



**Skilled
Trades**
Ontario

**Métiers
spécialisés**
Ontario

Apprenticeship
Schedule of Training
Logbook

Retail Meat Cutter

245R

2001

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 2001 (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 Retail Meat Cutter 245R 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 Retail Meat Cutter is set out in section 122 of Ontario Regulation 875/21 under BOSTA and reads as follows:

122. The scope of practice for the trade of retail meat cutter includes the preparation of meat and poultry for the retail market by doing the following:

1. Applying general work practices and merchandising.
2. Setting up and operating machinery.
3. Performing business practices and customer relations.
4. Preparing cuts of beef, pork, lamb, veal and poultry.
5. Preparing meat for sausage making.

*While the Logbook draws on the scope of practice regulation (Section 122 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 3460 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 540 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

4000 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

A Retail Meat Cutter prepares meat and poultry for the retail market by:

- Demonstrating safe working practices and techniques
- Applying general work practices and merchandising
- Setting up and operating machinery
- Performing business practices / customer relations
- Preparing beef cuts
- Preparing pork cuts
- Preparing lamb cuts
- Preparing veal cuts
- Preparing poultry cuts
- Preparing meat for sausage making

A Retail Meat Cutter demonstrates knowledge of:

- Sanitation controls and legislation
- Public Health Act
- Local health regulations
- Provincial Fire Act
- Local fire regulations
- Weights and Measures Act
- Food and Drug Act
- First aid

In general, the standard of performance for the trade of Retail Meat Cutter 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

List of Trainers

| Trainer's Name (Please Print) | Trainer's Signature | Date of start with Trainer (day/month/year) |
|------------------------------------------|----------------------------|------------------------------------------------------------|
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On-The-Job Training: General Performance Objectives

1.0 Demonstrates Safe Working Practices and Techniques

Skills

- 1.1 Identify health and safety hazards in the workplace** so that the potential for personal injury and damage to equipment is minimized, unsafe conditions are reported, and corrective action is taken, as defined in relevant legislation and employer policies.

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

- 1.2 Wear, adjust, and maintain personal protective clothing and equipment** including head gear, gloves, safety aprons, and eye protection, to ensure correct fit and optimum protection for the wearer and the task being performed in compliance with employer standards, manufacturer specifications, and the safety legislation.

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1.3 Practise safe work practices by wearing proper clothing (not loose), confining hair in head gear, removing jewellery, and identifying and obeying certification requirements and WHMIS symbols, in accordance with employer standards, industry codes and standards, government legislation, and safety legislation.

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1.4 Practise good housekeeping by: cleaning up spills; storing tools and equipment; and, keeping work area clear of hazards and obstructions so that the potential for accident or injury is minimized in compliance with employer standards and safety legislation.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
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1.5 Observes sanitation practices and procedures by reading and interpreting policies and regulations, cleaning and sanitizing surface areas, and using recommended chemicals and compounds, in order to prevent growth of microorganisms, food poisoning or cross- contamination of products, in compliance with employer standards and safety legislation.

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1.6 Practise industrial hygiene by wearing proper clothing, using eye wash in case of injury, and showering to avoid contamination, in compliance with company procedures and safety legislation.

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1.7 Follow company procedures for applying first aid to treat conditions including sudden illness, burns, cuts, abrasions, sprains, chemical inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first aid treatment.

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1.8 Handle designated substances using specified handling and storage equipment, so that operator is protected from injury, the environment from contamination, and procedures are followed in compliance with Workplace Hazardous Materials Information Systems (WHMIS).

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1.9 Operate material handling equipment including hoists, overhead cranes, chain falls, lift pins, eye bolts, slings, cables, chains and manual and/or electric pallet lift truck to remove, transport, and store materials, parts, and equipment, in compliance with safety legislation and company standards.

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1.10 Follow company pest control procedures to ensure that products and workers are protected from injury or disease, and that meat products and meat cutting equipment are protected from contamination, in accordance with government regulations, company standards/practices, and safety legislation.

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2.0 Apply General Work Practices and Merchandising

Skills

- 2.1 Receive products** by: preparing the receiving area; following industry approved handling procedures; performing temperature checks on incoming products; using lifting equipment and scales; checking shipment to invoices; and, noting or reporting discrepancies to ensure product quality, net weight, and number of pieces of the shipment

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- 2.2 Perform product inspections** by checking labels and product and rotating products in display cases or refrigerated compartments to ensure that the quality and freshness of product is maintained in accordance with approved shelf-life and industry standards.

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2.3 Store received products by preparing storage area, checking temperature requirements, and rotating products, to ensure optimum shelf-life of product in accordance with industry standards.

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2.4 Prepare product for freezing by labelling and packaging using suitable containers or wrapping materials so that the flow of cold air to the product is inhibited and product is protected in accordance with industry standards.

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2.5 Handle frozen products by: following required procedures for safe thawing; checking for correct identification, rotation, and wholesomeness; and, maintaining refrigeration controls to prevent freezer-burn; ensuring that frozen products are handled in accordance with industry standards.

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2.6 Set-up meat counter displays by following retailer’s merchandising procedures so that the meat products are displayed in accordance with industry standards.

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2.7 Wrap and tray retail cuts by: selecting and using trays and wrapping accessories; operating wrapping equipment; and, labelling products; so that cuts are wrapped in a leak-proof seal in accordance with tolerances for tare allowances and Weights and Measures Act and Uniform Meat Cut Nomenclature System.

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2.8 Maintain products in the service and self-service counters by: checking the temperature readings; maintaining load limit and stock control; checking and removing damaged or unwholesome products; checking code dates; culling, reducing/trimming, and re-wrapping products; observing and reacting to high and low volume selling areas; following store reduction policies; and, keeping meat case and work area clean, sanitized, and tidy; in accordance with employer policies, refrigeration requirements, and relevant legislation.

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3.0 Sets Up and Operates Machines

Skills

3.1 Work around refrigeration equipment including refrigerators, meat counters, walk-in freezers by cleaning and sanitizing equipment and by checking gauges and power sources, to ensure that refrigeration equipment operates and is maintained in accordance with to manufacturer’s specifications.

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3.2 Set up and operate power equipment including power saw, grinding machine, tenderizer machine, slicer, power knife sharpener, mixer, patty-forming machine, power or hand stuffer, stuffing horn/funnel, linking machine, needling machine, vacuum tumbler, labeller, and automatic wrapper, by locating and identifying switches, buttons, levers, controls, and safety devices, and checking that all controls are operational and functioning, ensuring that machine selected is the correct one for the application, and is operated without personal injury or damage to operator, machine, or meat products, in accordance with Safety Legislation and industry standards.

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3.3 Use hand tools and accessories including knives, knife sharpener, hand saw, hand cleaver, tying needle, scraper, scales, hooks and suspension equipment, cutting block and tables, hand wrapper, hot plate, and labeller, ensuring that tools selected are the correct ones for the application to provide for optimum performance and personal safety, in accordance with *Safety Legislation* and industry standards.

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3.4 Maintain hand tools and equipment by cleaning after use to ensure surface is cleaned and sanitized and sharpening so that the cutting shape and angle is prepared for optimum cutting and personal safety, in accordance with *Safety Legislation* and industry standards.

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3.5 Set up and operate sanitization equipment by following recommended procedures and using required chemicals and cleaners, ensuring that operator is protected from injury, the environment from contamination, and procedures are followed in compliance with WHMIS, manufacturer’s specifications, and industry standards.

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3.6 Set up and operate scaling and pricing equipment by checking that equipment has been calibrated and serviced to manufacturer’s and industry standards and by following required operational procedures in accordance with industry standards.

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4.0 Performs Business Practices / Customer Relations

Skills

4.1 Present a professional image by dressing appropriately for type of work, maintaining personal hygiene and grooming, and practising business etiquette, in accordance with employer policies and relevant government legislation.

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4.2 Communicate with client and co-workers verbally by using common trade or layperson’s terminology and explaining processes or ideas in a clear, concise, and precise manner to ensure all parties understand.

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4.3 Perform customer service functions by answering, re-directing, or resolving business enquiries or customer concerns, speaking clearly, concisely, and courteously, in order to analyse and respond to customer questions or concerns and to ensure customer satisfaction.

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4.4 Complete documentation including work, service orders, or labelling requirements ensuring that documents are completed in a clear, concise, and legible manner in accordance with employer policies and relevant government legislation.

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4.5 Complete financial transactions by receiving payment from customers, preparing invoices and receipts, and reconciling transactions, ensuring that all financials transactions are accurate, clear and legible, in accordance with employer standards and policies.

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5.0 Prepares Beef Cuts

Skills

- 5.1 Break sub-primal into retail cuts** by: identifying beef; using required hand or power tools; cutting on cut points; and, ensuring minimal damage to the products; so that the sub-primal is cut in accordance with industry standards, government regulations, and Safety Legislation.

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| mm/dd/yy | Apprentice Print Name | Apprentice Signature |

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- 5.2 Remove and discard bone and bone segments from sub-primal** by following required procedures and using boning tools so that there is minimum waste and damage to the product, in accordance with industry standards, company policies, and safety legislation.

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| mm/dd/yy | Trainer Print Name | *Trainer Signature |
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- 5.3 Remove and discard excess fat, body glands and surface stamps** by using hand or power cutting tools ensuring that the amount and type of material remaining conforms with industry standards and company policies.

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5.4 Remove and discard surface damage of beef by recognizing colour difference between fresh and contaminated meat and using sight and smell to make decisions ensuring that there is minimal waste or damage to the sub-primal in accordance with company policies and industry standards.

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5.5 Remove and discard heavy concentrations of gristle from beef muscles using hand or power tools, ensuring that there is minimum damage to surrounding meat in accordance with company policies and industry standards.

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5.6 Separate muscle by following the natural seams and using required hand or power tools, ensuring that minimal damage is caused to the surrounding tissue and that meat is cut to the highest value, in accordance with industry standards and company policies.

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5.7 Cut beef front quarter sub-primal into retail cuts by identifying type of cut and using required hand or power tools and equipment, so that front quarter is cut in accordance with industry standards, company policies, and safety legislation

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5.8 Cut beef hindquarter sub-primal into retail cuts by identifying type of cut and by using hand or power tools and equipment so that hindquarter is cut in accordance with industry standards, company policies, and safety legislation.

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5.9 Prepare beef products including offals (liver, heart, kidney, tongue, tripe), variety meats, and ground beef to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that beef products are prepared in accordance with industry standards, company policies, and safety legislation.

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5.10 Tray beef retail cuts using packaging accessories and labelling ensuring that trayed cuts meet all requirements in accordance with industry standards and company policies.

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5.11 Label and price beef cuts by using scaling, pricing, and packaging equipment by putting beef on machine, weighing product, and printing out labels, ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

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5.12 Store and label beef products in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that beef products are stored in accordance with industry standards and company policies.

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5.13 Follow sanitation practices and procedures during the cutting of beef by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning, or cross-contamination of beef products, in accordance with company policies and industry standards.

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6.0 Prepares Pork Cuts

Skills

6.1 Break the primal into sub-primals by: identifying pork; using required hand or power tools; cutting on cut points; and, ensuring that primal is cut into required sub-primals so as to achieve a high yield level; in accordance with company policies and industry standards.

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6.2 Remove and discard excess fat, bone and body glands and surface stamps using hand or power cutting tools ensuring that the amount and type of material remaining conforms with industry standards and company policies.

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6.3 Remove and discard surface damage of pork by recognizing colour difference between fresh and contaminated meat and using sight and smell to make decisions ensuring that there is minimal waste or damage to the sub-primal, in accordance with company policies and industry standards.

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6.4 Trim and prepare pork sub-primal from shoulder, loin, leg, and belly, by using hand or power tools, and trimming off excess fat, ensuring that minimal damage is caused to the product and that the retail prepared cuts meets industry standards and company policies.

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6.5 Prepare specialty pork cuts including offals, neck bones, hocks, feet, tails, and riblets, by using required hand or power tools so that the specialty products are prepared in accordance with company policies and industry standards.

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6.6 Prepare pork products including offals (liver, heart, kidney, tongue, tail, tripe), variety meats, and ground pork to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that pork products are prepared in accordance with industry standards, company policies, and safety legislation.

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6.7 Tray pork retail cuts using packaging accessories and labelling trayed cuts ensuring that trayed products meet with industry standards and company policies.

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6.8 Store and label pork products in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that products are stored in accordance with industry standards and company policies.

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6.9 Label and price pork cuts using scaling, pricing, and packaging equipment by putting product on machine, weighing product, and printing out labels, ensuring that package is wrapped, priced, and labelled, in accordance with company policies and industry standards.

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6.10 Follow sanitation practices and procedures during the cutting of pork by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of pork products, in accordance with company policies and industry standards.

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7.0 Prepares Poultry

Skills

- 7.1 Cut poultry into retail cuts** by: identifying type of poultry; handling both fresh or frozen poultry; using required hand or power equipment; cutting on cut points; and, ensuring minimal damage to the products, so that the poultry is cut in accordance with company policies and industry standards.

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- 7.2 Cut fresh and frozen whole poultry** by identifying type of poultry, using required hand or power equipment and ensuring minimal damage to meat, so that whole poultry is handled in accordance with company policies and industry standards.

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- 7.3 Tray poultry retail cuts** using packaging accessories and labelling trayed cuts meet all labelling ensuring that trayed poultry conforms with industry standards and company policies.

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7.4 Prepare poultry products including offals (liver, heart, gizzards) by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that poultry products are prepared in accordance with industry standards, company policies, and safety legislation.

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7.5 Label and price poultry using scaling, pricing, and packaging equipment by: putting product on machine, weighing product; and, printing out labels; ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

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7.6 Store and label poultry products in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that products are stored in accordance with industry standards and company policies.

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7.7 Follow sanitation practices and procedures during the cutting of poultry by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of poultry products, in accordance with company policies and industry standards.

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8.0 Prepares Lamb Cuts

Skills

8.1 Break a lamb carcass into primal and sub-primal cuts by: identifying type of carcass; cutting along separation lines; removing whole neck from front; trimming waste; removing waste leg bone from front and haunches; removing shanks and breast section from fronts; removing breast flank from rack; splitting through vertebrae bones; and, using required hand or power tools and equipment; so that lamb is cut with minimal damage to the product, in accordance with company policies, industry standards, and safety legislation.

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8.2 Trim and prepare lamb retail cuts by: preparing whole lamb, front for chops and stews, loins for chops and roasts, legs for roast and chops, steaks from the shoulder and sirloin end; cutting at cutting points; trimming excess fat and surface stamps; and, using required power or hand tools; so that the lamb is cut with minimal damage to the product in accordance with company policies and industry standards.

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8.3 Prepare lamb products including offals (liver, heart, kidney, tongue, lamb fries), variety meats, and ground lamb to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and, slicing; ensuring that lamb products are prepared in accordance with industry standards, company policies, and safety legislation.

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8.4 Label and price lamb cuts by: using scaling, pricing, and packaging equipment; identifying origin of lamb; putting product on machine; weighing product; and, printing out labels; ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

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8.5 Store and label lamb products in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that products are stored in accordance with industry standards and company policies.

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8.6 Follow sanitation practices and procedures during the cutting of lamb by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds, in order to prevent growth of microorganisms, food poisoning or cross-contamination of products; in accordance with company policies and industry standards.

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9.0 Prepares Veal Cuts

Skills

- 9.1 Check veal carcass** to identify type of veal, weight, and colour, so that the veal can be correctly processed in accordance with industry standards and company policies.

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- 9.2 Break a side of veal into quarters** by: identifying type of carcass; using required hand or power tools; cutting along cut points; hand cutting front quarter from hindquarter; and, ensuring minimal damage to the product; in accordance with industry standards, company policies, and *Safety Legislation*.

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- 9.3 Break a hind or front of veal into primal cuts** by: identifying type of carcass; using required hand or power tools; cutting along cut points; and, ensuring minimal damage to the veal; in accordance with industry standards, company policies, and *Safety Legislation*.

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9.4 Trim and prepare veal retail cuts by: removing and discarding bone and bone segments; trimming excess fat and body glands; and removing surface damage of products; so that there is minimal waste or damage to the veal, in accordance with company policies and industry standards.

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9.5 Prepare veal products including offals (liver, heart, kidney tail, sweet breads, tongue), variety meats, and ground veal to fat/lean specifications by: using required hand or power tools and equipment; de-veining; removing tubes; cleaning; and slicing; ensuring that veal products are prepared in accordance with industry standards, company policies, and *Safety Legislation*.

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

9.6 Tray veal retail cuts using packaging accessories and labelling trayed cuts ensuring that trayed cuts conform with industry standards and company policies.

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

9.7 Label and price veal cuts using scaling, pricing, and packaging equipment by putting veal on machine, weighing product, and printing out labels, ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

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

9.8 Store and label veal products in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining and recording temperatures, so that veal is stored in accordance with industry standards and company policies.

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

9.9 Follow sanitation practices and procedures during the cutting of veal by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of veal products, in accordance with company policies and industry standards.

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

10.0 Prepares Meat for Sausage Making

Skills

10.1 Check meat to identify type of meat, weight, and colour, so that the meat can be correctly processed in accordance with industry standards 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.**

10.2 Break meat primals and sub-primals into boneless grindable portions by: identifying type of meat; using required hand or power tools; cutting on cut points; and, ensuring minimal damage to the meat; so that the meat is cut in accordance with industry standards, government regulations, safety legislation.

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

10.3 Remove and discard excess fat, bone, cartilage and body glands and surface stamps using hand or power cutting tools so that the amount and type of material removed conforms with industry standards and company policies.

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

- 10.4 Remove and discard surface damage of meat** by recognizing colour difference between fresh and contaminated meat and using sight and smell to make decisions so that there is minimal waste or damage to the sub-primal in accordance with company policies and industry standards.

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

- 10.5 Prepare sausages** by: combining meat compound using potable water/ice; using sausage making machines, funnels, collagen, and natural casings; ensuring that sausage is prepared in accordance with recipe, weight specifications, industry standards, company policies, and safety legislation.

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

- 10.6 Link sausage meat** by using required tools and equipment and following procedures, so that the sausage is linked according to company policies and industry standards.

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

10.7 Tray sausage products using packaging accessories and labelling ensuring that sausage is trayed in accordance with industry standards and company policies.

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

10.8 Store and label sausage products in the fresh or frozen state using approved containers, following required freezing techniques, and maintaining or recording temperatures, so that sausage products are stored in accordance with industry standards and company policies.

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

10.9 Grade, label, and price sausage packages by: using scaling, pricing, and packaging equipment; putting sausage product on machine; weighing product; and printing out labels; ensuring that package is wrapped, priced, and labelled in accordance with company policies and industry standards.

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

10.10 Follow sanitation practices and procedures during the making of sausages by: reading and interpreting policies and regulations; cleaning and sanitizing surface areas; and, using recommended chemicals and compounds; in order to prevent growth of microorganisms, food poisoning or cross-contamination of products, in accordance with company policies, industry standards, and *Safety Legislation*.

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

Curriculum Learning Outcomes

| Number | Reportable Subject | Hours Total |
|---------------|---------------------------------|--------------------|
| 1.0 | Sanitation | 114 |
| 2.0 | Quality Customer Service | 12 |
| 3.0 | Equipment and Safety | 36 |
| 4.0 | Meat Cookery | 18 |
| 5.0 | Meat Science | 24 |
| 6.0 | Nomenclature and Labelling | 18 |
| 7.0 | Beef Front Quarter | 48 |
| 8.0 | Beef Hind Quarter | 48 |
| 9.0 | Pork | 45 |
| 10.0 | Lamb | 9 |
| 11.0 | Veal | 18 |
| 12.0 | Poultry | 39 |
| 13.0 | Fresh Sausage Making | 18 |
| 14.0 | Trade Math: Staying in Business | 36 |
| 15.0 | Meat Packaging | 48 |
| 16.0 | Receiving and Storage | 9 |

Definitions

Apprentice

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

BOSTA

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

Certificate of Apprenticeship (C of A)

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

Certificate of Qualification (C of Q)

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

Competence

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

Competency Analysis Profile (CAP Chart)

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

Journeyman

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

Mandatory Skill

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

Optional Skill

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

Provisional Certificates of Qualification

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

Ratios

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

Sign-off

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

Skill

Individual competency/task described in the Logbook.

Skill Sets

Group or selection of individual skills found in the Logbook.

Skill Set Completion for Sponsors

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

Sponsor

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

Sponsor of Record

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

Trainer

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

Ready to Write Your Exam?

Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to hold yourself out as a 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 C — Skill Set Completion for Sponsors

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

| Skill Set # | Skill Set Title | Signing Authority Signature |
|-------------|----------------------------------------------------|-----------------------------|
| 1.0 | Demonstrates Safe Working Practices and Techniques | |
| 2.0 | Apply General Work Practices and Merchandising | |
| 3.0 | Sets Up and Operates Machines | |
| 4.0 | Performs Business Practices / Customer Relations | |
| 5.0 | Prepares Beef Cuts | |
| 6.0 | Prepares Pork Cuts | |
| 7.0 | Prepares Poultry | |
| 8.0 | Prepares Lamb Cuts | |
| 9.0 | Prepares Veal Cuts | |
| 10.0 | Prepares Meat for Sausage Making | |

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

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

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

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

Staff Name _____ Signature _____

Date _____

Learning Outcomes Completion Form

| Date of Completion | Organization Name(s) | Signing Authority Signature |
|--------------------|----------------------|-----------------------------|
| | | |

Appendix D — Local Service Delivery Offices in Ontario

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

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

Competency Analysis Profile (CAP) Chart

| | | | | | |
|-------------------------------------------------------------------------|-------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------|---------------------------------------------------|------------------------------------------------------------|
| 1.0 Demonstrates Safe Working Practices and Techniques | 1.1 Identify health and safety hazards in the workplace | 1.2 Wear, adjust, and maintain personal protective clothing and equipment | 1.3 Practise safe work practices | 1.4 Practise good housekeeping | 1.5 Observes sanitation practices and procedures |
| | 1.6 Practise industrial hygiene | 1.7 Follow company procedures for applying first aid | 1.8 Handle designated substances | 1.9 Operate material handling equipment | 1.10 Follow company pest control procedures |
| 2.0 Apply General Work Practices and Merchandising | 2.1 Receive products | 2.2 Perform product inspections | 2.3 Store received products | 2.4 Prepare product for freezing | 2.5 Handle frozen products |
| | 2.6 Set-up meat counter displays | 2.7 Wrap and tray retail cuts | 2.8 Maintain products in the service and self-service counters | | |
| | 3.1 Work around refrigeration equipment | 3.2 Set up and operate power equipment | 3.3 Use hand tools and accessories | 3.4 Maintain hand tools and equipment | 3.5 Set up and operate sanitization equipment |
| 3.0 Sets Up and Operates Machines | 3.6 Set up and operate scaling and pricing equipment | | | | |

Competency Analysis Profile: Retail Meat Cutter 245R (all unshaded skill sets must be completed)

| | | | | | |
|----------------------------------------------------------------|-------------------------------------------------|---------------------------------------------------------------------------|-----------------------------------------------------------------------------|---------------------------------------------------------|------------------------------------------------------------------|
| 4.0 Performs Business Practices / Customer Relations | 4.1 Present a professional image | 4.2 Communicate with client and co-workers verbally | 4.3 Perform customer service functions | 4.4 Complete documentation | 4.5 Complete financial transactions |
| 5.0 Prepares Beef Cuts | 5.1 Break sub-primal into retail cuts | 5.2 Remove and discard bone and bone segments from sub-primal | 5.3 Remove and discard excess fat, body glands and surface stamps | 5.4 Remove and discard surface damage of beef | 5.5 Remove and discard heavy concentrations of gristle |
| | 5.6 Separate muscle | 5.7 Cut beef front quarter sub-primal into retail cuts | 5.8 Cut beef hindquarter sub-primal into retail cuts | 5.9 Prepare beef products | 5.10 Tray beef retail cuts |
| | 5.11 Label and price beef cuts | 5.12 Store and label beef products in the fresh or frozen state | 5.13 Follow sanitation practices and procedures | | |
| | | | | | |
| | | | | | |
| | | | | | |

Competency Analysis Profile: Retail Meat Cutter 245R *(all unshaded skill sets must be completed)*

| | | | | | |
|----------------------------------|-----------------------------------------------------------------------------|--------------------------------------------------------------------------------------|--------------------------------------------------------------------------|------------------------------------------------|--------------------------------------------------------------------------|
| 6.0 Prepares Pork Cuts | 6.1 Break the primal into sub-primals | 6.2 Remove and discard excess fat, bone and body glands and surface stamps | 6.3 Remove and discard surface damage of pork | 6.4 Trim and prepare pork sub-primal | 6.5 Prepare specialty pork cuts |
| | 6.6 Prepare pork products | 6.7 Tray pork retail cuts | 6.8 Store and label pork products in the fresh or frozen state | 6.9 Label and price pork cuts | 6.10 Follow sanitation practices and procedures |
| 7.0 Prepares Poultry | 7.1 Cut poultry into retail cuts | 7.2 Cut fresh and frozen whole poultry | 7.3 Tray poultry retail cuts | 7.4 Prepare poultry products | 7.5 Label and price poultry |
| | 7.6 Store and label poultry products in the fresh or frozen state | 7.7 Follow sanitation practices and procedures | | | |
| 8.0 Prepares Lamb Cuts | 8.1 Break a lamb carcass into primal and sub-primal cuts | 8.2 Trim and prepare lamb retail cuts | 8.3 Prepare lamb products | 8.4 Label and price lamb cuts | 8.5 Store and label lamb products in the fresh or frozen state |
| | 8.6 Follow sanitation practices and procedures | | | | |

Competency Analysis Profile: Retail Meat Cutter 245R (all unshaded skill sets must be completed)

| | | | | | |
|-------------------------------------------------|-------------------------------------|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|----------------------------------------------------------|------------------------------------------------------------|
| 9.0 Prepares Veal Cuts | 9.1 Check veal carcass | 9.2 Break a side of veal into quarters | 9.3 Break a hind or front of veal into primal cuts | 9.4 Trim and prepare veal retail cuts | 9.5 Prepare veal products |
| | 9.6 Tray veal retail cuts | 9.7 Label and price veal cuts | 9.8 Store and label veal products in the fresh or frozen state | 9.9 Follow sanitation practices and procedures | |
| 10.0 Prepares Meat for Sausage Making | 10.1 Check meat | 10.2 Break meat primals and sub-primals into boneless grindable portions | 10.3 Remove and discard excess fat, bone, cartilage and body glands and surface stamps | 10.4 Remove and discard surface damage of meat | 10.5 Prepare sausages |
| | 10.6 Link sausage meat | 10.7 Tray sausage products | 10.8 Store and label sausage products | 10.9 Grade, label, and price sausage packages | 10.10 Follow sanitation practices and procedures |
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Completing Your Apprenticeship Program

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

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

After Your Apprenticeship

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

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

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

Preparing For Your Exam

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



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