uni.

Sponsors/Employers and Supervisors/Trainers

The Training Standard identifies skills required for this trade/occupation and its related training program.

This Training Standard has been written in concise statements which describe how an apprentice must perform each skill 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/skill sets 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

| UNITS | TITLE | SIGNING AUTHORITY | |
|--------|---|-------------------|--|
| 4315.0 | PROTECT SELF AND OTHERS | | |
| 4316.0 | PREPARE JOB | | |
| 4317.0 | ERECT EXTERIOR STRUCTURAL STEEL STUDS AND SHEATHING | | |
| 4318.0 | ERECT LIGHT GAUGE RESIDENTIAL STEEL STUDS AND SHEATHING | | |
| 4319.0 | INSTALL SHAFT WALL SYSTEMS | | |
| 4320.0 | APPLY THERMAL INSULATION, SOUND INSULATION, AND FIRE STOPPING | | |
| 4321.0 | INSTALL PARTITION WALLS AND FURRING | | |
| 4322.0 | INSTALL LATH | | |
| 4323.0 | INSTALL DRYWALL | | |
| 4324.0 | INSTALL MOULDED FORMS, CAST FORMS, AND FORM GLASS | | |
| 4325.0 | INSTALL CEILING SYSTEMS | | |
| 4326.0 | INSTALL ACCESS FLOORING | | |
| 4327.0 | ERECT DE-MOUNTABLE PARTITIONS | | |
| 4328.0 | ENCASE ASBESTOS | | |

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 in-school curriculum learning outcomes will cover all of the skill sets, both shaded and unshaded.
- The Certificate of Qualification examination will test the whole of the trade and may test both shaded and unshaded performance skill sets.

4315.0 PROTECT SELF AND OTHERS

GENERAL PERFORMANCE OBJECTIVE

Protect self and others by: complying with safety directives provided in legislation and regulations; reporting hazardous conditions; wearing and maintaining approved personal protective equipment; practicing good housekeeping; working within safe physical limits; using and maintaining power tools and equipment; practising fire safety procedures; applying basic first aid and CPR; erecting swing stages and suspended scaffolding; wearing an approved safety harness; ensuring proper ventilation; and storing welding cylinders.

PERFORMANCE OBJECTIVES

SKILLS

4315.01 **Comply with safety directives provided in legislation and regulations**, such as the *Occupational Health and Safety Act* (OHSA), the *Environmental Protection Act* (EPA), the *Construction Safety Act* (CSA), and *Workplace Hazardous Materials Information System* (WHMIS), on all work sites by identifying appropriate legislation and applying it to work procedures.

Date Completed

Apprentice

Supervisor/Trainer

4315.02 **Report hazardous conditions** promptly to the supervisor or safety representative, and re-check to confirm that the danger has been eliminated, so that individuals are protected from injury and the environment protected from contamination, in accordance with *Workplace Hazardous Materials Information System* (WHMIS), *Occupational Health and Safety Act* (OHSA), the *Environmental Protection Act* (EPA), manufacturers' instructions, company procedures and policies, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4315.03 **Wear and maintain approved personal protective equipment**, including a respirator, gloves, clothing, eye protection, boots, hard hat, and fall protection equipment, in order to prevent personal injury and illness, by ensuring that correct fit and optimum protection is provided to the wearer for the specific task, in accordance with manufacturers' specifications, company policy, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4315.0 PROTECT SELF AND OTHERS ...cont'd

4315.09 Erect swing stages and suspended scaffoldings, including power elevated work platforms, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4315.10 Wear an approved safety harness and attach a life line, in order to prevent falls and related injury, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4315.11 Ensure proper ventilation during welding and application of adhesives, in order to prevent hazard to health and environment, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4315.12 Store welding cylinders, in order to ensure a safe work environment, in accordance with manufacturers' specifications, the *Construction Safety Act*, the *Occupational Health and Safety Act*, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4316.0 PREPARE JOB

GENERAL PERFORMANCE OBJECTIVE

Prepare for a job by: reading, interpreting, and applying blueprints and specifications for job layout; communicating with other trades; verifying and organizing materials; identifying or establishing and working from grid lines and elevations; selecting, using, and maintaining approved tools and equipment; and selecting and operating computers.

PERFORMANCE OBJECTIVES

SKILLS

4316.01 Read, interpret, and apply blueprints and specifications for job layout, including accurate use of materials, dimensioning, and locating, and establishing proper framing and spacing, checking other trades' blueprints for building services, and scheduling the job, in accordance with job specifications, building codes, and company policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

4316.02 Communicate with other trades by consultation with the appropriate people, including foremen, in order to permit everyone to do their jobs in an efficient manner, ensuring that all information communicated is clear, concise, and accurate, in accordance with company policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

4316.03 Verify and organize materials, using a measuring tape or calculator, by checking the labels for types, dimensions, and quantities, stockpiling and placing material where they will be used without overloading the area, and handling and storing materials, such as vinyl, gyproc, and tiles, without interfering in the work process or with other trades, in accordance with job specifications, building codes, and company policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

4316.0 PREPARE JOB ...cont'd

4316.04 Identify or establish and work from grid lines and elevations using a transit, laser level, tape measure, water level, dry line, ladder or scaffold and chalk line, by establishing a grade mark on floor or ceiling, re-checking to verify accuracy and establishing job-specific work lines from grade and grid marks, in accordance with manufacturers' instructions, job specifications, and company policy and procedures.

Date Completed

Apprentice

Supervisor/Trainer

4316.05 Select, use, and maintain approved tools and equipment such as hand tools, power assisted tools, power elevated work platforms and scaffolds, determining the correct tool for the job, selecting the tool and required components, testing it, applying it to the job, and repairing or replacing parts so that tools are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective, in accordance with manufacturers' recommendations, the Canadian Standards Association (CSA), *Occupational Health and Safety Act*, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4316.06 Select and operate computers to access blueprints, specifications, reference materials, forms and letters for distribution, in accordance with employer and trade requirements.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4317.0 ERECT EXTERIOR STRUCTURAL STEEL STUDS AND SHEATHING

GENERAL PERFORMANCE OBJECTIVE

Erect exterior structural steel studs and sheathing by: laying out exterior walls; laying out and installing doors and windows; cutting and installing exterior sheathing; fabricating and installing sections on site; installing off-site pre-fabricated panels; setting-up and using electrical welding equipment; and selecting and applying specific electrodes.

PERFORMANCE OBJECTIVES

SKILLS

4317.01 Lay out exterior walls using a plumb bob, spirit level, laser level, chalk line, ladder, scaffold or power elevated work platform, by chalking the work line to the floor, measuring from the work line to establish the steel line (bottom track line) on slab, and plumbing up to the deck underside, to ensure accurate construction, in accordance with manufacturers' instructions, architectural specifications, company policies and procedures, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4317.02 Lay out and install doors and windows using power tools, heavy duty screw guns, fastening devices and a chalk line, by fastening the bottom and top tracks and providing for thermal and sound insulation and load deflection where required, erecting studs to required spacing, and framing door and window openings, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4317.0 **ERECT EXTERIOR STRUCTURAL STEEL STUDS AND SHEATHING**
...cont'd

4317.03 **Cut and install exterior sheathing** to required size and fasten using appropriate fastening methods, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

_____ _____ _____
Date Completed Apprentice Supervisor/Trainer

4317.04 **Fabricate and install sections on site** by fastening top track, assembling the partition on site, including door and window framing, covering the exterior with sheathing, standing the unit in place, sliding it into the top track, plumbing the unit, and fixing to the bottom track, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

_____ _____ _____
Date Completed Apprentice Supervisor/Trainer

4317.05 **Install off site pre-fabricated panels and trusses** according to the grid line, welding angle brackets or other fastening devices on the lines, having a panel hoisted in place by crane, bolting it to the angle bracket with a torque wrench, caulking and sealing the joints, and ensuring that the panels are aligned, plumb, and level, using a rubber mallet and shims, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

_____ _____ _____
Date Completed Apprentice Supervisor/Trainer

4317.06 **Set-up and use electrical welding equipment** such as shielded metal arch welding (SMAW) and gas metal arc welding (GMAW) to fasten various structural components, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

_____ _____ _____
Date Completed Apprentice Supervisor/Trainer

4317.0 ERECT EXTERIOR STRUCTURAL STEEL STUDS AND SHEATHING
...cont'd

4317.07 Select and apply specific electrodes for the production of various welded joint designs and thicknesses, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4318.0 ERECT LIGHT GAUGE RESIDENTIAL STEEL STUDS AND SHEATHING

GENERAL PERFORMANCE OBJECTIVE

Erect light gauge residential steel studs and sheathing by: installing floor framing; erecting and installing walls; applying energy-efficient construction techniques; constructing and installing equal slope roofs; constructing and installing unequal slope roofs; and installing pre-engineered site-built or manufactured roof trusses.

PERFORMANCE OBJECTIVES

SKILLS

4318.01 **Install floor framing** by lying out sills and beams, placing joists with bridging and blocking, accommodating for stair and window openings, attaching sheathing with appropriate fasteners and adhesives, making sure that the floor and openings are square, rigid and level, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4318.02 **Erect and install walls** by laying out wall positions on sub floor, laying out top and bottom plates, laying out and installing studs, cutting components for openings, installing bracing of walls, including backing and blocking, ensuring that the walls are square and plumb, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4318.03 **Apply energy-efficient construction techniques** including use of insulation and air barriers, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4318.0 ERECT LIGHT GAUGE RESIDENTIAL STEEL STUDS AND SHEATHING ...cont'd

4318.04 Construct and install equal slope roofs by laying out, cutting and installing rafters, ceiling joints, ridges, fascia, cutting and installing collar ties and ribbons, installing roof sheathing and h-clips, and installing framing for gables and soffits, making sure that rafters are cut within tolerances of calculated length, and that all framing has tight joints and is fastened, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4318.05 Construct and install unequal slope roofs by laying out, cutting and installing rafters, ceiling joists, ridges, fascia, cutting and installing collar ties and ribbons, installing roof sheathing and h-clips, and installing framing for gables and soffits, making sure that rafters are cut within tolerances of calculated length, and that all framing has tight joints and is fastened, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4318.06 Install pre-engineered site-built or manufactured roof trusses by laying out locations, hoisting trusses into position, ensuring correct alignment, locating and placing all bracing, installing roof sheathing, and installing framing for soffits and gable ends, making sure all trusses have tight joints and are aligned, designed, and fastened, in accordance with manufacturers' recommendations, structural engineering drawings, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4319.0 INSTALL SHAFT WALL SYSTEMS

GENERAL PERFORMANCE OBJECTIVE

Install shaft wall systems by: selecting metal components for specific installations; laying out and installing components; sealing the perimeter and joints; and applying exterior finish board.

PERFORMANCE OBJECTIVES

SKILLS

4319.01 **Select metal components for specific installations**, such as fire-proofing, noise abatement, air gas venting, or mechanical services, including J-runners, C-runners, E-studs, I-studs, 3/4” or 1” coreboard, and outside cladding material, in accordance with manufacturers’ recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4319.02 **Lay out and install components** using appropriate tools and fastening methods, by first laying out, cutting and fastening the J-runners at the top and the bottom, and cutting and fastening the E-studs, coreboard and I-studs, in accordance with manufacturers’ recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4319.03 **Seal the perimeter and joints** with fire caulk, gaskets, and tapes, in order to establish fire-rating, dust control, and other conditions requiring a sealed environment, and consulting with other trades and inspectors prior to closure, in accordance with manufacturers’ recommendations, worksite procedure and policy, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4319.0 INSTALL SHAFT WALL SYSTEMS ...cont'd

4319.04 Apply exterior finish board (outside cladding) using adhesive or screws, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4320.0 APPLY THERMAL INSULATION, SOUND INSULATION, AND FIRE STOPPING

GENERAL PERFORMANCE OBJECTIVE

Apply thermal insulation, sound insulation, and fire stopping by: selecting required thermal insulation, sound insulation and fire stopping; selecting fastening methods; installing insulation or sound attenuation blankets; installing vapour barriers; sealing vapour barriers; applying fire stopping systems; and laying out, fabricating, and installing baffles.

PERFORMANCE OBJECTIVES

SKILLS

4320.01 Select required thermal insulation, sound insulation, and fire stopping by identifying vapour barriers, such as foil plastic, tar paper, kraft paper, paper-backed batts, flexible or rigid fibreglass, insulation blankets, or rigid styrofoam as thermal barriers, and selecting sound barriers, such as cork, sound attenuation blankets, lead, or acoustic sound panels, in accordance with manufacturers' recommendations and job specifications.

Date Completed

Apprentice

Supervisor/Trainer

4320.02 Select fastening methods such as friction-fit, adhesive, stapling, or mechanical (Z-bars, spot welding, insul-clips, or C-channels and T-studs), in accordance with manufacturers' recommendations and job specifications.

Date Completed

Apprentice

Supervisor/Trainer

4320.03 Install insulation or sound attenuation blankets, using a utility knife and drywall saw, by identifying the specified "R" factor or Sound Transmission Class, calculating the amount of material to satisfy the specified degree of thermal or acoustic control, and correctly filling cavities or attaching the material to walls and ceilings, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4320.0 APPLY THERMAL INSULATION, SOUND INSULATION, AND FIRE STOPPING...cont'd

4320.04 Install vapour barriers of various thickness of foil or polyethylene by fastening (stapling, gluing, tying, or wrapping) to the appropriate side of the insulation, and overlapping the materials properly, on joints (minimum two inches) making sure they are not torn, or repairing when necessary, and providing an air barrier around electrical outlets, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4320.05 Seal vapour barriers, using a caulking gun or tape, by applying sealant in a neat and continuous bead around the perimeter of walls, partitions, ceilings, and openings such as cut-outs for electrical outlets and heating ducts, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4320.06 Apply fire stop systems, such as sealants, fire batts, sprays, caulking and mechanical devices, using caulking guns, trowels, forms, and spray guns, ensuring proper fire rating and smoke seal, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4320.07 Lay out, fabricate and install baffles such as decorative, sound, and above-ceiling, by employing special prescribed installation methods and fasteners, in accordance with manufacturers' recommendations, architectural and design specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4321.0 INSTALL PARTITION WALLS AND FURRING

GENERAL PERFORMANCE OBJECTIVE

Install partition walls and furring by: laying out the size and location of partitions; fastening the floor and ceiling tracks; selecting the required hollow metal door and window frames; installing studs plumb and level; installing hollow metal frames; installing stiffeners and braces; applying backing; and laying out and installing furring.

PERFORMANCE OBJECTIVES

SKILLS

4321.01 Lay out the size and location of partitions using a laser level, spirit level, plumb bob, ladder, scaffold or power elevated work platform, by consulting the floor plan, striking chalk lines for bottom tracks, transferring the lines to the deck, and marking out openings, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4321.02 Fasten the floor and ceiling tracks in proper alignment, using recommended fasteners, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4321.03 Select the required hollow metal door and window frames for specific openings to ensure that the throat opening and track are compatible, in accordance with architectural specifications.

Date Completed

Apprentice

Supervisor/Trainer

4321.0 INSTALL PARTITION WALLS AND FURRING ...cont'd

4321.04 Install studs plumb and level by measuring the distance between tracks to determine length of required metal studs, cutting studs to length (allowing for deflection), marking the location of studs and center, standing studs in tracks with proper spacing, screwing or crimping them, locating and framing openings, and measuring, cutting, installing and aligning metal headers and sills for door and window openings, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4321.05 Install hollow metal frames, using the appropriate levelling and plumbing device, lead-shield anchors, concrete screws, nails, and plugs, by installing, aligning plumb and square, and securing metal frames in door and window openings, and installing extra reinforcing studs at door and window openings, and completing with drywall in header for fire rating, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4321.06 Install stiffeners and braces, using appropriate tools, by inserting metal channels through pre-cut openings in metal studs, to provide horizontal stiffening or bracing, in accordance with in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4321.07 Apply backing, using a screw gun and various types of screws, by measuring, cutting and installing wooden or metal backing between studs when support is required for hand rails, towel bars and other articles attached to drywall or plaster, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4321.0 INSTALL PARTITION WALLS AND FURRING ...cont'd

4321.08 Lay out and install furring, by selecting the required materials and installing with fasteners, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4322.0 INSTALL LATH

GENERAL PERFORMANCE OBJECTIVE

Install lath by: installing various types of channels; installing hangers and ties; erecting furring and carrying channels; selecting, measuring and installing lath; and installing lath accessories.

PERFORMANCE OBJECTIVES

SKILLS

4322.01 **Install various types of channels** to receive lath, using nippers and metal shears, by selecting the required channels, laying out and marking centres, fastening top and bottom tracks, cutting and fastening channels at top and bottom, framing openings, fastening lath (wire mesh, rib lath, etc.) on one side, installing insulation, and fastening the other side of the lath, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4322.02 **Install hangers and ties**, sufficient to carry expected load, using bolt cutters, hanger benders, lasers, water levels, and lines, by establishing a split line, determining the required hanger gauge, determining hanger spacing for the specified load, installing hangers with an appropriate method, and bending the hanger at a specified height, ensuring it is flat and level, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4321.0 INSTALL LATH ...cont'd

4322.03 Erect furring and carrying channels using cross-ties and saddle ties, by installing 1-1/2" steel main carriers, tying carriers to hangers, tying 3/4" cross-channels to carriers at right angles and 12" on centre, and cutting and framing openings with a hacksaw or channel cutters, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4322.04 Select, measure, and install lath by tying, clipping or screwing it, overlapping wire lath properly and ensuring a constant direction or pattern and properly staggering gypsum lath, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4322.05 Install lath accessories, such as corner beads, plaster stops, expansion joints, cornerite, picture rails, and various beads, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4323.0 INSTALL DRYWALL

GENERAL PERFORMANCE OBJECTIVE

Install drywall by: selecting properly dimensional wallboard; determining the starting point for wallboard application; laying out and installing lead-lined drywall or X-ray shielding; applying wallboard to curved surfaces; applying a second layer of wallboard over the first; applying trims; and caulking studs, seams, joints and tracks.

PERFORMANCE OBJECTIVES

SKILLS

4323.01 Select properly dimensional wall-board, such as fire-rated, water repellent, lead-backed, standard and foil-backed, in accordance with job specifications and all applicable codes and legislation.

Date Completed

Apprentice

Supervisor/Trainer

4322.02 Determine the starting point for wallboard application, starting with a level sheet, and then proceeding with normal wallboard installation, by cutting wallboard to size, cutting out openings and securing in place with specified screw size, and spacing and staggering sheets on the reverse side of the partition, in accordance with manufacturers' recommendations and job specifications.

Date Completed

Apprentice

Supervisor/Trainer

4323.03 Layout and install lead-lined drywall or X-ray shielding, applying it unbroken by screw heads, switch boxes and openings, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4323.0 INSTALL DRYWALL ...cont'd

4323.04 Apply wallboard to curved surfaces by using flexible drywall or using a forming template, and screwing it in place at specified spacing, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed Apprentice Supervisor/Trainer

4323.05 Apply a second layer of wallboard over the first, by staggering the joints and setting the screws to the proper depth, in order to achieve a specified fire rating or acoustical rating, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed Apprentice Supervisor/Trainer

4323.06 Apply trims using a stapler, adhesives with applicator, corner bead clincher, screw gun, or drywall hatchet, by measuring, cutting and fastening control joints, corner reinforcements, and trim to wallboard, in accordance with manufacturers' recommendations, architectural and design specifications, and all applicable government legislation.

Date Completed Apprentice Supervisor/Trainer

4323.07 Caulk studs, seams, joints and tracks for fire, sound, dust control and smoke, ensuring a tight and complete seal, in accordance with job specifications and fire codes.

Date Completed Apprentice Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4324.0 INSTALL MOULDED FORMS, CAST FORMS, AND FORM GLASS

GENERAL PERFORMANCE OBJECTIVE

Install moulded forms, cast forms, and form glass by: selecting a method of fastening and suspending; furring out for the application of cast forms; and applying cast panels, cornices, and mouldings and form glass.

PERFORMANCE OBJECTIVES

SKILLS

4324.01 Select a method of fastening and suspending moulded forms, cast forms, and form glass, in accordance with job specifications and site conditions.

Date Completed

Apprentice

Supervisor/Trainer

4324.02 Furr out for the application of cast forms, such as fibreglass, using drills, grinders and saws, by laying out the specified locations and dimensioning, and preparing framing to receive the mould or cast forms, including furring, applying brackets, ensuring it is level and aligned, in accordance with job specifications, manufacturers' recommendations and site conditions.

Date Completed

Apprentice

Supervisor/Trainer

4324.03 Apply cast panels, cornices, mouldings, and form glass with adhesives, screws or bolts, and adjust the panels to achieve plumb, square, and accurate alignment, and install expansion and control joints, allowing for the expansion and contraction of panels, in accordance with manufacturers' recommendations, industry standards, architectural and design specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4325.0 INSTALL CEILING SYSTEMS

GENERAL PERFORMANCE OBJECTIVE

Install ceiling systems by: identifying and selecting the ceiling type and its components; selecting and installing fasteners and hangers; installing ceiling suspensions; determining and installing suspended bulkheads and soffits; applying drywall, acoustic, and other specified materials; fabricating and installing access panels; and laying out and installing strapping, furring, and ceiling patterns of non-suspended ceilings.

PERFORMANCE OBJECTIVES

SKILLS

4325.01 Identify and select the ceiling type and its components, as determined by ceiling plans, including ceiling elevations, light layout, soffits and bulkheads, in accordance with job specifications and on-site conditions.

Date Completed

Apprentice

Supervisor/Trainer

4325.02 Select and install fasteners and hangers by establishing the required spacing for a specific ceiling, and fastening the hangers securely, in accordance with job specifications, manufacturers' recommendations, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4325.03 Install ceiling suspensions by levelling perimeter mouldings and 1 ½" carrying channels, bending hangers, installing field components such as main-tees, cross-tees, L-mould, Z-bars, and H & T systems, and cross furring, providing openings for services and squaring the ceiling, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4325.0 INSTALL CEILING SYSTEMS ...cont'd

4325.04 Determine and install suspended bulkheads and soffits with proper fastening systems and materials, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

Date Completed Apprentice Supervisor/Trainer

4325.05 Apply drywall, acoustic, and other specified materials with adhesive, mechanical, lay-in or clip-on methods, in accordance with manufacturers' recommendations, industry standards, architectural specifications, and all applicable government legislation.

Date Completed Apprentice Supervisor/Trainer

4325.06 Fabricate and install access panels by establishing panel size, laying out and cutting the required opening, and securing the panels in place, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed Apprentice Supervisor/Trainer

4325.07 Layout and install strapping, furring and ceiling patterns of non-suspended ceilings, by securing to structure with proper fasteners and adhesives, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed Apprentice Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4326.0 INSTALL ACCESS FLOORING

GENERAL PERFORMAMNCE OBJECTIVE

Install access flooring by: laying out access flooring; positioning adjustable metal pedestals in a line; installing and fastening metal grid runners between pedestals; cutting and installing access floor panels into the grid; measuring, cutting, and adhering vinyl baseboard mouldings; and installing and securing pre-fabricated ramps, stairs, and handrails.

PERFORMANCE OBJECTIVES

SKILLS

4326.01 Lay out access flooring by establishing floor elevation, using a laser level, in accordance with shop drawings or site conditions.

Date Completed

Apprentice

Supervisor/Trainer

4326.02 Position adjustable metal pedestals in a line on the slab floor and install flooring components such as perimeter angles, stabilizer bars, and framing spacers, in accordance with shop drawings, site conditions, manufacturers' recommendations, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4326.03 Install and fasten metal grid runners between pedestals, using screws to form a floor grid, and verify grid alignment regularly as the grid is being constructed, adjusting the pedestals up or down to level the grid, in accordance with shop drawings, site conditions, manufacturers' recommendations, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4326.0 INSTALL ACCESS FLOORING ...cont'd

4326.04 Cut and install access floor panels into the grid with a suction lift tool, laying special grill and flow-through panels where specified, in accordance with shop drawings or site conditions, manufacturers' recommendations, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4326.05 Measure, cut, and adhere vinyl baseboard mouldings around the perimeter of the floor, in accordance with manufacturers' recommendations, shop drawings or site conditions.

Date Completed

Apprentice

Supervisor/Trainer

4326.06 Install and secure pre-fabricated ramps, stairs, and handrails leading to the raised floor, and prepare the floor for service accessories, in accordance with shop drawings or site conditions, manufacturers' recommendations, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4327.0 ERECT DE-MOUNTABLE PARTITIONS

GENERAL PERFORMANCE OBJECTIVES

Erect de-mountable partitions by: preparing for the job; installing pre-finished tracks; laying out and framing rough openings; applying pre-finished panels; and installing components, trim, and accessories.

PERFORMANCE OBJECTIVES

SKILLS

4327.01 Prepare for the job by establishing the type of partition, materials, location, and installation procedures, including the symmetrical distribution of panels, and laying them out, in accordance with architectural plans and job specifications.

Date Completed

Apprentice

Supervisor/Trainer

4327.02 Install pre-finished tracks at top and bottom or variations required by specific systems, using proper tools and fasteners, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4327.03 Lay out and frame rough openings for windows and doors using installation methods required by specific systems, in accordance with manufacturers' recommendations, architectural specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4327.04 Apply pre-finished panels, using recommended fasteners, ensuring that the panels are aligned plumb, in accordance with manufacturers' recommendations, job specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

4327.0 ERECT DE-MOUNTABLE PARTITIONS ...cont'd

4327.05 Install components, trim, and accessories such as battens, batten covers, J-mouldings (aluminium, steel, or polyvinyl), baseboards, ceiling and door trim, glazing rails, door frames, and pre-finished door jambs and corners, in accordance with manufacturers' recommendations, job specifications, and all applicable government legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

4328.0 ENCASE ASBESTOS

GENERAL PERFORMANCE OBJECTIVE

Encase asbestos by: identifying asbestos and notifying the appropriate authorities; protecting self and others from asbestos hazard; removing all loose or flaky asbestos material; encasing beams and areas; cleaning the area; and performing the required personal cleaning procedures.

PERFORMANCE OBJECTIVES

SKILLS

4328.01 Identify asbestos and notify the appropriate authorities and the trades on-site of the encasement activity, in accordance with provincial and federal legislation.

Date Completed

Apprentice

Supervisor/Trainer

4328.02 Protect self and others from asbestos hazard by wearing an approved breathing apparatus and a disposable suit and mask, sealing off the area with plastic sheathing, including air returns, ducts, air handling systems, doorways, windows and floor veins, in accordance with provincial and federal legislation.

Date Completed

Apprentice

Supervisor/Trainer

4328.03 Remove all loose or flaky asbestos material and any overspray, and put it into an appropriate labelled plastic bag securely sealed for transport, in accordance with provincial and federal legislation.

Date Completed

Apprentice

Supervisor/Trainer

4328.04 Encase beams and areas with drywall, making sure the encasement is airtight, in accordance with provincial and federal legislation.

Date Completed

Apprentice

Supervisor/Trainer

4328.0 ENCASE ASBESTOS ...cont'd

4328.05 **Clean the area** by vacuuming away asbestos dust or fibres, folding up the plastic sheathing and putting it into appropriate garbage bags, and re-vacuuming, wiping down, or washing the entire area, in accordance with provincial and federal legislation.

Date Completed

Apprentice

Supervisor/Trainer

4328.06 **Perform the required personal cleaning procedures,** in accordance with provincial and federal legislation.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

APPRENTICE RECORD

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|---------------------------------|
| 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

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Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION

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SUMMARY OF TRAINING

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

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE COMPLETION FORM

| APPRENTICE INFORMATION | |
|-------------------------------|--|
| Name (Print) | |
| Signature | |
| Client ID | |

Skill Sets when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed Yes () No () Not applicable ()
 (Proof to be provided)

Hours completed as Yes () No () Not applicable ()
 Per Contract:

| SPONSOR/EMPLOYER INFORMATION | |
|-------------------------------------|--|
| Name (Print) | |
| Address | |
| Telephone | |
| E-mail Address | |
| Signature of Signing Authority | |

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.