



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Training Standard
Logbook

Metal Fabricator (Fitter)

437A

2004

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

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 2: Apprenticeship

Phase 3: Certification

* For a list of trades subject to a certification examination, visit: skilledtradesontario.ca

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

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

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

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Maintained with transfer to Skilled Trades Ontario 2004 (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 journeyperson/apprentice ratio for your trade, if applicable.
- To monitor their apprentice(s) progress
- To ensure that the Trainer(s) verifies, in writing, when each skill identified in the Logbook for the trade has been successfully completed by the Apprentice;
- To contact the Ministry should any changes in your capacity to train, your contact information, or your apprentice's status in the program change.

Trade Specific Resources and Links

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

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

Methodology-Standard Development

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

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

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Metal Fabricator (Fitter) 437A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

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

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

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

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

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

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

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

Roles and Responsibilities

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

Skilled Trades Ontario (STO) is responsible for:

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

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

is responsible for:

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

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

Roles and Responsibilities of the Apprentice

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

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

Roles and Responsibilities of Sponsors and Trainers

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

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

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

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

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

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

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

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

Health and Safety

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

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

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

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

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

The Internal Responsibility System:

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

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

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

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

Roles and Responsibilities under the Occupational Health and Safety Act

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

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

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

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

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

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

The Three Rights of Workers/Apprentices

The OHSA gives workers and apprentices three important rights:

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

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 Metal Fabricator (Fitter) is set out in section 87 of Ontario Regulation 875/21 under BOSTA and reads as follows:

- 87.** The scope of practice for the trade of metal fabricator (fitter) includes the following:
1. Using and maintaining metal trade tools, material handling equipment and welding equipment.
 2. Using drawings, specifications and codes.
 3. Developing a sequence of metal component assemblies.
 4. Developing templates and laying out patterns.
 5. Preparing fabrication and detailing materials.
 6. Assembling metal subcomponents and components.
 7. Welding components.
 8. Preparing assemblies for shipping and installing on site.

*While the Logbook draws on the scope of practice regulation (Section 87 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 4680 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

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

Total Training Hours

5400 hours

Journeyman to Apprentice Ratio

Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyman to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyman to Apprentice ratio guideline of 1 Journeyman (or individual who is deemed equivalent to a journeyman) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Program Requirements

Compulsory and Non-compulsory Classification

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

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

Skills for Success Summary

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

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

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

Standard of Performance

In general, the standard of performance for the trade of Metal Fabricator (Fitter) 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

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

6052.0 Use and Maintain Tools and Machinery

General Performance Objective

Use and maintain tools, metal-forming machinery and measuring devices by using and maintaining metal-working and trade-specific hand tools and associated equipment; using and maintaining electrical, pneumatic and hydraulic power tools and associated machinery and supplies; using and maintaining shop and metal-forming machinery; and using and maintaining measuring devices and layout equipment, so that tools and equipment are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

Skills

6052.01 Use and maintain measuring devices and layout equipment, including measuring tapes, scales, calipers, dividers and markers, by determining the correct device or equipment for the job, selecting the device and required components, documenting use in a tool-control system, setting up the device, testing it, applying it to the job, monitoring its performance and adjusting its operation as necessary, identifying deficiencies, replacing consumables and repairing or replacing user-maintainable parts, so that the devices and equipment are used for their intended purposes and are maintained at a standard of measurement accuracy that is functionally effective.

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

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

6052.02 Use and maintain metalworking and trade-specific hand tools and associated equipment, including striking, cutting, filing, cleaning, fitting and layout tools, by determining the correct tool for the job, selecting the tool and required components, documenting use in a tool-control system, setting up the tool, testing it, applying it to the job, monitoring its performance, adjusting its application as necessary, identifying deficiencies, replacing consumables and repairing or replacing user-maintainable parts, so that the tools and equipment are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

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

6052.03 Use and maintain electrical, pneumatic and hydraulic power tools and associated machinery and supplies, including drills, saws, grinders, wire brushes and finishing tools, by identifying appropriate power supply sources, ensuring sufficient power, maintaining the integrity of the power supply, reporting an inadequate power supply, determining the correct tool for the job, selecting the tool and required components, documenting use in a tool-control system, setting up the tool, actuating and testing it, applying it to the job, monitoring its performance, adjusting its operation as necessary, identifying operational deficiencies, replacing consumables and repairing or replacing user-maintainable parts, so that the tools and equipment are used for their intended purpose and are maintained at a standard of repair that is safe and functionally effective.

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

6052.04 Use and maintain shop and metal-forming machinery, including shears, brakes, rollers, cutters, drill presses, milling machines, ironworkers, bandsaws and benders, by ensuring an appropriate power supply is available, maintaining the integrity of the power supply, reporting an inadequate power supply, determining the correct machinery for the job, selecting the machinery and required components, setting up the machinery, actuating and testing it, applying it to the job, monitoring its performance and adjusting its operation as necessary, identifying operational deficiencies, replacing consumables and repairing or replacing user-maintainable parts, so that the machinery is used for its intended purpose and is maintained at a standard of repair that is safe and functionally effective.

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

6053.0 Use and Maintain Material-Handling and Safety Equipment

General Performance Objective

Use and maintain material-handling and safety equipment by selecting and inspecting rigging equipment; positioning and employing rigging and ensuring it is stored correctly; selecting, inspecting and operating hoisting, lifting and conveying equipment; selecting, inspecting and erecting scaffolding; ensuring that lifting, conveying and hoisting equipment is adequate for the job, the lift is correctly carried out, work is carried on safely at heights and scaffolding is erected and used properly in accordance with employer’s procedures and Canada Standards Association (CSA) safety standards.

Skills

6053.01 Select and inspect rigging equipment by choosing the appropriate equipment required for the specific lift, including cable clamps, chain block hoists, chains, chokers, come-alongs, connectors, ropes, slings and tuggers; performing a preoperational check of rigging through visual checks for defects, including damaged links, frayed cables, cuts in slings, stripped threads on shackles and other physical defects; and replacing or identifying

for repair defective rigging, so that rigging is correct for the job per Ontario regulations and defective rigging is replaced or identified for repair in accordance with employer=s procedures and CSA safety standards.

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

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

6053.02 Position and employ rigging by determining the weight, balance and size of the work piece to be moved or lifted; placing or attaching the rigging to the load using lugs or fasteners; and dismantling and storing the rigging equipment after use, so that correct rigging is selected, placed and used to move or lift the work piece and is stored correctly and in good repair, in compliance with employer=s procedures, CSA safety standards, Ontario regulations and material-handling guidelines.

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

6053.03 Select and inspect hoisting, lifting and conveying equipment by selecting the equipment required, including forklift, jib-crane, overhead hoist, portable boom and spreader bars; performing a preoperational inspection of hoisting and lifting equipment by visually checking the cables and chains for defects, including damaged links and frayed cables; and identifying defective equipment, so that the equipment is adequate for the job as per Ontario regulations and so that defective hoisting, lifting and conveying equipment is identified for repair or replacement in accordance with CSA safety standards, Ontario regulations and manufacturers’ procedures.

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

6053.04 Operate hoisting, lifting and conveying equipment by moving and lifting work pieces using material-handling tools and equipment; communicating with other workers by using hand and voice signals; and storing hoisting equipment, so that correct lifting and moving procedures are used in accordance with employer=s procedures, manufacturers’ specifications and CSA safety standards or Ontario regulations.

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

6053.05 Select, inspect and erect scaffolding by selecting scaffolding for the specific job, performing pre-use inspection and erecting scaffolding, so that scaffolding is sufficient for the task, has no visual defects and is placed on a firm footing in accordance with employer’s procedures, manufacturers’ specifications and CSA safety standards or Ontario regulations.

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

6053.06 **Work on scaffolding at various heights** by selecting and utilizing a fall-protection system, wearing the appropriate fall-protection equipment and following fall-protection procedures as required by employer’s procedures, CSA safety standards and Ontario regulations.

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

6054.0 **Maintain Welding Equipment and Supplies**

General Performance Objective

Maintain welding equipment and supplies by inspecting and testing equipment; checking, identifying and reporting deficiencies; adjusting, repairing and replacing user-maintainable defective components; and storing components and consumables, so that equipment and consumables are maintained and stored at a standard of repair that is safe and functionally effective.

Skills

6054.01 **Maintain oxyfuel equipment** by inspecting and testing equipment; identifying and reporting deficiencies; and adjusting, repairing and replacing user- maintainable defective components, including cylinders, gauges, hoses, tips, torches and flashback arresters, by using leak-detection solutions, oil and grease removers, wrenches, tip cleaners and hose clamps, so that equipment is maintained at a standard of repair that is safe and functionally effective within manufacturers’ and workplace standards.

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

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6054.02 Maintain arc welding equipment by inspecting, testing, checking calibration status, adjusting and replacing user-maintainable defective components associated with arc welding equipment, including welding cables, electrode holders, ground clamps, feeders and guns, flow meters and shielding gas hoses by using pliers, wrenches and leak-detection solutions, so that welding equipment is maintained at a standard of repair that is safe and functionally effective within manufacturers' and workplace standards.

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

6054.03 Store welding consumables by inspecting consumables, maintaining storage conditions and protecting and replacing defective items associated with consumables for welding, including ovens, quivers, flux storage containers, cylinders, electrodes and wire, by using knowledge of manufacturers' recommendations, so that welding consumables are stored and maintained free from contamination and damage in accordance with CSA, American Society of Mechanical Engineers (ASME) or equivalent recognized standards.

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

6055.0 Use Drawings, Specifications and Codes

General Performance Objective

Use drawings, specifications and codes to identify fabrication requirements for an assembly, including formed three-dimensional pieces, beams and channels, by determining the shape and features of the assembly from blueprints and specifications that use lines, dimensions, location of objects, schematic representations, title blocks and welding symbols; employing drawings, specifications and codes; and listing material requirements, so that the object shape, actual dimensions and tolerances, fabrication process, welding requirements and job identification are correctly determined.

Skills

6055.01 Determine the shape and features of a work piece by employing drafting scales, drawing elements and welding symbols, so that that the objects, shapes, dimensions and tolerances are determined; the results meet the industry quality standard; and the welding requirements are correctly identified.

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

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6055.02 **Employ drafting scales** by applying shop formulas and calculations and by converting between metric and imperial units using scale rulers and handbooks, so that results meet the industry quality standard.

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

6055.03 **Employ drawing elements** by reading fabrication documents, blueprints and drawings; and identifying dimensions, materials, tolerances, notes and symbols, so that the objects, shapes, dimensions and tolerances are correctly determined.

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

6055.04 **Employ welding symbols** by identifying symbols and determining their meaning on fabrication and installation drawings, so that welding requirements are correctly identified.

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

6055.05 **Employ engineering specifications and codes** by referring to standards and codes and determining how production requirements affect fabrication methods, timing, or processes, so that design requirements are determined and the product is manufactured according to customer requirements.

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

6055.06 **Use standards and codes** by locating design criteria established by the CSA, accepted industry standards, government safety regulations and company standards and determining their application, so that design requirements are determined.

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

6055.07 **Determine how production requirements affect fabrication methods,** timing, or processes by reviewing drawings and specifications and extracting relevant information, so that the product is manufactured according to customer requirements.

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

6055.08 Produce material take offs and assemblies by reviewing drawings and specifications and creating an itemized list of materials required to fabricate an assembly, so that materials are used efficiently and materials, classification, size and condition are to specification.

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

6056.0 Develop A Sequence of Assembly

General Performance Objective

Develop a sequence of assembly by verifying component dimensions and assembly composition and determining the sequence of component assembly, so that fabrication can be completed with a minimum of waste and error and so that the sequence of assembly minimizes assembly distortion, use of space and fabrication time.

Skills

6056.01 Verify component dimensions and assembly composition by reviewing all required materials, components and subassemblies described on the blueprint or the bill of materials and confirming identification of all items, so that fabrication can be completed with a minimum of waste and error.

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

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6056.02 Determine the sequence of component assembly by interpreting fabrication procedure specifications, employer’s procedures, data sheets, codes, standards or contract documents; determining adequacy of type and size of weld consumables; confirming preheat interposes and post-heat requirements, welding process(es), parameters and electrical characteristics; and identifying the sequence of assembly, material preparation, finish coating and inspection requirements, so that the sequence of assembly minimizes distortion, use of space and fabrication time.

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

6057.0 Prepare the Workspace

General Performance Objective

Prepare the workspace by planning layout and setup, and coordinating work flow, so that workspace is efficiently used, worker time and motion are reduced, work can proceed in a safe and orderly manner and communications eliminate or reduce confusion and errors.

Skills

6057.01 Plan the workspace layout by identifying workspace variables; extracting space- relevant details from information sheets, drawings and specifications; taking into account effects on space layout of concurrent operations; and determining work layout and space usage, so that work can proceed in a safe and orderly manner.

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

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6057.02 **Set up the workspace** by positioning equipment, machines and tools; identifying space-relevant safety concerns; removing or avoiding hazards; and occupying available workspace, so that there are sufficient lighting and ventilation, reduced interference from competing work activities, safe and efficient movement in the workspace and an effective sequence of operations, so that non-productive activities are minimized.

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

6057.03 **Coordinate the work process flow** by communicating and consulting with the supervisor, technical adviser and other workers to ensure that the types of metals to be joined and the geometry of prepared shapes are as specified by shop drawings, the shop supervisor, or the customer.

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

6058.0 Develop Templates

General Performance Objective

Develop templates by determining the type of template required; selecting construction materials; laying out template design; constructing templates; testing templates; and applying the part number, piece mark, or material identification information, so that the item manufactured using the template meets the tolerances identified in the blueprints and specifications.

Skills

6058.01 Determine the type of template required including those for drilling, shape verification, detail manufacture and inspection, by interpreting fabrication documents, blueprints and drawings and identifying dimensions, materials, tolerances, notes and symbols so that the components that require continuing quality assurance and efficiency of production are verified.

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

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6058.02 Select construction materials so that the material is sufficiently sturdy to maintain the required tolerances over its useful life.

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

6058.03 Lay out template design on the selected construction material by using appropriate tools and equipment, so that outlines and punch lines are clearly readable, markings are useable as reference points, centres are large enough to guide fabrication tools and locations and dimensions are in accordance with drawing specifications.

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

6058.04 Construct templates so that they provide an accurate guide for the shape, configuration and dimension of a work piece within the tolerances required by drawings and specifications.

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

6058.05 Test templates by employing them “as built” and measuring the resulting fabrication against the design criteria, so that the manufactured item meets the tolerances identified in the blueprints and specifications.

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

6058.06 **Apply part number, piece mark, or material identification information** to the template, so that the template's use is restricted to manufacture of the specific part.

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

6059.0 **Lay Out Patterns**

General Performance Objective

Lay out patterns by confirming the dimensions and material for component construction; developing patterns and stretch-outs; and laying out cutting, forming and bending guides, so that finished work pieces conform to drawing dimensions, tolerances and specifications and are cost effective for their intended use cycle.

Skills

6059.01 **Confirm dimensions and material** by applying shop formulas and performing calculations to ensure that lines, centres, angles, bends and radii are accurately located; and determining material forming allowances, seam allowances, root openings and rolling and bending allowances to assess the amount of expansion and shrinkage of material, so that finished work pieces conform to drawing dimensions, tolerances and specifications.

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

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6059.02 **Develop patterns and stretch-outs** by using such methods as parallel line, radial line and triangulation; determining the dimensions of the assembly and the location of details and features; and forming angles and radii, so that the slopes and dimensions given on the drawing are accurately transferred to the pattern or the work piece.

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

6059.03 **Lay out cutting, forming and bending guides** by orienting the pattern to the material, locating orientation lines and marking cut, form and bend lines and allowances with punches, soapstone, paint stick, or scribes, so that the pattern is accurately transcribed to the material in preparation for cutting.

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

6060.0 Prepare Fabrication and Detail Materials

General Performance Objective

Prepare fabrication and detail materials, including structural shapes and plate work, by preparing the job layout and cutting components, forming metal components and applying or transferring part numbers, piece marks and material and traceability identification to metal components and detail, so that the finished product meets the requirements of the job specification.

Skills

6060.01 Prepare the job layout by reading and interpreting fabrication and detail documents, blueprints and drawings; identifying dimensions, materials, tolerances, notes and symbols; making rough sketches of the fabrication job; selecting the required stock; and transferring the dimensions to the job layout, so that the layout is completed in accordance with fabrication and detail documents and with efficient use of materials.

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

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

6060.02 Cut metal to specifications by selecting material-preparation method, cutting metal to size using one of several processes, drilling holes and preparing welding joints, so that the finished product meets the requirements of the job specification.

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

6060.03 **Cut metal using oxyfuel equipment** by selecting fuel gases, tips, required pressures, personal equipment and tools and assembling them; activating the equipment; making straight line, circle, bevel, or piercing cuts; and shutting down the equipment, so that equipment is set up and used in accordance with manufacturers' recommendations and the cut is made to specification.

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

6060.04 **Cut and gouge metal using carbon arc equipment** by selecting power source, electrodes, pressurized air, personal equipment and tools and assembling them; activating the equipment; making the required cut or gouge; and shutting down the equipment, so that equipment is set up and used in accordance with manufacturers' recommendations and the cut is made to specification.

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

6060.05 **Cut metal using plasma arc equipment** by selecting cup or nozzle type and size, gas or compressed air pressure and heat settings, personal equipment and tools and assembling them; activating the equipment; making straight line, circle, bevel, or piercing cuts; and shutting down the equipment, so that equipment is set up and used in accordance with manufacturers' recommendations and the cut is made to specification.

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

6060.06 **Cut metal using hand tools**, such as hacksaws, snips, chisels, reamers, hand shears, hand drills and pipe cutters, by selecting the tool; checking the tool's operation and condition; and making the required cut, so that the tool is appropriate to the job, in good working condition and used in accordance with manufacturers' recommendations and the cut is made to specification.

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

6060.07 **Cut metal using power tools and equipment**, including power shears, power saws, grinders, nibblers, notches, power drills and punching machines, by selecting the tool; installing consumables; adjusting the power tool's scope of operation; checking the power tool's performance and condition; and making the required cut, so that the tool is appropriate to the job, is properly adjusted and in good working condition, and is operated properly in accordance with manufacturers' recommendations and the cut is made to specification.

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

6060.08 Form plate work and structural shapes using material preparation, machinery and equipment, including rollers, tube benders, section benders, brake presses, crimping machines, ironworkers and milling machines, by ensuring they are properly adjusted and in good working condition and by operating them properly in accordance with manufacturers' recommendations to produce the material to specifications.

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

6060.09 Transfer part numbers, piece marks and material identification to metal components and details using tools and equipment, such as metal stamps, metal marker tags, soapstone, yellow marker, or paint markers, so that the piece mark number, location lines and quantity match the material list on the drawings.

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

6061.0 Assemble Subcomponents and Components

General Performance Objective

Assemble subcomponents and components by preparing a job for welding; making jigs, fixtures and bracing; assembling fabrications and detail components; and tack welding or using fasteners, so that the finished product meets the requirements of the drawings and specifications.

Skills

6061.01 Prepare a job for welding by ensuring the weldment can be manipulated safely and effectively; reporting to proper authority any discrepancies or errors for correction and carrying out any required preheating, so that all welding and inspection operations can be completed as specified.

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

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6061.02 Make jigs, fixtures and bracing, with or without actual prototypes, by identifying requirements from drawings and plans and creating jigs, fixtures and bracing for material alignment and positioning, so that dimensional stability is maintained during and after welding or fastening.

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

6061.03 Assemble fabrications and detail components by using jigs, fixtures and manufacturing devices as required, so that the finished product meets the requirements of the drawings and specifications.

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

6061.04 Tack weld, fit and position fabricated and detail parts in accordance with drawings and specifications, using retainers such as dogs, wedges, and clamps so that the tack welds do not impede the final weld process.

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

6061.05 Assemble components by selecting fasteners and using tools and equipment, including torque wrenches, impact wrenches and hand wrenches, so that the bolted components are attached according to drawings and specifications.

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

6062.0 Weld Components

General Performance Objective

Fillet and groove weld components using shielded metal arc welding (SMAW), gas metal arc welding (GMAW), gas tungsten arc welding (GTAW) and flux cored arc welding (FCAW) processes by selecting and setting up equipment and material, choosing the welding process, installing consumables, adjusting and verifying welding process parameters and cleaning and measuring welds, so that welds meet minimum standards of acceptability in accordance with CSA, ASME, or equivalent recognized standards.

Skills

6062.01 Select and set up welding equipment and material by selecting equipment such as power source, welding cable assemblies, electrode holder, electrode type and size, feeder, welding gun, gun liners, gas distributor, gas cup and seals, contact tubes, flow meter or purging equipment (as required by the welding process) and personal equipment and tools and assembling them, so that all the equipment necessary to weld using the SMAW, GMAW, GTAW and FCAW processes is available and is correctly set up in accordance with manufacturers' instructions for the intended application.

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

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6062.02 Choose the welding process by selecting material to be welded and filler metal, confirming their metallurgical properties and selecting the welding procedure, so that materials with the appropriate material composition and properties relating to the welding application, such as metal hardness, susceptibility to oxidation and distortion, are considered and the procedure meets the requirements of the related standard, codes, or specification.

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

6062.03 Install consumables by extracting requirements from the applicable welding procedure or following the directions of the supervisor; identifying the correct shielding gas or gas mixture as required, or identifying purging equipment; identifying the type and size of filler metal for the welding position, the joint type and composition and the thickness of the base material or the tungsten electrode type, size and shape; and mounting these consumables, so that the correct electrode, gas and filler wire or shielding gas, tungsten and filler rod are installed in accordance with manufacturers' instructions for the intended application.

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

6062.04 Adjust and verify welding process parameters by choosing the equipment configuration that meets the specified requirements for the size and quality of weld, including voltage and wire feed speed, shielding gas flow rate, purge flow rate and purge time or voltage and wire feed speed and then testing the settings and adjusting the operation of the equipment, so that the correct balance of penetration, fusion, profile and weld size is achieved for the welding application and so that it meets the weld inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized standards.

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

6062.05 **Fillet weld** using the SMAW, GMAW, GTAW and FCAW processes on lap, corner and tee joints in the flat, horizontal and vertical positions using plate, tube, or pipe to plate assemblies of single or multiple passes, with any one of mild steel, stainless steel, or other alloys in the work environment identified by the employer, so that passes are done in the correct sequence and each pass of the weld meets the weld inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized standards.

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

6062.06 **Groove weld** using the SMAW, GMAW, GTAW and FCAW process on either flare and single-bevel joints, square and single-vee joints, or pipe/tube with backing in the flat, horizontal and vertical positions, using any one of mild steel, stainless steel, or other alloys in the work environment identified by the employer, so that passes are done in the correct sequence and each pass of the weld meets the weld inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized standards. *Note:* Joints without solid backing may be substituted for joints with solid backing.

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

6062.07 **Clean welds** using a wire brush, descaler, grinder or other appropriate abrasive process, so that welds are free of slag, scale and surface irregularities and meet the weld inspection requirements of the applicable fabrication standards, such as CSA, ASME, or equivalent recognized standards.

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

6062.08 **Measure welds** for completeness using fillet gauges, a measuring tape, or other devices, so that welds meet the requirements specified by the engineering drawings or company procedures and the applicable fabrication standards, such as CSA, ASME, or equivalent recognized standards.

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

6063.0 Prepare Assemblies for Shipping or Storage

General Performance Objective

Prepare assemblies for shipping or storage by preparing surfaces for coating; preserving surfaces and components; coating assemblies; identifying components for shipping or storage; calculating lifting and loading requirements; protecting components during shipping or storage; installing temporary support bracing and lifting components; securing the assembly; and ensuring documentation is complete, so that materials are protected from loss or material harm during storage or shipping.

Skills

6063.01 Prepare surfaces for coating by cleaning, blasting, or grinding, so that the surface is prepared in accordance with manufacturers’ or customer’s specifications.

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

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6063.02 Preserve machined and other fragile surfaces and components by covering, so that the surface remains “as machined” or in “original condition” and meets manufacturers’ or customer’s specifications.

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

6063.03 Coat assembly by dipping or painting, by following prescribed methods for the various coating applications, so that the surface is coated in accordance with manufacturers' or customer's specifications.

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

6063.04 Identify all components for shipping or storage by reviewing blueprints, bills of materials, or other forms of documentation and confirming identification marks or piece numbers on assemblies and subassemblies as required by customer's specifications.

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

6063.05 Calculate lifting and loading requirements, so that components can be lifted without damage to materials or coatings and so that the load meets height, width, length, weight and weight-distribution limitations as determined by transportation mode and standards.

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

6063.06 **Protect components during shipping or storage** by employing transport safety devices, including blocking, softeners, spacers, element protection and any other method necessary to ensure the integrity of components before final delivery.

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

6063.07 **Install temporary support bracing and lifting components** by fastening temporary bracing and lifting devices, so that the components or assemblies maintain their manufactured standard of integrity during storage, handling and delivery.

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

6063.08 **Secure assembly** by determining tie-down points and blocking and tying down the assembly, so that load shifting is eliminated or controlled and the assembly maintains its manufactured standard of integrity during the transportation process.

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

6063.09 **Ensure workplace-specific shipping documentation is complete,** including bills of lading, delivery slips and export documentation, by ensuring that part numbers, weights and dimensions are accurately identified.

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

6064.0 **Install Manufactured Assemblies On Site**

General Performance Objective

Install manufactured assemblies on site by confirming installation location, field dimensions and laydown area; selecting installation equipment and consumables; and installing components in accordance with customer’s specifications.

Skills

6064.01 **Confirm installation location, field dimensions and laydown area** by identifying worksite variables; extracting site-relevant details from information sheets, drawings and specifications; and determining worksite layout and space usage requirements, so that work can proceed in a safe and orderly manner, installation requirements are clear and laydown area meets practical requirements.

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

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

6064.02 **Select required installation equipment and consumables**, including tools, materials and equipment, as determined by the installation plan, so that all standard and special tools, materials and equipment are available at the site at the required time.

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

6064.03 **Install components on site** in accordance with the installation plan, so that the assembly is positioned and secured correctly in relation to its function and meets industry safety standards for installation.

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

6065.0 Demonstrate Safe Working Practices and Procedures

General Performance Objective

Demonstrate safe working practices and procedures by identifying and taking corrective action against potential workplace health and safety hazards; handling, storing and disposing of hazardous workplace materials; complying with workplace legislation relating to health and safety; wearing and maintaining personal protective equipment; and practising good housekeeping in the workplace in accordance with relevant legislation, manufacturers' recommendations and company policies.

Skills

6065.01 Identify and take corrective action against potential workplace health and safety hazards, including noxious fumes and dust, high-intensity light, fires, elevated worksites, suspended loads, poor lighting, extreme temperatures, inadequate ventilation, confined spaces, untidy worksites and uncontrolled power sources, so that the potential for personal injury and damage to equipment and the environment is minimized, in accordance with applicable manufacturers' instructions, government regulations and company policies.

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

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

6065.02 Handle, store and dispose of hazardous workplace materials, including lead, gases, acids and solvents, so that individuals are protected from injury and the environment from contamination and safety practices are followed in accordance with the Workplace Hazardous Materials Information System (WHMIS), *Occupational Health and Safety Act (OHSA)*, manufacturers' instructions and company procedures and policies.

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

6065.03 Comply with workplace legislation relating to health and safety, including the WHMIS guidelines and the *OHS*A.

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

6065.04 Wear and maintain personal protective equipment, including eye, ear, hand, respiratory, body and foot protection, ensuring that correct fit and optimum protection is provided to the wearer for the specific task performed, in accordance with applicable government regulations, manufacturers' specifications and company policy.

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

6065.05 **Practise good housekeeping in the workplace** by ensuring that the workplace is clean, organized and free of obstructions, spills, or fire hazards; that materials and equipment are cleaned and stored in designated areas after use; and that protective barriers, UV shields and guards are erected, so that accident or injury potential is minimized.

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

Definitions

Apprentice

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

BOSTA

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

Certificate of Apprenticeship (C of A)

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

Certificate of Qualification (C of Q)

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

Competence

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

Competency Analysis Profile (CAP Chart)

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

Journeyman

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

Mandatory Skill

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

Optional Skill

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

Provisional Certificates of Qualification

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

Ratios

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

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by achieving 70% or higher on an interprovincial Red Seal examination.

The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. **The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades.** The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign-off

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

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

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

Sponsor

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

Sponsor of Record

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

Trainer

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

Ready to Write Your Exam?

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

There are two types of trade certification examinations in Ontario:

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

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

Ontario's Exam Preparation Guide

[Exam Resources – Skilled Trades Ontario](#)

Basic Examination Details for You to Know

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

Scheduling Your Examination

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

Remember these 3 basic steps:

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

Instructions for Recording a Change in Sponsor

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

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

Sponsor Record #1

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

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

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

Signature: _____ Date: (mm/dd/yy) _____

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

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #2

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

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

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

Signature: _____ Date: (mm/dd/yy) _____

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

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #3

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

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

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

Signature: _____ Date: (mm/dd/yy) _____

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

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Change of Sponsor Record #4

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

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

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

Signature: _____ Date: (mm/dd/yy) _____

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

***If you need additional copies of the Sponsor Record, visit SkilledTradesOntario.ca and search Sponsor Record Form.**

Appendix A — Instructions for Apprenticeship Program Completion

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

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

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

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

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

Skilled Trades Ontario will receive notification of this completion.

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

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

Appendix B — Apprentice Completion Form

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

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

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

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

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

X _____
Apprentice's Signature Date

X _____
Signature of Sponsor's Signing Authority Date

Appendix D — Local Service Delivery Offices in Ontario

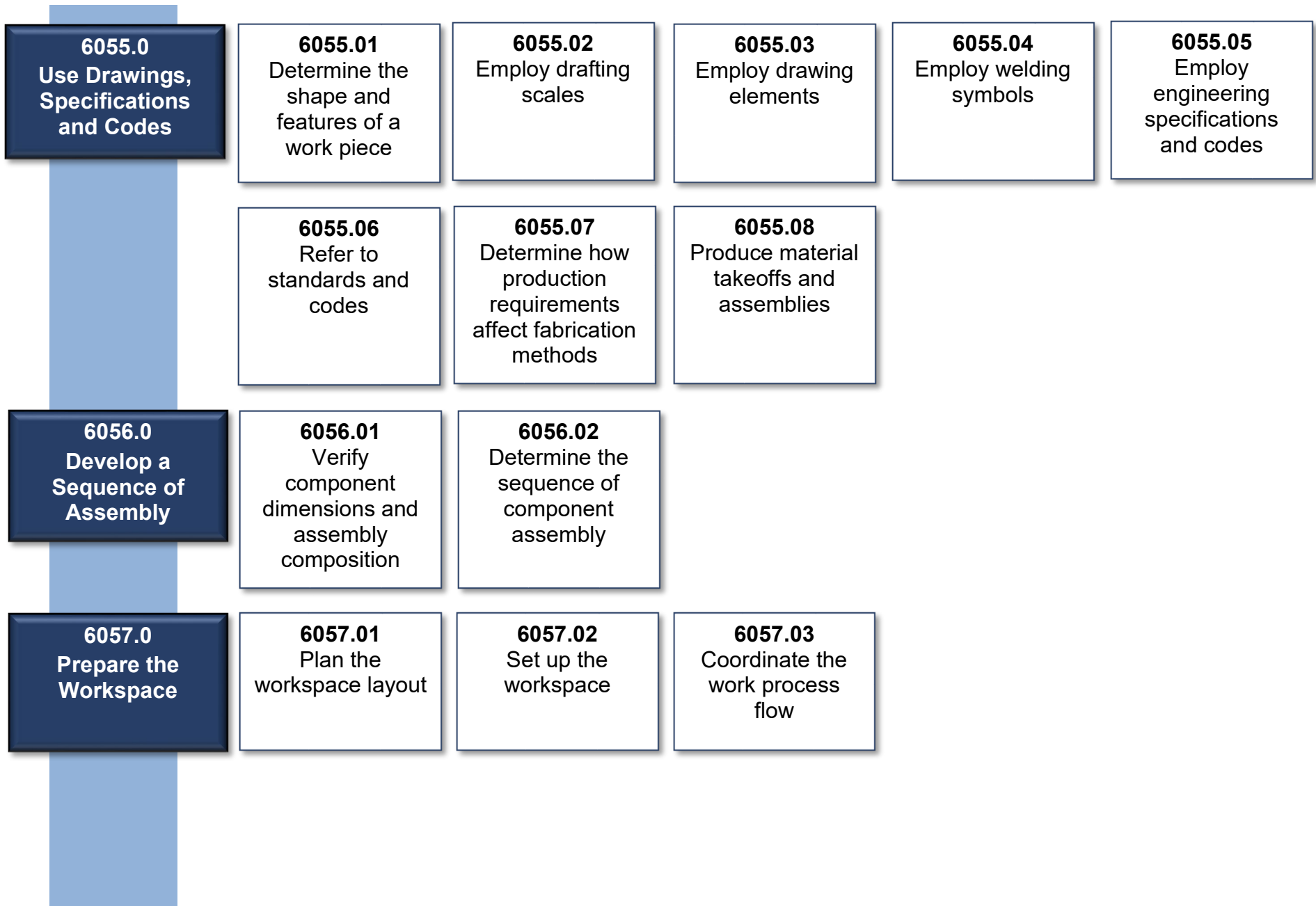
For current office listings visit: ontario.ca/page/employment-Ontario-apprenticeship-offices

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	Marathon 807-346-1550	52 Peninsula Road, Suite 103 Marathon, Ontario, P0T 2E0
Belleville 613-968-5558 1-800-953-6885	135 North Front St, Belleville, ON K8P 3B5	Markham 905-513-2695	140 Allstate Parkway, Suite 505, Markham, Ontario L3R 5Y8
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	North Bay 705-495-8515 1-800-236-0744	200 First Ave West, North Bay, ON P1B 3B9
Chatham 519-354-2766 1-800-214-8284	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100 1-877-221-1220	Preston Square, 347 Preston Street, Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702 1-877-668-6604	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790 1-800-838-9468	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-456-2665 1-800-734-9572	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Peel 905-279-7333 1-800-736-5520	The Emerald Centre, 10 Kingsbridge Garden Circle, Suite 404, Mississauga, ON L5R 3K6
Durham 905-433-0595 1-800-461-4608	78 Richmond Street West, Oshawa, ON L1G 1E1	Pembroke 613-735-3911 1-800-807-0227	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 1-800-236-8817	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918 1-877-433-6555	901 Lansdowne St West, Peterborough, ON K9J 1Z5
Fort Frances 807-274-8634	922 Scott St 2nd Flr, Fort Frances, ON P9A 1J4	Sarnia 519-542-7705 1-800-363-8453	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario P0T 1M0	Sault Ste. Marie 705-945-6815 1-800-236-8817	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Halton 905-842-5105 1-844-901-5105	700 Dorval Dr., Suite 201, Oakville, ON L6K 3V3	St Catharines 905-704-2991 1-800-263-4475	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Hamilton 905-521-7764 1-800-668-4479	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	Sudbury 705-564-3030 1-800-603-5999	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kapuskasing 705-465-5785 705-235-1950	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Thunder Bay 807-346-1550 1-800-439-5493	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kenora 807-468-2879 1-800-734-9572	227 1/2 Second St South, Kenora, ON P9N 1G4	Timmins 705-235-1950 1-877-275-5139	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kingston 613-548-1151 1-866-973-4043	Alliance Business Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Toronto Centre 416-927-7366 1-800-387-5656	2 St Clair West, 11 th floor Toronto, ON M4A 1L5
Kitchener 519-653-5758 1-866-877-0099	4275 King St East, Kitchener, ON N2P 2E9	Toronto South 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788 1-800-265-1050	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Suite 200, Windsor, ON N8X 4Y8

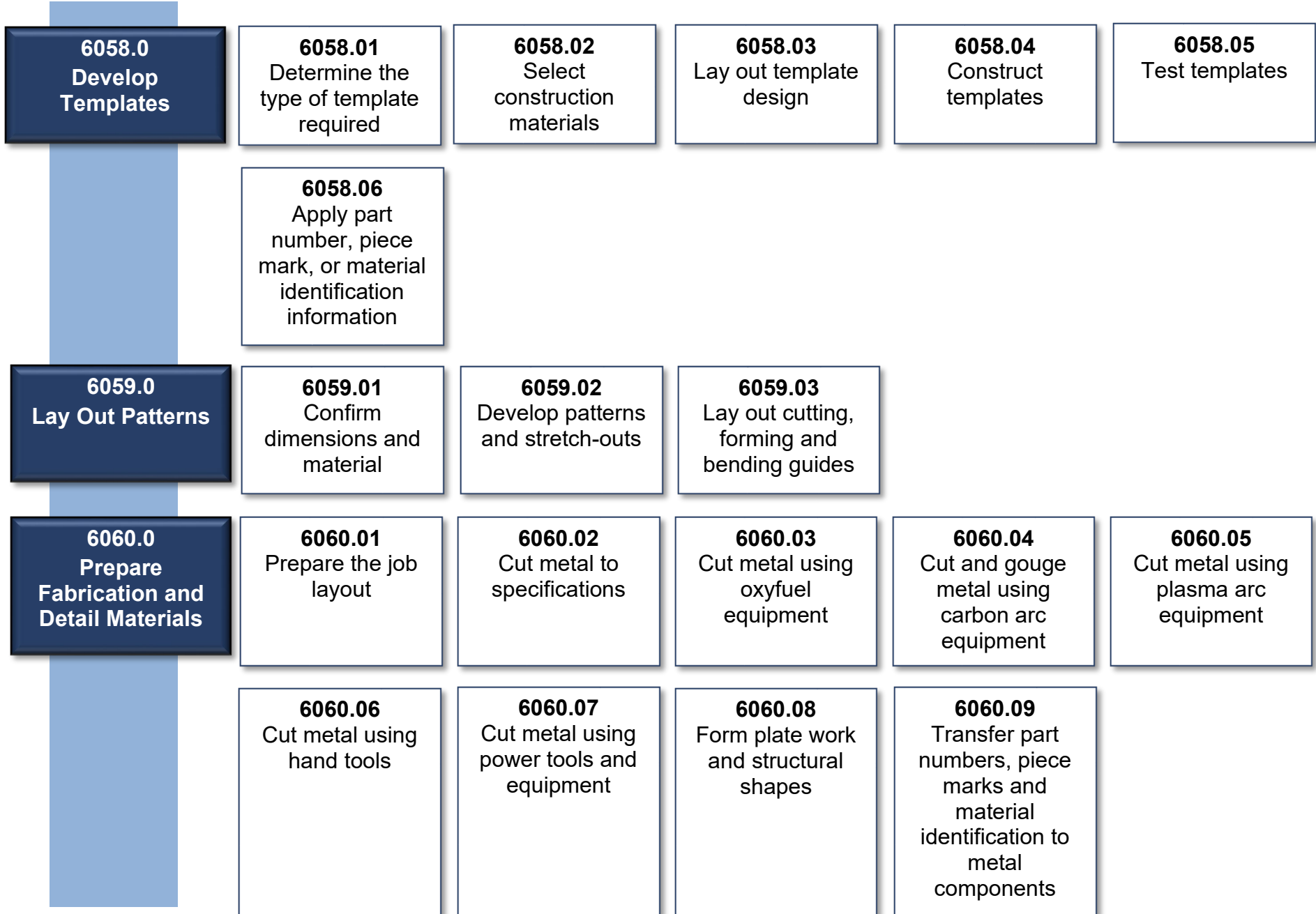
Competency Analysis Profile (CAP) Chart



Competency Analysis Profile: Metal Fabricator (Fitter) 437A *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Metal Fabricator (Fitter) 437A *(all unshaded skill sets must be completed)*



Competency Analysis Profile: Metal Fabricator (Fitter) 437A *(all unshaded skill sets must be completed)*

6061.0 Assemble Subcomponents and Components	6061.01 Prepare a job for welding	6061.02 Make jigs, fixtures and bracing	6061.03 Assemble fabrications and detail components	6061.04 Tack weld, fit and position fabricated and detail parts	6061.05 Assemble components	
	6062.0 Weld Components	6062.01 Select and set up welding equipment and material	6062.02 Choose the welding process	6062.03 Install consumables	6062.04 Adjust and verify welding process parameters	6062.05 Fillet weld
		6062.06 Groove weld	6062.07 Clean welds	6062.08 Measure welds		
		6063.0 Prepare Assemblies for Shipping or Storage	6063.01 Prepare surfaces for coating	6063.02 Preserve machined and other fragile surfaces and components	6063.03 Coat assembly	6063.04 Identify all components for shipping or storage
	6063.06 Protect components during shipping or storage		6063.07 Install temporary support bracing and lifting components	6063.08 Secure assembly	6063.09 Ensure workplace-specific shipping documentation is complete	

Competency Analysis Profile: Metal Fabricator (Fitter) 437A *(all unshaded skill sets must be completed)*



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



SkilledTradesOntario.ca

