



**Skilled  
Trades**  
Ontario

**Métiers  
spécialisés**  
Ontario

Apprenticeship  
Training Standard  
Logbook

**Electrician - Domestic  
and Rural**

309C

2003

# Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as “Logbook” is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

## Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer **sign-off on competencies**
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



## Completing Your Logbook

- ✓ **Complete the Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
  - **You and your trainer** sign-off each required skill to confirm that you have demonstrated competency in that skill.
  - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
  - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – “Skill Set Completion for Sponsors”** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Trade: \_\_\_\_\_

**Training Agreement # (for Compulsory and Non-Compulsory trades):**

**STO Account No. (for Compulsory trades only):**

**This document is the property of the Apprentice named herein and represents the official record of their training.**

**If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.**

# Apprenticeship Pathway to a Certificate of Qualification

Phase 1: Registration

Submit Application for Apprenticeship Training through the on-line portal or to local Service Delivery Office

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

Training agreement signed and registered by both apprentice and sponsor

Access your Apprenticeship Training Standard Logbook\*\*  
skilledtradesontario.ca/about-trades/trades-information

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

Complete on-the-job training

*Demonstrate and receive sign-off on the competencies/skills in your Apprenticeship Training Standard Logbook*

Complete in-school training

*Attend and complete the in-class training set out in the Curriculum Training Standard*

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

Review and finalize your logbook with your sponsor

Submit proof of apprenticeship completion via email, in-person or digital portal

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

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

Certificate of Apprenticeship is issued

Phase 2: Apprenticeship

Trades without examination

CofA is the final step of the program

Trades with examination (compulsory and non-compulsory trades)\*

Provisional Certificate of Qualification issued for a 12 month term

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

Make payment for your Certificate of Qualification examination

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

Schedule a date to write your Examination

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

Pass Certificate of Qualification examination

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

Certificate of Qualification is issued

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

Phase 3: Certification

\* For a list of trades subject to a certification examination, visit: [skilledtradesontario.ca](http://skilledtradesontario.ca)

**Table of Contents**

Foreword: Purpose, Terms and Conditions of the registered Training Agreement..... 1

Trade Specific Resources and Links .....2

Methodology-Standard Development .....2

Introduction to the Logbook..... 3

Roles and Responsibilities .....4

    Roles and Responsibilities of the Apprentice ..... 5

    Roles and Responsibilities of Sponsors and Trainers .....6

Health and Safety.....7

Apprenticeship Program Summary/Guidelines..... 10

    Scope of Practice ..... 10

    Program Guidelines ..... 10

    Program Requirements ..... 12

    Compulsory and Non-compulsory Classification ..... 12

    Skills for Success Summary ..... 12

    Standard of Performance ..... 13

    Other Suggested or Required Certification(s) and Training ..... 13

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers ..... 14

Notice of Collection of Personal Information ..... 16

List of Trainers ..... 17

1.0 Protect Self And Others ..... 18

2.0 Read, Interpret And Revise Schematic Drawings And DocumentatiON..... 21

3.0 Select, Maintain And Use Tools And Equipment ..... 24

4.0 Install, Maintain And Repair Wiring Systems ..... 28

5.0 Select, Install, Maintain And Troubleshoot Power Distribution Equipment Systems  
..... 32

6.0 Select, Install, Maintain And Troubleshoot Lighting Systems ..... 37

7.0 Install, Maintain And Troubleshoot Rotating Equipment And Associated Control  
Systems..... 41

8.0 Install, Maintain And Troubleshoot Motor Drives And Associated Control Systems  
..... 46

9.0 Install, Maintain And Troubleshoot Stand-By Power Systems And Associated

Equipment .....	49
10.0 Install, Maintain And Troubleshoot Communications Systems .....	51
11.0 Select, Maintain And Operate Test And Measuring Equipment.....	54
12.0 Communicate In The Workplace .....	57
Definitions .....	60
Ready to Write Your Exam? .....	63
Instructions for Recording a Change in Sponsor .....	64
Appendix A — Instructions for Apprenticeship Program Completion .....	69
Appendix B — Apprentice Completion Form.....	70
Appendix C — Skill Set Completion for Sponsors.....	71
Appendix D — Local Service Delivery Offices in Ontario .....	72
Competency Analysis Profile (CAP) Chart .....	i

**Please Note:** This Standard has been revised to reflect the visual identity of Skilled Trades Ontario (STO) which replaced the Ontario College of Trades on January 1, 2022. The content of this Standard may refer to the former organization; however, all trade specific information or content remains relevant and accurate based on the original date of publishing.

Please refer to STO's website: [skilledtradesontario.ca](http://skilledtradesontario.ca) for the most accurate and up to date information. For information about BOSTA and its regulations, please visit [Building Opportunities in the Skilled Trades Act, 2021 \(BOSTA\)](#).

Any updates to this publication are available on-line; to download this document in PDF format, please follow the link: [Skilled Trades Ontario.ca](http://Skilled Trades Ontario.ca).

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*Maintained with transfer to Skilled Trades Ontario 2003 (V100)*

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

#### Purpose:

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

#### The Apprentice agrees:

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

#### The Sponsor agrees:

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

**Trade Specific Resources and Links**

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

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

**Methodology-Standard Development**

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

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



### Introduction to the Logbook

This “on-the job” Logbook is the training standard for **Electrician - Domestic and Rural 309C** and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

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

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

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

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

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

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

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

## Roles and Responsibilities

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

**Skilled Trades Ontario (STO)** is responsible for:

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

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

is responsible for:

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

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

### Roles and Responsibilities of the Apprentice

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

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

### Roles and Responsibilities of Sponsors and Trainers

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

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

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

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

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

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

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

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

### **Health and Safety**

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

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

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

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

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

### **The Internal Responsibility System:**

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

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

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

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

### **Roles and Responsibilities under the Occupational Health and Safety Act**

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

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

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

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

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

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

### **The Three Rights of Workers/Apprentices**

The OHSA gives workers and apprentices three important rights:

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

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

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

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

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

Constructor's duties include the following:

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

### **Ministry of Labour, Immigration, Training and Skills Development**

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

### Apprenticeship Program Summary/Guidelines

#### Scope of Practice

The Scope of Practice for the trade of Domestic and Rural Electrician is set out in section 45 of Ontario Regulation 875/21 under BOSTA and reads as follows:

45. The scope of practice for the trade of electrician — domestic and rural is the same as the scope of practice of an electrician — construction and maintenance, but is limited to the following:

1. Work in the construction, erection, repair, remodelling or alteration of,
  - i. houses or multiple dwelling buildings containing six or fewer dwellings, or
  - ii. buildings or structures used for farming.
2. The performance of maintenance to electrical equipment,
  - i. in houses or multiple dwelling buildings containing six or fewer dwellings, or
  - ii. on farms

\*While the Logbook draws on the scope of practice regulation (Section 45 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. \*

#### Program Guidelines

##### On-the-Job Training Duration

Industry has identified 6390 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

##### In-Class Training Duration

Industry has identified 810 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

##### Total Training Hours

7200 hours



## Journeyman to Apprentice Ratio

### Ratios in Regulation:

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

### Program Requirements

#### Compulsory and Non-compulsory Classification

Regulations under the *Building Opportunities in the Skilled Trades Act, 2021* classify each trade as either “compulsory” or non-compulsory.” The trade of Electrician - Domestic and Rural is compulsory.

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

#### Skills for Success Summary

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

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

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

### **Standard of Performance**

In general, the standard of performance for this trade are to be performed, as applicable, according to and in compliance with the following:

Industry Safety Standards which are based upon:

- Occupational Health and Safety Legislation and Regulations;
- Jurisdictional legislation and regulations, codes and standards (municipal bylaws etc.)
- Company policies and procedures
- All applicable manufacturers specifications and engineering specifications

### **Other Suggested or Required Certification(s) and Training**

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

## Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

### Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

***To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.***

### Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

- The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition.

### Tips for Trainers

Trainers are responsible for ensuring the Apprentice is developing the skills outlined in this document. Here is a list of tips and tools to help Trainers in their supervision of Apprentices:

- Demonstrate model safe work habits;
- Provide opportunities and time for the Apprentice to learn the trade;
- Treat Apprentices fairly and with respect;
- Review the Logbook with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Expose Apprentices to the full scope of the trade by providing training on the skills outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- **Meet regularly with the Apprentice to discuss the apprentice's progress**
- Provide continuous feedback;
- Sign-off skills when your Apprentice demonstrates competency, and,
- Use the Logbook as a guide to evaluate competence in each skill area. By using the Logbook, Trainers will be able to guide the process to and assist Apprentices to develop skills outlined in this document.

***The best mentoring experience is when an Apprentice is given as much training/exposure to the full scope of the trade as possible. If this is not possible, help them to determine other ways this may be possible.***

## Notice of Collection of Personal Information

1. At any time during your apprenticeship training, you may be required to show this Logbook to the local Service Delivery Office. You will be required to submit the signed Apprenticeship Completion form to the Service Delivery Office in order to complete your program. The Service Delivery Office will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Service Delivery Office will disclose information about your program completion and your Certificate of Apprenticeship to Skilled Trades Ontario, as it is necessary for Skilled Trades Ontario to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry of Labour, Immigration, Training and Skills Development under the authority of the *Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre  
Ministry of Labour, Immigration, Training and Skills Development  
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3  
Toll-free: 1-800-387-5656; Toronto: 416-326-5656  
TTY: 1-866-533-6339 or 416-325-4084

**List of Trainers**

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

**1.0 Protect Self And Others**

**General Performance Objective**

Protect self and others by: identifying, interpreting and applying applicable Acts, regulations, codes and directives; recognizing, assessing and controlling hazards and hazardous conditions, equipment and material; identifying and using fire extinguishers and firefighting equipment; performing housekeeping duties; maintaining currency in CPR and First Aid certification; selecting, wearing, adjusting, using and maintaining personal protective apparel and equipment; performing lockout, tagging and hold-off procedures; and, assembling, erecting, using, dismantling and storing platforms and scaffolds.

**Skills**

**1.01 Identify, interpret and apply applicable Acts, regulations, codes and directives** including the Occupational Health and Safety Act (OHSA); Environmental Protection Act (EPA); Dangerous Goods Transportation Act (DGTA); Workplace Safety Insurance Act (WSIA); Ontario Building Code (OBC); Canadian Electrical Code (CEC); Ontario Electrical Code (OEC); Ontario Fire Code (OFC); Workplace Hazardous Materials Information System (WHMIS); Construction Safety Association of Ontario (CSAO); Canadian Welding Bureau (CWB); National Fire Protection Association (NFPA); American Society of Mechanical Engineers (ASME); Institute of Electrical and Electronic Engineers (IEEE); Illumination Engineering Society Standards (IESS); Technical Standards and Safety Authority (TSSA); Electrical Safety Authority (ESA); Canadian Standards Association (CSA); municipal requirements and company policies

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**



**1.02 Recognize, assess and control hazards and hazardous conditions, equipment and material** including work site conditions, heavy equipment operations, crane hoisting and lifting operations, overhead and trenching operations, material handling and storage, and welding operations, ensuring that procedures are in compliance with OHSA, WHMIS, applicable codes, regulations and policies and procedures.

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

**1.03 Identify and use fire extinguishers and fire fighting equipment** including portable Class A, B and C extinguishers to suppress fires in accordance with OHSA, CSAO, OFC, NFPA , site procedures and company policy.

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

**1.04 Perform housekeeping duties to ensure a safe working environment** by: removing and disposing excess or unwanted materials; positioning equipment; identifying the location of First Aid supplies and equipment; maintaining adequate heat, light and ventilation; ensuring the work site meets customer's expectations of cleanliness; and, erecting protective barriers and signs in accordance with OHSA, EPA, TSSA, ESA, site procedures and company policy.

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

**1.05 Practise first aid in emergency situations** to treat conditions, including burns, abrasions, bleeding, cuts, wounds, chemical inhalation and contamination of eyes, so that the condition of the victim is stabilized and prepared for further treatment , according to employer standards and first aid procedures.

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

**1.06 Select, wear, adjust, use and maintain personal protective apparel and equipment** including hard hats, gloves, glasses, goggles, masks, face shields, ear protectors/plugs, coveralls, reflector vests, safety footwear, fall protection equipment, respirators, harnesses, breathing apparatus, air samplers, gas detectors and radiation badges to ensure the safety of self and others in accordance with OHSA, CSAO, company policy and manufacturer’s instructions.

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

**1.07 Perform lock out, tagging and hold-off procedures** to isolate hazardous or defective equipment by: advising the appropriate authorities holding jurisdiction (AHJ): installing lock out device and retaining the key; attaching tags; repairing the problem if required, and removing the lockout device on completion of work in accordance with OHSA, manufacturer’s instructions, CEC OEC, and company policy and procedures.

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

**2.0 Read, Interpret And Revise Schematic Drawings And Documentation**

**General Performance Objective**

Read, interpret and revise schematics, drawings and documents by identifying, reading and interpreting architectural drawings and specifications; creating, maintaining and modifying drawings and sketches; identifying, reading and interpreting mechanical drawings and specifications; identifying, reading and interpreting power distribution drawings and specifications; identifying, reading and interpreting instrumentation and communication drawings and specifications; and, identifying, reading and interpreting electrical drawings and specifications.

**Skills**

**2.01 Identify, read and interpret architectural drawings and specifications** by: reading the drawing title block and/or title page; determining the logical sequence of the architectural and shop drawings; cross-checking to ensure that the set is complete; identifying and interpreting symbols used on drawings, charts, guides and schedules ensuring the interpretations are correct and in accordance with industry standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**2.02 Create, maintain and modify drawings and sketches** including schematics, elevations, isometric, interference and as built, using available tools and technology to ensure that the drawing set is complete and up-to-date in order to facilitate the completion of the work to the requirements of the approving authorities and in accordance with industry and company standards.

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

**2.03 Identify, read and interpret mechanical drawings and specifications** by: reading the drawing title block and/or title page; determining the logical sequence of mechanical and shop drawings; cross checking to ensure the set is complete; identifying and interpreting symbols used on drawings, charts, guides and schedules ensuring the interpretations are correct and in accordance with industry standards.

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

**2.04 Identify, read and interpret power distribution drawings and specifications** by: reading the drawing title block and/or title page; determining the logical sequence of architectural and shop drawings; cross checking to ensure the set is complete; and, identifying and interpreting the symbols used on the drawings, charts, guides and schedules ensuring the interpretations are correct and in accordance with industry standards.

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

**2.05 Identify, read and interpret instrumentation and communication drawings and specifications** by: reading the drawing block title and/or title page; determining the logical sequence of the instrumentation, communication and shop drawings; cross checking to ensure the set is complete; identifying and interpreting symbols used on drawings, charts, guides and schedules ensuring the interpretations are correct and in accordance with industry standards.

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

**2.06 Identify, read and interpret electrical drawings and specifications** by: reading the drawing title block and/or title page; determining the logical sequence of architectural and shop drawings; cross checking to ensure the set is complete; and, identifying and interpreting the symbols used on the drawings, charts, guides and schedules ensuring the interpretations are correct and in accordance with industry standards.

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

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**3.0 Select, Maintain And Use Tools And Equipment**

**General Performance Objective**

Select, maintain and use tools, equipment and trade practices by: selecting, maintaining, using and repairing hand tools; selecting, maintaining, using and repairing electric power tools and accessories; selecting, using, inspecting and maintaining rigging and hoisting equipment; selecting, inspecting, and maintaining elevating platforms and devices for site conditions; assembling, erecting and locating elevating platforms and devices for site conditions; dismantling and storing elevating platforms and devices for site conditions; selecting and performing basic oxy-fuel cutting and welding procedures; and, scheduling electrical job-site material and equipment requirements.

**Skills**

**3.01 Select, maintain, use and repair hand tools** including wrenches, fastening tools, measuring tools, cutting tools, joining tools, grinding tools, levelling tools, rigging tools, A-frame and other material handling equipment in accordance with manufacturer’s recommendations, OHSA, WHMIS and company policy.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**3.02**      **Select, maintain, use and repair electric power tools and accessories** including drills, grinders, circular saws, drill press, pedestal grinder, cut-off saw, hole saw, soldering equipment, drill bits, saw blades, and grinding wheels, ensuring that the power tool and accessory is the correct one for the application, is in good working condition including cords, connecting devices, housings, control devices and lubrication, so that no damage is caused to the power tool or operator in accordance with OHSA, CSAO, manufacturer’s specifications and company standards.

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

**3.03**      **Select, use, inspect and maintain rigging and hoisting equipment** of the correct size and type for the site location, operation and conditions, ensuring the equipment is in good working order and that the operation is controlled by use of hand and/or voice signals in accordance with OHSA, CSAO, manufacturer’s instructions and specifications and company safety standards.

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

**3.04**      **Select, inspect and maintain scaffolds, lifting devices and elevating platforms** including personnel lifts, scissor lifts, bucket lifts, swing stages and bosun’s chairs, to install and repair electrical installations according to engineering drawings, site conditions, OHSA, CSAO manufacturer’s recommendations and company safety standards.

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

**3.05 Assemble, erect and locate scaffolds, lifting devices and elevating platforms** including personnel lifts, scissor lifts, bucket lifts, swing stages and bosun’s chairs, to install and repair electrical installations according to engineering drawings, site conditions, OHSA, CSAO manufacturer’s recommendations and company safety standards.

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

**3.06 Dismantle and store scaffolds, lifting devices and elevating platforms** including personnel lifts, scissor lifts, bucket lifts, swing stages and bosun’s chairs, to install and repair electrical installations according to engineering drawings, site conditions, OHSA, CSAO manufacturer’s recommendations and company safety standards.

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

**3.07 Select and perform trade-specific oxy-fuel cutting and welding procedures** to install brackets, hangers and struts using applicable safety equipment and ensuring strength of weld in accordance with OHSA, CSAO, CWB, CSA, manufacturer’s specifications and company standards.

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



**3.08**      **Schedule electrical job site materials and equipment requirements** by: locating and sequencing the material requirements, reviewing delivery schedules, ensuring storage space is available, keeping a complete record of inventory of on- site materials, maintaining an adequate supply on hand of basic items in accordance with site specifications, government regulations and company standards.

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

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**4.0 Install, Maintain And Repair Wiring Systems**

**General Performance Objective**

Protect self and others by: identifying, interpreting and applying applicable Acts, regulations, codes and directives; recognizing, assessing and controlling hazards and hazardous conditions, equipment and material; identifying and using fire extinguishers and firefighting equipment; performing housekeeping duties; maintaining currency in CPR and First Aid certification; selecting, wearing, adjusting, using and maintaining personal protective apparel and equipment; performing lockout, tagging and hold-off procedures; and, assembling, erecting, using, dismantling and storing platforms and scaffolds.

**Skills**

**4.01 Select, and install busway systems for rural, institutional and commercial installations** including feeder duct, plug-in devices, supports, mechanical protection and fire stops in accordance with the plans and specifications, environmental conditions, CEC, OEC, OBC, manufacturer’s specifications, customer’s and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**4.02 Maintain and repair busway systems for rural, institutional and commercial installations** including feeder duct, plug-in devices, supports, mechanical protection and fire stops in accordance with the plans and specifications, environmental conditions, CEC, OEC, OBC, manufacturer’s specifications, customer’s and company standards.

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

**4.03 Select, layout and install cable trays for power, data and communication cable wiring systems** including supports, bonding, proximity to building structure and other cable trays and fire stops in accordance with the plans and specifications, circuit loadings, environmental conditions, CEC, OEC, OBC, manufacturer’s specifications, customer’s requirements and company’s standards.

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

**4.04 Select, lay out and install feeder cables for single and multi conductor cables, metallic and non-metallic cables** including supports, bonding, mechanical protection, flame spread rating and penetration of fire partitions stop in accordance with the plans and specifications, circuit loadings, environmental conditions, CEC, OEC, OBC, manufacturer’s specifications, customer’s requirements and company standards.

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

**4.05**      **Select, lay out and install rigid Poly Vinyl Chloride (PVC) conduits** including supports, bonding, mechanical protection, flame spread rating and penetration of fire partitions stop, in accordance with the plans and specifications, environmental conditions, CEC, OEC, OBC, manufacturer’s specifications, customer’s requirements and company standards.

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

**4.06**      **Select, lay out and install electric heating systems** including central units, fixtures, heating cable sets and heating panels on the surface or encased in concrete asphalt, and sauna heaters in accordance with heat loss calculation, plans and specifications, environmental conditions, CEC, OEC, OBC, manufacturer’s specifications, customer’s requirements and company standards.

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

**4.07**      **Select, lay out and install wiring for hazardous locations** including Class I, II and III areas, Zones 0, 1 and 2, Divisions 1 and 2, intrinsically safe circuits, wiring methods and sealing in accordance with the plans and specifications, environmental conditions, CEC, OEC, OBC, manufacturer’s specifications, customer’s requirements and company standards.

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

**4.08**      **Select, lay out and install overhead distribution systems** for single-phase and three-phase power, communication, data and fibre optic systems, including pole heights and types, clearances from ground and buildings, bonding to ground, overcurrent protection, spans between supports, type of conductor supports and guying in accordance with the plans and specifications, environmental conditions, OHSA, CSAO, CEC, OEC, manufacturer’s specifications, customer’s and company standards.

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

**4.09**      **Select, lay out and install underground distribution systems** for single-phase and three-phase power, data, communication and fibre optic systems including depth of coverage, mechanical protection, spacing in trench, backfill, frost, cable or raceway types, support, bonding to ground and overcurrent protection in accordance with the plans and specifications, environmental conditions, OHSA, CSAO, CEC, OEC, manufacturer’s specifications, customer’s and company standards.

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

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**5.0 Select, Install, Maintain And Troubleshoot Power Distribution Equipment Systems**

**General Performance Objective**

Select, install, maintain and troubleshoot power distribution equipment systems by: laying out and installing secondary services; maintaining secondary services; calculating the requirements for secondary service loads, fuses and feeders; selecting and installing oil and dry type distribution transformers; testing and maintaining oil and dry type distribution transformers; selecting and laying out power distribution panels; testing and maintaining power distribution panels; laying out and installing, ground fault circuit interrupters; testing and maintaining ground fault circuit interrupters; installing low voltage power distribution systems; and, troubleshooting and maintaining low voltage power distribution systems.

**Skills**

**5.01 Lay out and install secondary services** including high voltage switchgear and cabling such as stress cones, pot heads and testing to verify quality in accordance with CEC, OEC, IEEE standards, manufacturer’s specifications, local supply authority and customer’s requirements.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**5.02 Maintain secondary services** including high voltage switchgear and cabling such as stress cones, pot heads and testing to verify quality in accordance with CEC, OEC, IEEE standards, manufacturer’s specifications, local supply authority and customer’s requirements.

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

**5.03 Calculate requirements for secondary service loads, fuses and feeders** in accordance with CEC, OEC, manufacturer’s specifications, local supply authority and customer’s requirements.

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

**5.04 Select and install oil and dry type distribution transformers** by determining loads, size and type; verifying installation requirements; and, testing the operation of the equipment in accordance with CEC, OEC, manufacturer’s and customer’s requirements.

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

**5.05 Test and maintain oil and dry type distribution transformers** by determining loads, size and type; and, testing the operation of the equipment in accordance with CEC, OEC, manufacturer’s and customer’s requirements.

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

**5.06 Select and layout power distribution panels** by: determining loads, size, and type required; verification of installation requirements; and, testing the operation of equipment installed in accordance with the CEC, OEC, manufacturer’s specifications and instructions, and customer’s requirements.

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

**5.07 Test and maintain power distribution panels** by: determining loads, size, and type required; verification of installation requirements; and, testing the operation of equipment in accordance with the CEC, OEC, manufacturer’s specifications and instructions, and customer’s requirements.

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



**5.08 Lay out and install ground fault circuit interrupters** by: determining loads, size and type; verifying installation requirements; and, testing the operation of the equipment in accordance with CEC, OEC, manufacturer’s specifications and instructions, and customer’s requirements.

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

**5.09 Test and maintain ground fault circuit interrupters** by: determining loads, size and type; and, testing the operation of the equipment in accordance with CEC, OEC, manufacturer’s specifications and instructions, and customer’s requirements.

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

**5.10 Install low voltage power distribution systems** including power factor testing, metering and emergency procedures in accordance with CEC, OEC, government regulations and company standards and procedures.

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

**5.11**      **Troubleshoot and maintain low voltage power distribution systems** including power factor testing, metering and emergency procedures in accordance with CEC, OEC, government regulations and company standards and procedures.

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

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**6.0 Select, Install, Maintain And Troubleshoot Lighting Systems**

**General Performance Objective**

Select, install, maintain and troubleshoot lighting systems by: laying out and installing incandescent lighting; maintaining and troubleshooting incandescent lighting; laying out and installing fluorescent lighting; maintaining and troubleshooting fluorescent lighting; laying out and installing high intensity discharge lighting; maintaining and troubleshooting high intensity discharge lighting; laying out and installing light dimming and control systems; maintaining and troubleshooting light dimming and control systems; and, laying out, installing and maintaining exit and emergency lighting.

**Skills**

**6.01 Layout and install incandescent lighting** by: determining location, quality, type and wiring requirements; and performing installation in accordance with CEC, OEC, IESS, manufacturer’s instructions, company and customer’s requirements.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**6.02 Maintain and troubleshoot incandescent lighting** by: determining quality, type and wiring requirements; troubleshooting; and following maintenance procedures in accordance with CEC, OEC, IESS, manufacturer’s instructions, company and customer’s requirements.

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

**6.03      **Layout and install fluorescent lighting**** by: determining location, quality type and wiring requirements; and, performing installation in accordance with CEC, OEC, IESS, manufacturer’s instructions, company and customer’s requirements.

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

**6.04      **Maintain and troubleshoot fluorescent lighting**** by: determining quality type and wiring requirements; troubleshooting; and following maintenance procedures in accordance with CEC, OEC, IESS, manufacturer’s instructions, company and customer’s requirements.

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

**6.05      **Layout and install high intensity discharge lighting**** including mercury vapour, metal halide and high/low pressure sodium by: determining location, quality, type and wiring requirements; and, performing installation in accordance with CEC, OEC, government regulations, manufacturer’s instructions, and company standards and practices.

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

**6.06 Maintain and troubleshoot high intensity discharge lighting** including mercury vapour, metal halide and high/low pressure sodium by: determining quality, type and wiring requirements; troubleshooting; and, following maintenance procedures in accordance with CEC, OEC, government regulations, manufacturer’s instructions, and company standards and practices.

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

**6.07 Layout and install light dimming and control systems** to quality standards in accordance with CEC, OEC, supply authorities’, manufacturers’ specifications, customer’s standards and company procedures.

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

**6.08 Maintain and troubleshoot light dimming and control systems** to quality standards in accordance with CEC, OEC, supply authorities’, manufacturers’ specifications, customer’s standards and company procedures.

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

**6.09 Layout, install and maintain exit and emergency lighting** to quality standards in accordance with CEC, OEC, local supply authorities', manufacturers' specifications, customer's standards and company procedures.

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

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**7.0 Install, Maintain And Troubleshoot Rotating Equipment And Associated Control Systems**

**General Performance Objective**

Install, maintain and troubleshoot rotating equipment and associated control systems by: inspecting, maintaining and troubleshooting brush assemblies, slip rings and commutators; inspecting, maintaining and troubleshooting DC motors and generators; inspecting, maintaining and troubleshooting AC motors and generators; install and testing mechanical, electrical alignment and auxiliary protective equipment; maintaining and troubleshooting mechanical, electrical alignment and auxiliary protective equipment; starting-up and shutting-down rotating equipment; selecting and installing relays, solid state devices and controls; maintaining relays, solid state devices and controls; selecting and installing protective devices; maintaining protective devices; selecting, assembling and wiring control panels, enclosures and control devices; and, selecting and installing field devices.

**Skills**

**7.01 Inspect, maintain and troubleshoot brush assemblies, slip rings and commutators** to ensure correct equipment operation in accordance with manufacturer’s specifications and instructions, and company procedures.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**7.02**      **Inspect, maintain and troubleshoot DC motors and generators** to ensure correct equipment operation in accordance with the CEC, OEC, manufacturer’s specifications and instructions, and company procedures.

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

**7.03**      **Inspect, maintain and troubleshoot AC motors and generators** to ensure correct equipment operation in accordance with the CEC, OEC, manufacturer’s specifications and instructions, and company procedures.

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

**7.04**      **Install and test mechanical, electrical alignment and auxiliary protective equipment** in accordance with standard safety requirements, government regulations, the CEC, OEC, manufacturer’s specifications and instructions, and company standards and procedures.

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



**7.05 Maintain and troubleshoot mechanical, electrical alignment and auxiliary protective equipment** in accordance with standard safety requirements, government regulations, the CEC, OEC, manufacturer’s specifications and instructions, and company standards and procedures.

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

**7.06 Start-up and shut-down rotating equipment** in accordance with standard safety requirements, manufacturer’s specifications and instructions, and company procedures.

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

**7.07 Select and install relays, solid state devices and controls** by determining the control requirements, selecting, laying out and installing relays and solid state devices; in accordance with the CEC, OEC, manufacturer’s specifications and instructions, company and customer standards.

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

**7.08 Maintain relays, solid state devices and controls** by determining the control requirements and performing maintenance and troubleshooting sequence for control systems in accordance with the CEC, OEC, manufacturer’s specifications and instructions, company and customer standards.

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

**7.09 Select and install protective devices** by determining the control requirements, selecting, laying out and installing protective devices in accordance with the CEC, OEC, manufacturer’s requirements, company and customer standards.

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

**7.10 Maintain protective devices** by determining the control requirements and performing maintenance and troubleshooting sequence for control systems in accordance with the CEC, OEC, manufacturer’s requirements, company and customer standards.

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

**7.11**      **Select, assemble and wire control panels, enclosures and control devices** to verify the operation and ensure that the installation meets the CEC OEC, requirements, manufacturer's specifications and instructions, and company and customer standards.

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

**7.12**      **Select and install field devices such as mechanical/remote field devices** to verify the operation and ensure the installation meets the CEC OEC, requirements and in accordance with manufacturer's specifications and instructions, company and customer standards.

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

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**8.0 Install, Maintain And Troubleshoot Motor Drives And Associated Control Systems**

**General Performance Objective**

Install, maintain and troubleshoot drives and associated control systems by: installing, maintaining and troubleshooting DC constant voltage drives; install, maintain and troubleshoot solid state and variable DC drives; install, maintain and troubleshoot AC constant voltage drives; install, maintain and troubleshoot solid state and variable AC drives; install, maintain and troubleshoot computer based interface systems; install, maintain and troubleshoot programmable logic controller systems; install, maintain and troubleshoot computerized numerical control systems; and, install, maintain and troubleshoot robotic systems.

**Skills**

**8.01 Install, maintain and troubleshoot DC constant voltage drives** in accordance with standard safety requirements, government regulations, manufacturer’s specifications and company procedures.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**8.02 Install, maintain and troubleshoot solid state and variable DC drives** to ensure correct equipment operation in accordance with the CEC, OEC, government procedures, manufacturer’s specifications and instructions and company standards.

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

**8.03**      **Install, maintain and troubleshoot AC constant voltage drives** in accordance with standard safety requirements, government regulations, manufacturer's specifications and company procedures.

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

**8.04**      **Install, maintain and troubleshoot solid state and variable AC drives** to ensure correct equipment operation in accordance with the CEC, OEC, manufacturer's specifications and instructions, government procedures and company standards.

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

**8.05**      **Install, maintain and troubleshoot computer based interface systems** to maintain correct operation in accordance with the CEC, OEC, manufacturer's specifications and instructions, and company procedures.

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

**8.06**      **Install, maintain and troubleshoot programmable logic controller systems** to ensure correct operation in accordance with the CEC, OEC, manufacturer's specifications and instructions and company procedures.

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

**8.07**      **Install, maintain and troubleshoot computerized numerical control systems** to ensure correct operation in accordance with the CEC, OEC, manufacturer's specifications and instructions, and company procedures.

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

**8.08**      **Install, maintain and troubleshoot robotic systems** to ensure correct operation in accordance with the CEC, OEC, manufacturer's specifications and instructions, and company procedures.

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

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**9.0 Install, Maintain And Troubleshoot Stand-By Power Systems And Associated Equipment**

**General Performance Objective**

Install, maintain and troubleshoot stand-by power systems and associated equipment by: laying out, installing and maintaining uninterruptible power supply systems; laying out and installing; maintaining and troubleshooting battery stand- by systems; and, laying out and installing stand-by power generation equipment.

**Skills**

**9.01 Layout, install and maintain uninterruptible power supply systems** to provide emergency power and illumination by: checking drawings of system and equipment to determine type of fuel, location, starting and control of system, transfer switch(es), testing, maintenance and instructing, in accordance with the CEC, OEC, OBC, Underwriters' Laboratories of Canada (ULC) standards, manufacturer's specifications and instructions and customer's requirements.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario**

**9.02 Layout and install battery stand-by systems** to provide emergency power and illumination by checking drawings of system and equipment, type of fuel, location of system, starting and control of system, transfer switch(es), testing, maintenance and instructing in accordance with CEC, OEC, OBC, ULC standards, manufacturer's specifications and instructions and customer's requirements.

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

**9.03 Maintain and troubleshoot battery stand-by systems** to provide emergency power and illumination by checking drawings of system and equipment, type of fuel, location of system, starting and control of system, transfer switch(es), testing, maintenance and instructing in accordance with CEC, OEC, OBC, ULC standards, manufacturer’s specifications and instructions and customer’s requirements.

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

**9.04 Layout and install stand-by generation equipment** to provide emergency power and illumination by checking drawings of system and equipment, type of fuel, location of generators, starting and control of generators, transfer switch(es), testing, maintenance and instructing in accordance with CEC, OEC, OBC, ULC standards, manufacturer’s specifications and instructions and customer’s requirements.

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

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**10.0 Install, Maintain And Troubleshoot Communications Systems**

**General Performance Objective**

Install, maintain and troubleshoot communication systems by: installing and testing fibre optic cabling and terminations; selecting, installing and terminating, data and communication cables; maintaining, repairing and testing data and communication cables installing, maintaining and troubleshooting alarm systems; installing and testing communication system components; installing, maintaining and troubleshooting audio-visual systems; and, determining layout, installing and testing security systems.

**Skills**

**10.01 Install and test fibre optic cabling and terminations** by: reading and interpreting job reference material and drawings; selecting hand and power tools and testing equipment; selecting and verifying cable pathway; and, installing and testing in accordance with the CEC, OEC, OBC, site plans, manufacturer’s specifications and instructions, company standards and customer requirements.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**10.02**      **Select, install and terminate data and communication cables** by: reading and interpreting plans and specifications; selecting hand/power tools and materials; testing equipment; and, verifying cable pathway in accordance with the CEC, OEC, OBC, site plans, manufacturer’s specifications and instructions, company standards and customer requirements.

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

**10.03**      **Maintain, repair and test data and communication cables** by: reading and interpreting plans and specifications; selecting hand/power tools and materials; testing equipment; and, verifying cable pathway in accordance with the CEC, OEC, OBC, site plans, manufacturer’s specifications and instructions, company standards and customer requirements.

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

**10.04**      **Install, maintain and troubleshoot fire alarm systems** to provide all necessary interconnections such as supply, signal wiring, detection wiring, door monitoring, fan/air control, elevator homing, sprinkler detection and monitoring, raceway and wiring, voice communication and E-Vac systems in accordance with the CEC, OEC, OBC, ULC standards, local requirements, company standards and customer requirements.

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

**10.05 Install and test communication system components** by: determining layout and location; selecting tools and equipment; installing conduit, wiring system components and devices; and, providing tests and verification in accordance with the CEC, OEC, OBC, site plans, manufacturer's instructions and specifications, company standards and customer's requirements.

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

**10.06 Install, maintain and troubleshoot audio-visual systems** by: determining layout and location; selecting tools and equipment; installing wiring system to inter- connect components; and testing in accordance with plans and drawings, the CEC, OEC, OBC, manufacturer's instructions and specifications, local requirements, company standards and customer's requirements.

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

**10.07 Determine layout, install and test security systems** to provide all interconnections such as supply, signal wiring, detection wiring and entry/exit monitoring by installing conduit, wiring systems components and devices, testing and verifying operation in accordance with the CEC, OEC, OBC, ULC standards, manufacturer's specifications and instructions, local and customer's requirements.

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

**11.0 Select, Maintain And Operate Test And Measuring Equipment**

**General Performance Objective**

Select, maintain and operate test and measuring equipment by: selecting, operating and maintaining analog and digital multimeters; selecting, operating and maintaining electronic test equipment; selecting, operating and maintaining insulation testers; selecting, operating and maintaining fault locators; selecting, operating and maintaining computer-based test equipment; selecting, operating and maintaining chart recorders; and, selecting, operating and maintaining electrical test equipment.

**Skills**

**11.01 Select, operate and maintain analog and digital multimeters** ensuring the item selected is the correct device for the application required in accordance with the manufacturer’s specifications and instructions, and company standards and procedures.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**11.02 Select, operate and maintain electronic test equipment** including logic probes and signal generators ensuring that the item selected is the correct device for the application required in accordance with manufacturer’s specifications and instructions, and company standards and procedures.

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

**11.03**      **Select, operate and maintain insulation testers** ensuring that the tester selected is correct for the application required in accordance with manufacturer's specifications and instructions, and company standards and procedures.

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

**11.04**      **Select, operate and maintain fault locators** ensuring the device is correct for the application required in accordance with manufacturer's specifications and instructions, and company standards and procedures.

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

**11.05**      **Select, operate and maintain computer-based test equipment** including personal computers, ensuring the device is correct for the application required in accordance with manufacturer's specifications and instructions, and company standards and procedures.

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

**11.06**      **Select, operate and maintain chart recorders** ensuring the device is correct for the application required in accordance with manufacturer's specifications and instructions, and company standards and procedures.

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

**11.07**      **Select, operate and maintain electrical test equipment** including phase rotation meters and power meters, ensuring the device is correct for the application required in accordance with manufacturer's specifications and instructions, and company standards and procedures.

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

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**12.0 Communicate In The Workplace**

**General Performance Objective**

Communicate in the workplace by: writing job related documents; giving, receiving and conveying instructions to and from others; demonstrating effective interpersonal relations; presenting a professional image; interacting effectively with computers; and, interacting effectively through communication devices.

**Skills**

**12.01 Write job related documents** including work orders, change orders, office memoranda, letters, accident reports and forms, ensuring that documents are written clearly, legibly and completely in accordance with official guidelines and company standards.

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

**\* For a compulsory trade, a Trainer must hold a certificate of Qualification in that trade as per section 10(1) of BOSTA and be registered with Skilled Trades Ontario.**

**12.02 Give, receive and convey instructions to and from others** by: clearly identifying steps to be followed; setting out conditions under which the instructions are to be completed; and, determining time frames, ensuring that the recipient can complete the assigned task and clearly understands the instructions given in accordance with industry standards and company procedures.

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

**12.03 Demonstrate effective interpersonal relations**, recognizing human rights, equality and customer relations by: listening attentively to customers and co-workers; using verbal and non-verbal signals to convey messages; using language acceptable in the workplace; recognizing the chain of command on a work site; explaining problems and procedures; identifying alternate solutions and obtaining approvals from customers in accordance with company policy and procedures.

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

**12.04 Present professional image** by: wearing appropriate apparel; observing personal hygiene standards; and, maintaining clean clothing and following a hygiene regimen so that personal appearance and hygiene are not offensive to clients or co-workers according to employer standards and requirements.

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

**12.05 Interact effectively with computers** using basic inputting skills, including understanding computer technologies; keyboarding; and the use of touch screens, so that required computer tasks may be performed in accordance with manufacturers' instructions and to company standards and procedures.

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



**12.06 Interact effectively through communication devices** including public address systems, telephones, pagers, radios and wireless devices to ensure that correct and accurate instruction and procedures are conveyed safely and efficiently in accordance with government regulations and company procedures and standards.

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

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### Definitions

#### Apprentice

- An individual who, pursuant to a registered Training Agreement, is receiving or is to receive training in a trade that is required as part of an apprenticeship program
- Holds a Training Agreement in either a compulsory or non-compulsory trade;
- Are subject to any ratios that have been set out in regulation and or recommended by industry for their trade(s);
- Remain as an Apprentice until they receive their Certificate of Apprenticeship

#### BOSTA

*Building Opportunities in the Skilled Trades Act, 2021 (BOSTA)*

#### Certificate of Apprenticeship (C of A)

A certificate issued to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

#### Certificate of Qualification (C of Q)

A certificate issued to an individual who has completed an apprenticeship or equivalent AND passed the Certificate of Qualification examination.

#### Competence

The ability of an individual to perform a skill, consistently without assistance, in the workplace as set out in the Logbook.

#### Competency Analysis Profile (CAP Chart)

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

#### Journeyman

Journeyman means an individual who holds a certificate of qualification (in a compulsory or non-compulsory trade) and/or an individual who practices as a journeyman in a non-compulsory trade who does not hold a certificate of qualification and has equivalent experience in that trade.

#### Mandatory Skill

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

#### Optional Skill

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

### **Provisional Certificates of Qualification**

- A Provisional Certificate of Qualification is issued to an individual who has obtained a Certificate of Apprenticeship (in both compulsory and non-compulsory trades) in a program that has a Certificate of Qualification examination, to which the individual has not yet passed the Certificate of Qualification examination.
- A Provisional Certificate of Qualification shall have the prescribed term or, if no term is prescribed, a term of one year.
- In a compulsory trade, the Provisional Certificate of Qualification allows a person to continue working legally in the trade for up to 12 months while they work to pass the certifying exam.
- Individuals with a Provisional Certificate of Qualification are subject to any ratios that have been set out for their trade(s).

### **Ratios**

For the purpose of an Apprenticeship program, a ratio is the maximum number of Journeypersons to Apprentices. The purpose of ratios is to provide consistent supervision, training and continuity of work.

### **Sign-off**

Signature of the Sponsor of record, or an individual to whom that Sponsor has delegated signing authority, (e.g. Trainer) indicating an Apprentice's demonstration of competence.

### **Skill**

Individual competency/task described in the Logbook.

### **Skill Sets**

Group or selection of individual skills found in the Logbook.

### **Skill Set Completion for Sponsors**

Listing for all skill sets and includes space for sign-off by Sponsor of record.

### **Sponsor**

Means a person that has entered into a registered Training Agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade as part of an apprenticeship program.

### **Sponsor of Record**

Refers to the Sponsor documented as being signatory to the registered Training Agreement or Contract of Apprenticeship. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified persons or the equivalent on site, and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by the Industry representatives for the trade.

### **Trainer**

An individual who oversees the performance of a task and sets the workplace expectations and practices for the Apprentice. For a compulsory trade, a qualified Trainer is an individual who holds a Certificate of Qualification. In a non-compulsory trade, a Trainer is an individual who either holds a CofQ, CofA, or is considered equivalent.

### Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a Journey person and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

1. Provincial (Ontario) examinations - which lead to a Certificate of Qualification.
2. Red Seal examinations – which lead to a Certificate of Qualification with an Interprovincial Red Seal endorsement.

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. To access the Red Seal preparation guide please visit: [red-seal.ca](http://red-seal.ca)

### Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

### Basic Examination Details for You to Know

- You will have **up to four hours to write your examination.**
- Accommodations must be requested and approved prior to scheduling your examination.
- You can leave the examination centre if you complete the examination in less than four hours.
- Exam questions are multiple choice with four options from which you must choose the correct answer. Your examination may have between 90 and 150 multiple choice questions.
- You need a mark of 70% to pass.

### Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the Skilled Trades Ontario website: [Exam Scheduling – Skilled Trades Ontario](#)

### Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with Skilled Trades Ontario.
2. Contact Client Services at Skilled Trades Ontario to pay your examination fee.
3. Contact the local Service Delivery Office to schedule your examination in their examination centre: <https://www.ontario.ca/page/employment-ontario-apprenticeship-offices>

**Instructions for Recording a Change in Sponsor**

1. Record your first sponsor's information in Sponsor Record #1 – this would be the sponsor who has signed your initial apprenticeship Training Agreement for this trade.
2. If you do change sponsors prior to completing this apprenticeship, please contact your local Service Delivery Office immediately to update your sponsor record.
3. Please make sure you record all the information regarding any additional sponsors of record towards your apprenticeship using the Sponsor Records on the following pages (if applicable).

**You must fill out a Change of Sponsor Record each time you change your sponsor.**

**Sponsor Records #1**

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #2**

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**



**Change of Sponsor Record #3**

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

**Change of Sponsor Record #4**

Sponsor Information	
Apprentice Name	
Training Agreement #	
Date (mm/dd/yy)	
Sponsor Name	
Address	
Telephone	
E-mail Address	

Summary of Training	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	
Skill Sets Completed	

As the Sponsor, I hereby confirm that the above information is true and accurate to the best of my knowledge.

Signature: \_\_\_\_\_ Date: (mm/dd/yy) \_\_\_\_\_

The Sponsor is required to sign-off and date the skills after the Apprentice has proven competence in those skills. However, if a skill is shaded, it is optional and does not need to be signed-off.

**\*If you need additional copies of the Sponsor Record, visit [SkilledTradesOntario.ca](http://SkilledTradesOntario.ca) and search Sponsor Record Form.**

## Appendix A — Instructions for Apprenticeship Program Completion

**Once an Apprentice has completed all the classroom training and benchmark on-the-job hours specified for the trade and has acquired all the mandatory skills included in this Logbook.**

The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.

1. They sign the forms and submit them to their local Service Delivery Office. To find the closest office, check the contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or call the *Employment Ontario* toll free number at (1-800-387-5656).
2. For All Trades: All mandatory skills (or the combination indicated in the completion requirements for the trade) in the Logbook must be signed-off. The recommended hours are a benchmark. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, staff may request further information regarding the Apprentice's on-the-job training. An example of a request would be a letter from the Sponsor confirming the Apprentice worked for some time in the trade before the initial Training Agreement was registered, thereby acquiring some skills beforehand.

If Apprentices are submitting the completion request form and supporting documentation to their local Service Delivery Office by mail, fax, or email (as a scanned document), they should not include their Logbook; if they are presenting this form in person at the local Service Delivery Office, they should bring their Logbook with them.

After staff verifies all the information in the completion request, they may contact either the Apprentice or the Sponsor for further information or documentation. Once the completion has been confirmed, the local Service Delivery Office will issue a Certificate of Apprenticeship to the Apprentice.

Skilled Trades Ontario will receive notification of this completion.

- If the Apprentice has completed a program in a **compulsory trade**, Skilled Trades Ontario will automatically register the Apprentice for a Provisional Certificate of Qualification to continue to work legally for one year while preparing for the certification examination.
- If an Apprentice completes their apprenticeship in a **non-compulsory trade** and there is a Certificate of Qualification exam, they must write and pass the exam to receive a Certificate of Qualification from Skilled Trades Ontario.

For permission to schedule an exam once completion is confirmed, the individual must first contact the Skilled Trades Ontario Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee. Once you have paid your exam fee with Skilled Trades Ontario, book your exam by contacting your nearest Employment Ontario local Service Delivery Office.

## Appendix B — Apprentice Completion Form

Please fill out both sides of this form, including the Skill Set Completion for Sponsors (see back of form). Once both sides are completed, submit the form to your local Service Delivery Office (find contact information at [ontario.ca/page/employment-ontario-apprenticeship-offices](http://ontario.ca/page/employment-ontario-apprenticeship-offices) or by calling Employment Ontario at (1-800-387-5656).

Apprentice Information	
Name (print)	
Client ID # Issued by Ministry	
Telephone Number(s)	

Sponsor Information	
Legal Name	
Address	
Telephone Number(s)	
Sponsor's Signing Authority <i>(print name)</i>	
E-mail Address	

Program Information	
Trade Name	
Number of hours required as per Training Agreement <i>(hours-based trades only)</i>	
Hours completed? <i>(documentation attached)</i>	Yes ( )    No ( )    Not applicable ( )
Classroom training completed or exempt?	Yes ( )    No ( )    Not applicable ( )

I hereby confirm that the information submitted on both sides of this form is true and accurate.

X \_\_\_\_\_  
Apprentice's Signature                      Date

X \_\_\_\_\_  
Signature of Sponsor's Signing Authority                      Date

## Appendix C — Skill Set Completion for Sponsors

You will find the skill set numbers and titles in the Logbook's Table of Contents. By signing off each skill set in the table below, you are providing final confirmation, as the Apprentice's Sponsor, that the Apprentice has demonstrated competency in all the mandatory skills included in the skill set.

Skill Set #	Skill Set Title	Signing Authority Signature
1.0	Protect Self and Others	
2.0	Read, Interpret and Revise Schematic Drawings and Documentation	
3.0	Select, Maintain and Use Tools and Equipment	
4.0	Install, Maintain and Repair Wiring Systems	
5.0	Select, Install, Maintain and Troubleshoot Power Distribution Equipment Systems	
6.0	Select, Install, Maintain and Troubleshoot Lighting Systems	
7.0	Install, Maintain and Troubleshoot Rotating Equipment and Associated Control Systems	
8.0	Install, Maintain and Troubleshoot Motor Drives and Associated Control Systems	
9.0	Install, Maintain and Troubleshoot Stand-by Power Systems and Associated Equipment	
10.0	Install, Maintain and Troubleshoot Communications Systems	
11.0	Select, Maintain and Operate Test and Measuring Equipment	
12.0	Communicate in the Workplace	

**Ministry of Labour, Immigration, Training and Skills Development use only:**

Sponsor verified as most recent sponsor of record: Yes ( ) No ( )

Documentation to support completion of hours attached: Yes ( ) No ( )

Completion of classroom training verified: Yes ( ) No ( )

Staff Name \_\_\_\_\_ Signature \_\_\_\_\_

Date \_\_\_\_\_

## Appendix D — Local Service Delivery Offices in Ontario

For current office listings visit: [ontario.ca/page/employment-Ontario-apprenticeship-offices](http://ontario.ca/page/employment-Ontario-apprenticeship-offices)

Location	Contact	Location	Contact
<b>Barrie</b> 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	<b>Marathon</b> 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
<b>Belleville</b> 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	<b>Markham</b> 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
<b>Brantford</b> 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	<b>North Bay</b> 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
<b>Chatham</b> 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	<b>Ottawa</b> 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
<b>Cornwall</b> 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	<b>Owen Sound</b> 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
<b>Dryden</b> 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	<b>Peel</b> 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
<b>Durham</b> 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	<b>Pembroke</b> 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
<b>Elliot Lake</b> 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	<b>Peterborough</b> 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
<b>Fort Frances</b> 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	<b>Sarnia</b> 519-542-7705 1-800-363-8453	162 Lochiel Street, Suite 101, Sarnia, ON N7T 7W5
<b>Geraldton</b> 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	<b>Sault Ste. Marie</b> 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
<b>Halton</b> 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	<b>St Catharines</b> 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
<b>Hamilton</b> 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	<b>Sudbury</b> 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
<b>Kapuskasing</b> 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	<b>Thunder Bay</b> 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
<b>Kenora</b> 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	<b>Timmins</b> 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
<b>Kingston</b> 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	<b>Toronto Centre</b> 416-927-7366 1-800-387-5656	2 St Clair West, 11 <sup>th</sup> floor Toronto, ON M4A 1L5
<b>Kitchener</b> 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	<b>Toronto South</b> 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
<b>London</b> 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	<b>Windsor</b> 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

Competency Analysis Profile (CAP) Chart

**1.0**  
Protect Self And Others

**1.01**  
Identify, interpret and apply applicable Acts, regulations, codes and directives

**1.02**  
Recognize, assess and control hazards and hazardous conditions, equipment and material

**1.03**  
Identify and use fire extinguishers and firefighting equipment

**1.04**  
Perform housekeeping duties to ensure a safe working environment

**1.05**  
Practice first aid in emergency situations

**1.06**  
Select, wear, adjust, use and maintain personal protective apparel and equipment

**1.07**  
Perform lock out, tagging and hold-off procedures

**2.0**  
Read, Interpret And Revise Schematic Drawings And Documentation

**2.01**  
Identify, read and interpret architectural drawings and specifications

**2.02**  
Create, maintain and modify drawings and sketches

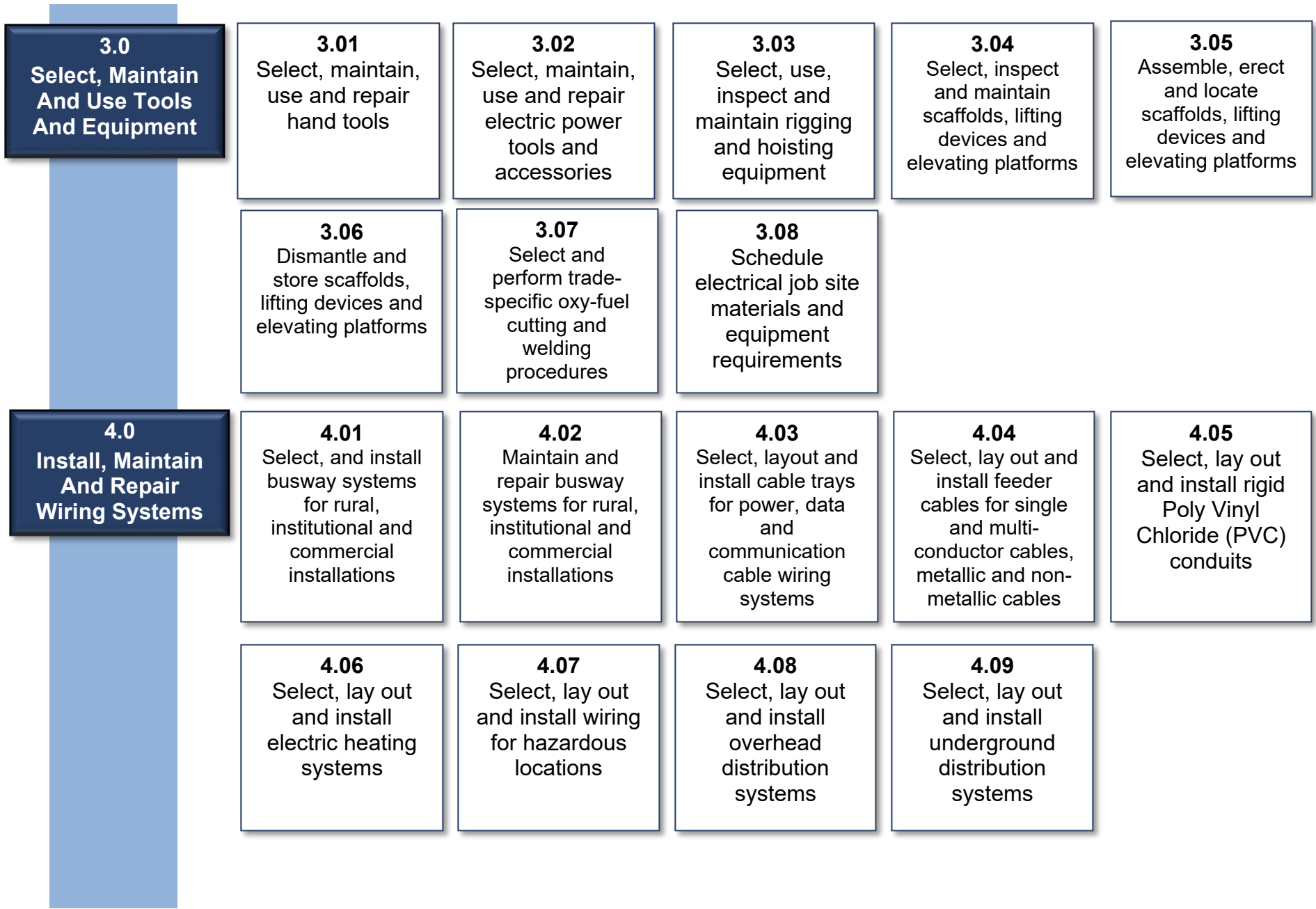
**2.03**  
Identify, read and interpret mechanical drawings and specifications

**2.04**  
Identify, read and interpret power distribution drawings and specifications

**2.05**  
Identify, read and interpret instrumentation and communication drawings and specifications

**2.06**  
Identify, read and interpret electrical drawings and specifications

Competency Analysis Profile: Domestic and Rural Electrician 309 (all unshaded skill sets must be completed)

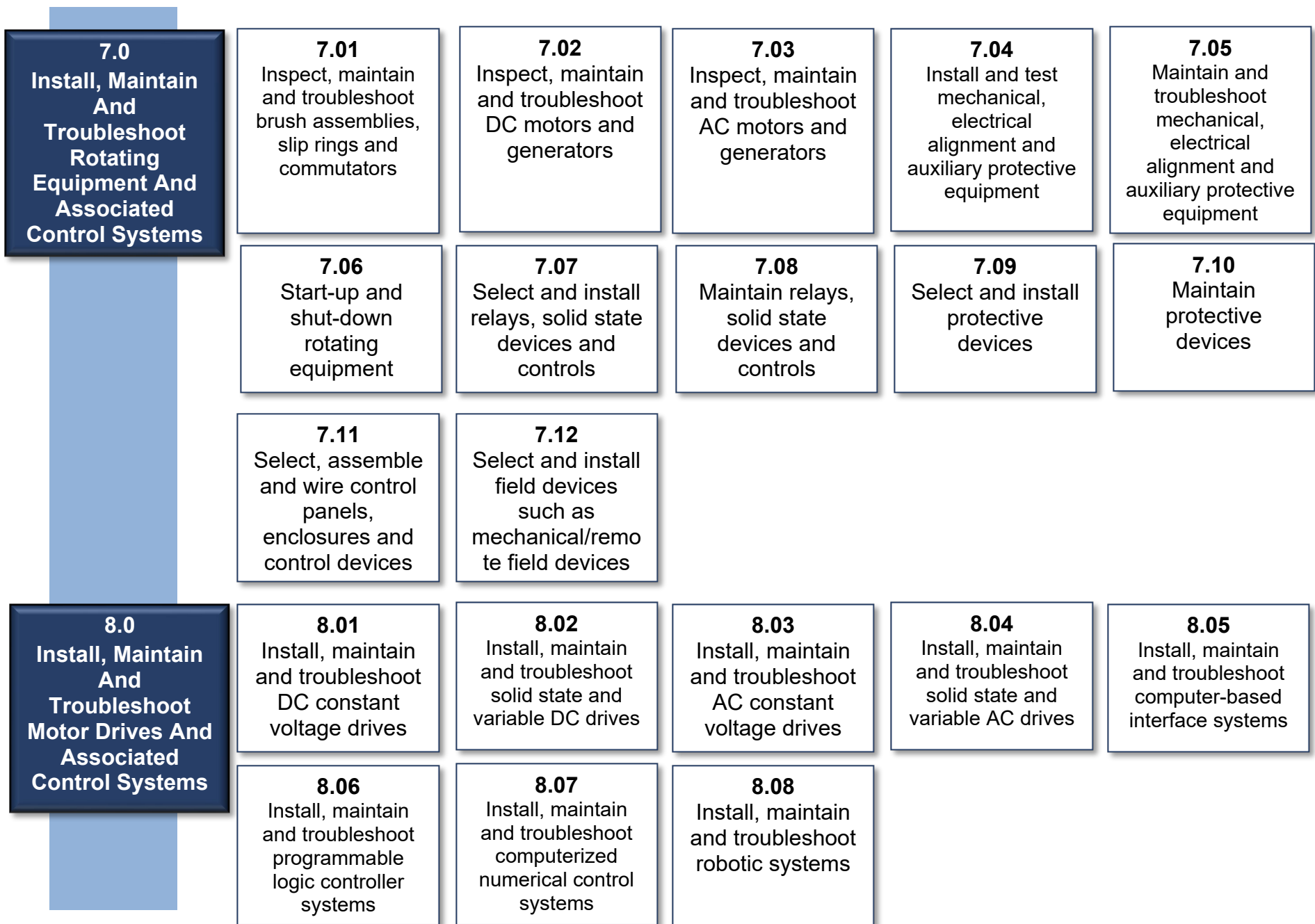




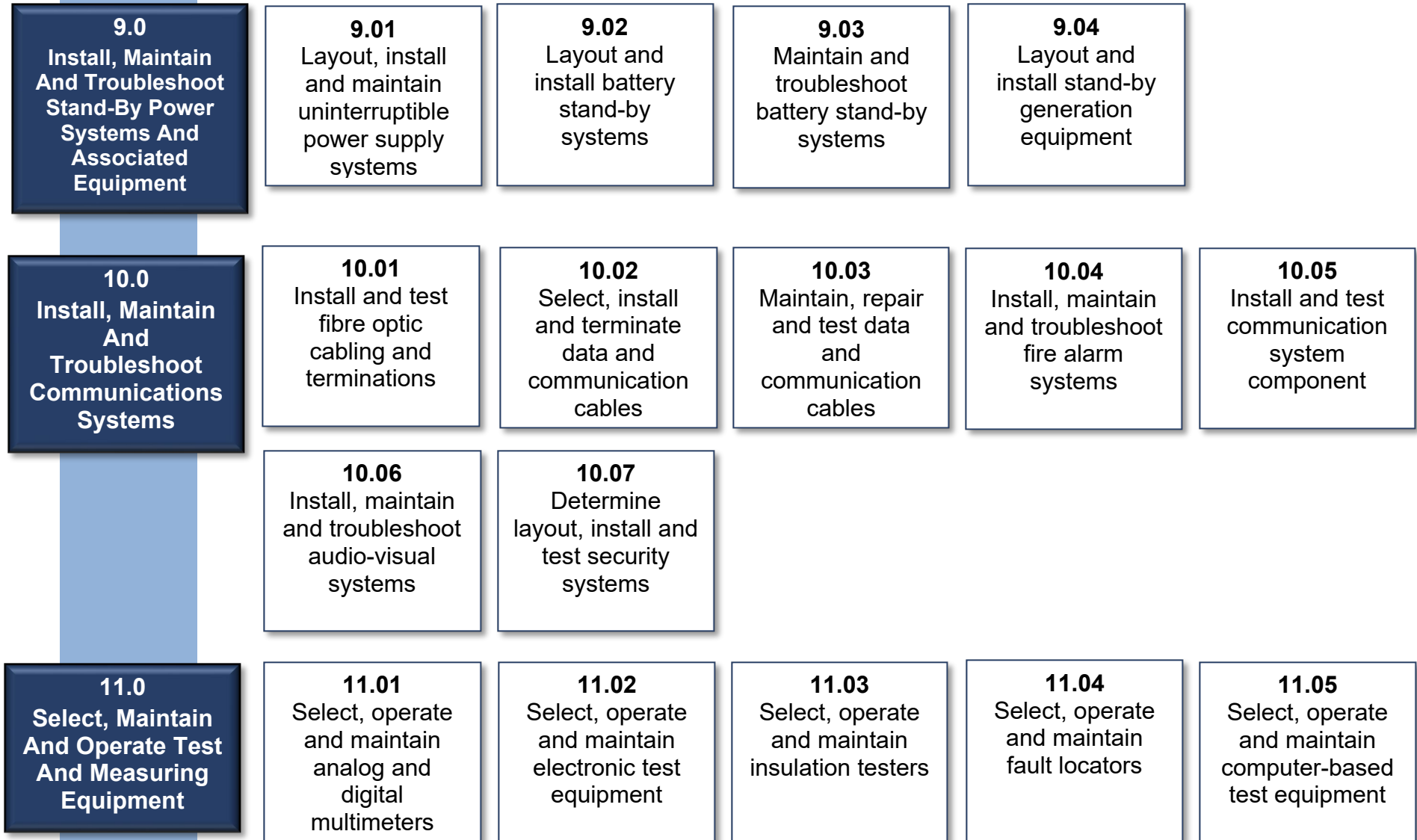
Competency Analysis Profile: Domestic and Rural Electrician 309 (all unshaded skill sets must be completed)

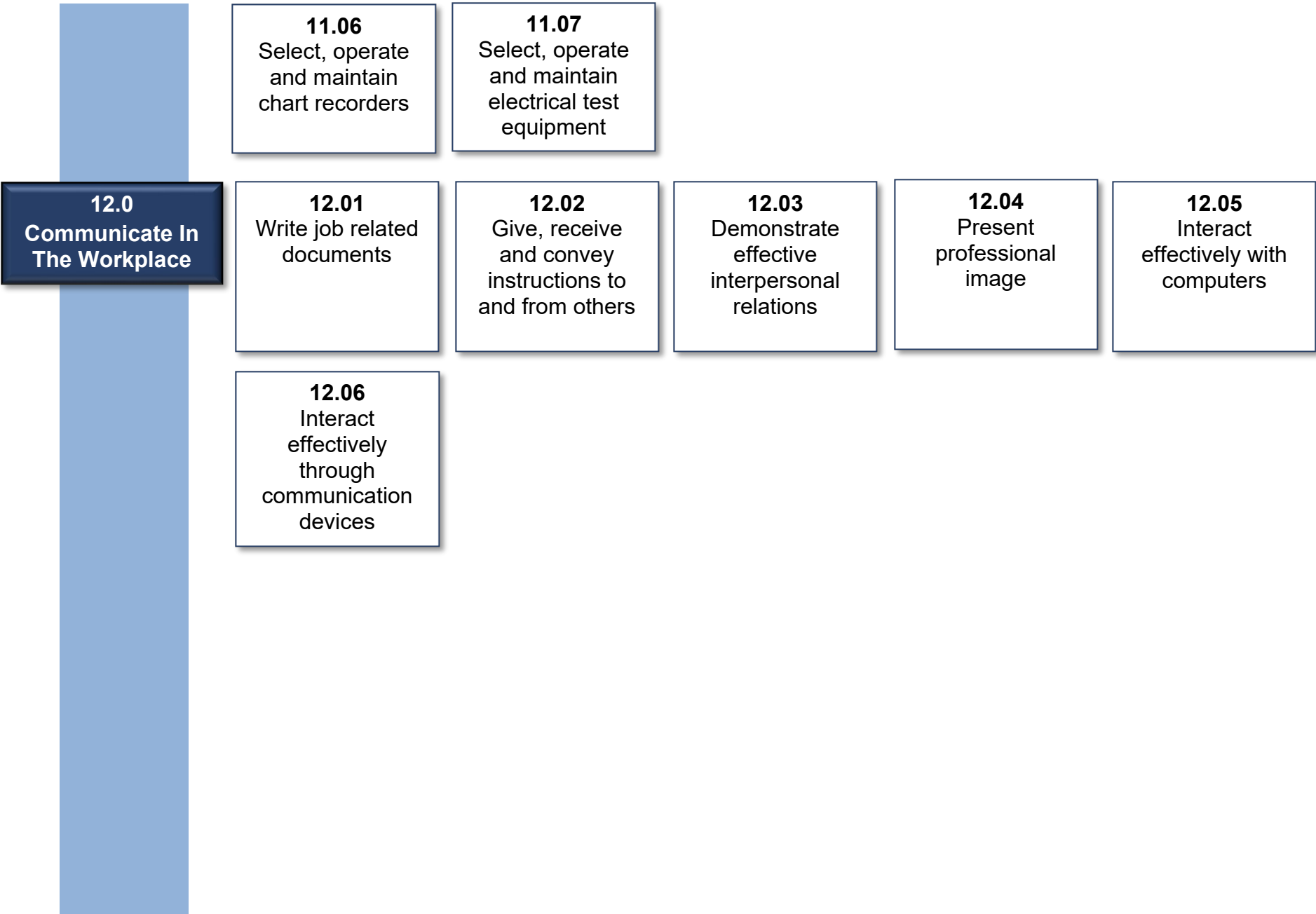


Competency Analysis Profile: Domestic and Rural Electrician 309 (all unshaded skill sets must be completed)



Competency Analysis Profile: Domestic and Rural Electrician 309 (all unshaded skill sets must be completed)





Notes

# Completing Your Apprenticeship Program

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

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

## After Your Apprenticeship

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

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

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

## Preparing For Your Exam

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



[SkilledTradesOntario.ca](https://www.skilledtradesontario.ca)