



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

TRADE EXAMINATIONS IN ONTARIO

Exam Preparation Guide

June 2019

TABLE OF CONTENTS

1.	Introduction	4
2.	Getting Started	6
3.	Basic Examination Details for You to Know.....	7
4.	Scheduling Your Examination.....	8
5.	Specialized Supports	9
	A. Requests for Accommodation	11
	B. Essential Skills Upgrading.....	12
	C. Language Training.....	13
	D. Higher Level Language Training.....	14
	E. Employment Ontario	14
6.	Examination Preparation Resources – What’s out there?.....	15
	A. The Apprenticeship Training Standard Log Book.....	17
	B. Resources for Red Seal Trades.....	21
	C. Exam Counselling Sheets for Provincial Certificate of Qualification Examinations. 27	
	D. Preparation Courses.....	29
	E. Apprenticeship Curriculum Standards, Textbooks, Code Books, Health and Safety Information and other related resources	30
7.	Studying for the Examination	33
8.	Examination Day	38
	A. What to bring on the day of the examination	40
	B. What will be provided in the examination centre.....	40
	C. What is being tested	41
	D. Exam Writing Strategies.....	41
	E. Conduct and Behaviour.....	42
	F. Examination Feedback	42
9.	Examination Results and Rewrites	43
10.	Self-Assessment Checklists.....	46
11.	Notes/ Reminders.....	50
12.	Appendix A (Essential Skills)	52
13.	Appendix B (Completion Grants & Bonuses)	54

Examinations in the Skilled Trades: What Do I need to Know and What Can I do to Prepare?

1. Introduction:

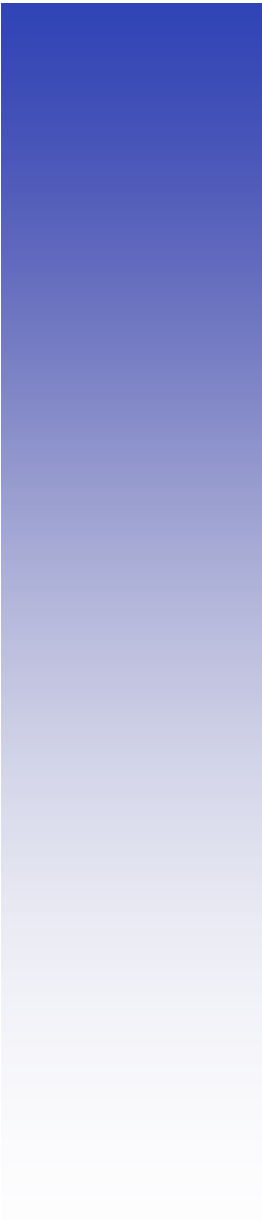
Many of the skilled trades in Ontario have a final certification examination that you must pass to become certified in your trade. Passing the examination gives you the right to join the Journeypersons' class of members at the Ontario College of Trades and receive a Certificate of Qualification in your trade.

There are two types of trade certification examinations in Ontario:

- 1) Examinations for the Provincial (Ontario) Certificate of Qualification (C of Q)**
- 2) Examinations for the Interprovincial Certificate of Qualification (C of Q), also known as the Red Seal C of Q.**

If a trade is designated as Red Seal in Ontario, you will be writing the Red Seal examination. You will write an Ontario-only examination when your trade is not designated as a Red Seal trade in Ontario.

The Ontario College of Trades develops the provincial certification examinations and works with Red Seal and the other participating jurisdictions to develop and review the Interprovincial Red Seal examinations. The Ministry of Training, Colleges and Universities (MTCU) administers the examinations across Ontario.



**GENERAL
INFORMATION
TO GET YOU
STARTED**



2. Getting Started

Most people need to prepare after they decide to take their trade certification examination. How much you prepare, of course, is up to you.

Your preparation options range from reviewing a few subject areas to studying trade textbooks and code books, taking sample tests or completing examination preparation courses.

No matter what you decide to do, it helps to know where to find the resources and information that can best help you prepare.

3. Basic Examination Details for You to Know

How much time do I have to write the examination?

You will have **up to four hours to write your examination**. If you need more time, you must ask for it when you schedule the examination, **not** on the day of your examination. You can leave the examination centre if you complete the examination in less than four hours.

What do I need to pass the examination?

You need a mark of 70% to pass.

How many questions and what kind of questions are on the examination?

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.

4. Scheduling Your Examination

The examination scheduling process is currently outlined in detail on the College of Trades website.

(<http://www.collegeoftrades.ca/membership/resources/exam-process>).

Remember these 3 basic steps:

1. Confirm your eligibility to write the examination with the College of Trades.
2. Contact Client Services at the College of Trades to pay your examination fee (\$150.00 plus HST): 647 847 3000 or Toll Free at 1 855 299 0028. Payment can be made by phone (credit card only) or in person (debit, credit card or cheque).
3. Contact the local Ministry apprenticeship office to schedule your examination. (<http://services.findhelp.ca/eo/tcu/appoff>). You will require proof of payment to the College of Trades when scheduling your examination with the local MTCU apprenticeship office.

Remember: Accommodation measures are available for individuals who require them.

When contacting MTCU to schedule your examination, you may also choose to inquire as to options regarding accommodation requests (i.e. interpreters, readers, extended time, private room, etc.). It is the role of the local Ministry office to approve accommodation measures. These measures are described in more detail in section 5A of this guide.



SPECIALIZED SUPPORTS

**(ACCOMMODATION
REQUESTS &
PREPARATION
SUPPORTS)**



5. Specialized Supports

As you prepare for the examination, and especially if you have been unsuccessful in previous examination attempts, you may be interested in seeking additional supports relevant to your circumstances. These may include accommodation requests for the day of the examination, essential skills upgrading, language training and and/or other specialized support programs.

This section includes the following types of specialized support options:

- A. Requests for Accommodation**
- B. Essential Skills Upgrading**
- C. Language Training**
- D. Higher Level Language Training Programs**
- E. Employment Ontario**

A. Requests for Accommodation

Depending on your circumstances, you may be eligible for alternate arrangements to write your examination. These are called “accommodation requests”. If you think you may need accommodation(s), discuss this with the Ministry of Training, Colleges and Universities (MTCU) when you book your examination, well before you write the examination. Medical notes and/or other supporting documentation may be required to support your request. Accommodation measures may include options such as:

- **Extra time** to write the examination
- Writing the examination in a **separate room** or space to reduce distractions
- Using the services of an **interpreter or reader**, for which you are responsible to find. Note: Your interpreter/reader needs to submit an application to the Ministry well in advance of your examination date to provide this service for you. The Ministry will decide if the person you propose to act as an interpreter/reader is eligible to act in such a capacity for your specific examination attempt.
- Using the services of an **electronic reader**. A request for an electronic reader must be made through your local Ministry apprenticeship office.
- Doing a **practical examination** (instead of a written one) may be an option for a small number of trades where practical examinations are available.
 - i. NOTE #1:
 - costs for a practical examination are higher than those for a written examination;
 - a practical examination takes longer to set up; and
 - practical exams are not available for all trades. Individuals must also pay the base examination fee of \$150.00 plus HST in addition to the practical examination fees.

ii. NOTE #2:

- In the case, where you are requesting a practical examination option for a Red Seal designated trade instead of the written examination, should you pass, you will be issued a provincial Certificate of Qualification (C of Q), without a Red Seal endorsement.

iii. Note #3:

- Practical examination options are usually considered a “last resort” option after a candidate has exhausted other accommodation options.

iv. Note #4:

- Practical examinations do not exist for all trades.

B. Essential Skills Upgrading

Essential skills upgrading gives you a way to improve your reading, writing and/or math skills. Some programs also include supports for improving employability and workplace skills. Essential skills programs are available across the province.

- They may be provided through adult learning programs under various Boards of Education, community organizations or through Colleges of Applied Arts and Technology (CAATs).
- The Ontario government funds literacy agencies to provide this training.
- Employment Ontario service providers can refer you to literacy, numeracy and basic skills programs.
- For more information, go to:
<http://www.essentialskillsontario.ca/essential-skills/skills-delivery>.

For more information on the 9 essential skills, go to Appendix A (page 52).

C. Language Training:

If you are interested in improving your English or French language skills before you take the examination, training is available in Ontario through federally and provincially funded organizations who deliver language training programs:

English Language Training:

- Language Instruction for Newcomers to Canada (LINC)
- English as a Second Language (ESL)

French Language Training:

- Cours de langue pour les immigrants au Canada (CLIC)
- French as a Second Language (FSL)

Program eligibility may vary depending on your status in Canada. You can take ESL / FSL classes through the Government of Ontario's Adult Non-Credit Language Training Program. LINC and CLIC are free language training programs for eligible adult learners. The programs are funded by Immigration, Refugees and Citizenship Canada (IRCC). Fees may be applicable for some (but not all programs). For more information or to obtain assessment and referral information, go to:

- <https://www.ontario.ca/page/getting-settled-ontario>
- <https://www.ontario.ca/page/improve-your-english-and-french>
- <https://www.canada.ca/en/immigration-refugees-citizenship/services/new-immigrants/new-life-canada/improve-english-french/classes.html>
- <https://settlement.org/>

D. Higher Level Language Training Programs

There are several occupation-specific training programs available that you might be interested in taking to prepare for your trade examination. These include Enhanced Language Training (ELT), Occupational Specific Language Training (OSLT) and Bridge Training Programs. For more information, go to:

- <https://www.ontario.ca/page/work-your-profession-or-trade>
- <https://settlement.org/>
- <http://co-oslt.org/en/>

E. Employment Ontario

You may feel you need to work in Ontario for a while before you try writing the certification examination. Even if you are an experienced international worker, working with a local company or business will help you understand how your trade is practised in Ontario and get you more comfortable with any required codes, tools and terminology. If your trade is compulsory¹ in Ontario, you can discuss a short apprenticeship with an employer and representative of the Ministry of Training, Colleges and Universities, based on your prior experience and trade education.

The Employment Ontario Employment Service (ES) is delivered by service providers across Ontario. Their services can help you look for employment and other resources for success. They also offer skills and experience assessments and job placement supports. For more information or to find services in your area go to:

<https://www.ontario.ca/page/employment-ontario>

¹ A compulsory trade is one where you must be registered as an apprentice, be a member in the journeyman candidate class or certified as a journeyman in order to work in the trade in Ontario.



EXAMINATION PREPARATION RESOURCES



6. Examination Preparation Resources– What's out there?

There are many resources available in Ontario to help you prepare. These resources include preparation courses, sample examinations, study guides, materials and texts.

You can also use your own network of support by speaking to your employers, previous instructors and your colleagues at work.

This section describes the following types of resource options:

A. The Apprenticeship Training Standard (TSLB)

B. Resources for Red Seal trades:

i. The National Occupational Analysis (NOA)/ Red Seal Occupational Standard (RSOS)

ii. Interprovincial Red Seal Examination Preparation Information Guide

iii. Examination counselling sheets

iv. Sample question library

v. Navigating the Red Seal Website – How do I find my Trade?

C. Examination counselling sheets/plans for provincial certificate of qualification examinations

D. Preparation courses

E. Sample questions/tests

F. Textbooks/code books/health and safety information and other related resources

A. The Apprenticeship Training Standard Log Book

The Apprenticeship Training Standard Log Book (TSLB) is the workbook that apprentices in Ontario use to identify and track the competencies and skills they learn as part of their on-the-job training. It is developed by industry experts to make sure that apprentices across Ontario are trained to the same standards and learn skills that industry has identified as necessary to work at the journeyman level in their trade.

It is also the workbook that trade equivalency applicants who have not completed an Ontario apprenticeship review as part of their Trade Equivalency Assessment (TEA) application process. It allows applicants to compare their own skills and experiences against what an apprentice would have gained during an apprenticeship in Ontario.

Most examination candidates, both completed apprentices and trade equivalency applicants, find it helpful to review the TSLB for their trade to prepare for the examination.

Provincial examinations are based on the skills described in the Ontario training standards. Red Seal examinations are based on the National Occupation Analysis (NOA)/ Red Seal Occupational Standard (RSOS) document used across the country, which is also used to develop Ontario's training standard workbooks for Red Seal trades. It is important to remember, for Red Seal trades, that though the Apprenticeship Training Standard Log Book is modelled after the interprovincial document, the Red Seal exams directly parallel the tasks and sub-tasks in the Red Seal standard.

Reviewing the TSLB for your trade will give you a clear understanding of the skills included in your trade and will remind you of specialized language and tools used when working in the trade.

To find a copy of the TSLB S for your trade/occupation, go to:

<http://www.collegeoftrades.ca/membership/resources/training-standards>

Here are some steps you can follow to get the most out of the Apprenticeship Training Standard Log Book:

1. Read and understand each skill described (there are usually 100 to 150 skills in a training standard). The skill will contain the following three elements in this order, beginning with the task in bold:
 - The skill you have to perform
 - Under what conditions, using which materials and equipment
 - To what measurement or level of satisfaction (how well you have to do it)
2. Identify all the details of the skill.
3. Identify the sequence of actions to complete the skill.
4. Identify any equipment to be used.
5. Visualize yourself doing each action in the skill, in the proper sequence.
6. Talk yourself through the skill (you may want to ask someone else to check you while doing this).
7. Discuss the skill in detail with others who are experienced.
8. Review the standard of performance required (i.e., how well you have to perform it) and make sure you understand how it applies. For Red Seal trades, please remember that the examination is based on national standards or codes, not provincial (i.e. National Building Code, Canadian Electrical Code, National Plumbing Code of Canada)
9. If you have not done a certain skill, ask your supervisor or someone in the trade to show you why, how and when it is done.

Over the next two pages, you will find some instructions and suggestions on using the different parts of your Apprenticeship Training Standard to study:

- Using the Competency Analysis Profile (CAP Chart)
- Referencing the Skill Sets and Skills in my Training Standard

How to Use My Apprenticeship Training Standard Log Book?

Using the Competency Analysis Profile (CAP Chart)

The Competency Analysis Profile outlines all **the Skill Sets** and **Skills** in your Training Standard.

The bolded boxes are your skill sets. They outline the broad skill areas for your trade. The following boxes are your skills. They outline the skills you are required to perform on the job including defining which tools and to what standard (i.e. manufacturers' specifications, regulations etc...).

When creating your study plan and reviewing your notes, you can use this document to verify that you have covered all the topics that you need to cover.

Use the Skill Set titles as topic areas when preparing your study plan. Print it off and use it as a "checklist" for self-assessment. Use it as a guide to make sure you have covered all areas of competency in preparation for your examination. Make notes and checkmarks on things you want to or need to review again. Remember, your CAP chart is posted on the College website under training standards. A copy is also available directly within your Training Standard.

Sample CAP Chart – Recreational Vehicle Technician

Skill Sets

Skills

Skill Sets	Skills			
REPAIR UNIT ELECTRICAL AND ELECTRONIC SYSTEMS (AC AND DC) U6069.0	Perform visual inspection of AC and DC electrical and electronic systems and components U6069.01	Diagnose and troubleshoot AC and DC electrical and electronic systems and components U6069.02	Repair, or install DC electrical and electronic systems and components U6069.03	Repair, or install AC and DC electrical and electronic systems and components ✓ U6069.04
REPAIR LIQUID PETROLEUM GAS (LPG) SYSTEMS AND COMPONENTS U6070.0	Perform visual inspection of liquid petroleum gas (LPG) systems and components U6070.01	Diagnose and troubleshoot liquid petroleum gas (LPG) systems and components U6070.02	Repair, replace, or install liquid petroleum gas (LPG) systems and components U6070.03	Verify the repair, replacement, or installation of liquid petroleum gas (LPG) systems and components U6070.04

✓ Sample -
Reviewed Dec 21

× Sample - Reviewed Nov 28 - Problem area – remember to go back to for second review

How to Use My Apprenticeship Training Standard Log Book

Referencing the Skill Sets and Skills in my Training Standard

Your trade's Training Standard Log Book details the skill sets and skills within your trade that you must perform "on the job". These skill sets are reflected in your trade's examination. The breakdowns provide even more detail than the competency analysis profile including tools that may be used to perform a specific task and the standard against which the task/skill must be performed. The skills listed under your trade's performance objectives can provide guidance in your studies. The General Performance objectives provide an additional "summary" of all the skills within the skill set. Make notes directly on your book.

You can download clean copies of your training standard from the College website for the purpose of studying.

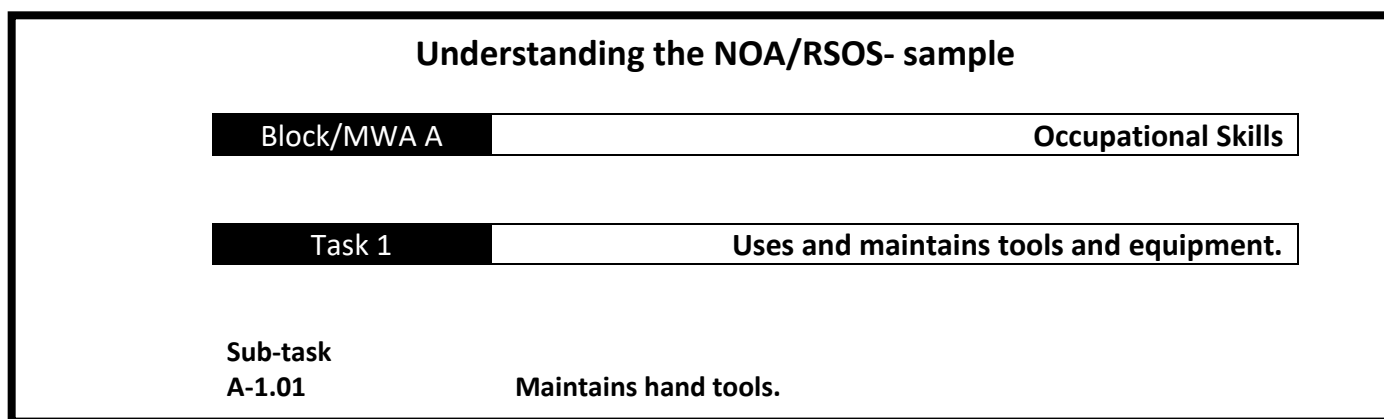
Sample Apprenticeship Training Standard Page – Industrial Mechanical Millwright

INDUSTRIAL MECHANIC (MILLWRIGHT)		
U4612.0	INSTALL AND MAINTAIN PUMPS	<i>Sample: Note to self to review installation procedure.</i>
	GENERAL PERFORMANCE OBJECTIVE	
	Install and maintain pumps, including installing and main (non-positive displacement) pumps; installing, maintaini hydrodynamic pump components; installing, maintaining, and repairing hydrostatic (positive displacement) pumps; and installing, maintaining, or repairing hydrostatic pump components.	
SKILLS		
4612.01	Install and maintain hydrodynamic pumps , such as axial flow, centrifugal, and mixed-flow pumps, by inspecting, replacing, and repairing pumps, in accordance with manufacturers' specifications.	
(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID
4612.02	Install, maintain, and replace hydrodynamic pump components , such as impellers, casings, wear rings, shaft, shaft sleeves, packing, and seals, by inspecting and replacing components, in accordance with manufacturer	
(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID
		<i>Sample: Note to self – review hydrodynamic pump components again</i>

B. Resources for Red Seal Trades

If you are taking an Interprovincial (Red Seal) examination, the Red Seal website offers several excellent resources to help you prepare. These resources include:

- i. **National Occupation Analysis (NOA)/Red Seal Occupational Standard (RSOS):** These documents describe the skills and knowledge required to perform the duties of the trade. Each NOA/RSOS consists of blocks or major work activities (MWAs); each block/MWA is divided into tasks and each task is divided into sub-tasks. Red Seal examination questions are specifically based on the NOA/RSOS sub-tasks. (<http://www.red-seal.ca>)



Similar to the CAP chart in the provincial training standard, the Task Profile Chart in the NOA or Task Matrix in the RSOS outlines all the blocks/MWAs, tasks and sub-tasks in your NOA/RSOS.

Using the Task Profile Chart/Task Matrix at the back of the NOA/RSOS:

The Task Profile Chart/Task Matrix outlines all the blocks, tasks and sub-tasks in your NOA/RSOS. When creating your study plan and reviewing your notes, you can use this document to verify that you have covered all the topics that you need to cover. Print it off and use it as a “checklist” for self-assessment.

BLOCKS/MWAs	TASKS	SUB-TASKS			
E-ELECTRICAL AND ELECTRICAL COMFORT SYSTEMS	11. Diagnoses electrical systems and components	11.01 Diagnoses starting/charging systems and batteries.	11.02 Diagnoses basic wiring and electrical systems.	11.03 Diagnoses lighting and wiper systems.	11.04 Diagnoses entertainment systems.

- ii. **Examination Counselling Sheet:** The examination counselling sheet provides you with a breakdown or weighting of the percentage of questions for each topic area on the examination. Red Seal examinations have between 100 and 150 questions.

Sample Red Seal Examination Counselling Sheet:

Cook:

Percentage of Questions for each block/MWA of the trade

Title of Blocks/Major Work Activities	Percentage (%) of questions on the exam
A – Occupational Skills	13
B- Stocks, Soups and Sauces	14
C - Produce	9
D – Pastas, Pulses, Grains and Nuts	9
E – Meat, Poultry and Game	17
F – Fish and Shellfish	13
G – Garde-Manger	10
H – Dairy and Egg Products and Alternatives	7
I – Baked Goods and Desserts	8
Total	100

Why are exam counselling sheets such a useful tool to prepare for your examination?

This tool clearly outlines the percentage of questions on each topic area for your exam.

It helps you prepare for your exam in a balanced way, ensuring that all topic areas are covered.

It provides you with a practical “hint” as to the exam focus.

- iii. **Sample Question Library:** Sample questions on the Red Seal website provide you with sample questions that demonstrate the structure and phrasing of the types of questions you will be asked on the examination. The Red Seal site sample question are also set up so you can time yourself to experience the timed exam writing process.

To find the Red Seal support material for your trade:

1. Go to: www.red-seal.ca
2. The Red Seal website will connect you with its key resources through two of its primary tabs:
 - a. Resources
 - b. Red Seal Exams

Then select: the resource and/or occupation you are interested in accessing.

- iv. **Navigating the Red Seal Website ...How do I find my trade/occupation?**

When preparing for your examination in a Red Seal trade, it is critical that you use all the resources available to you through the Red Seal program. In accessing these resources on the Red Seal website, the first and most important step is finding your trade/occupation.

In Ontario, there are some trades/occupations that have different names in comparison to the Red Seal names. Don't worry. To "find" your trade/occupation on the Red Seal website, just look at the chart below to confirm if there is a name difference. Remember, on the Red Seal website, your Red Seal resources will be listed under the Red Seal name:

Trades/Occupations with jurisdictional name variations are bolded.

Ontario Trade/Occupation Name	Red Seal Name
Agricultural Equipment Technician	Agricultural Equipment Technician
Appliance Service Technician	Appliance Service Technician
Architectural Glass and Metal Technician	Glazier
Auto Body and Collision Damage Repairer	Motor Vehicle Body Repairer (Metal and Paint) Revised Name: Auto Body and Collision Technician
Automotive Painter	Automotive Painter Revised Name: Automotive Refinishing Technician
Automotive Service Technician	Automotive Service Technician
Baker – Patisier	Baker
Brick and Stone Mason	Bricklayer
Cabinetmaker	Cabinetmaker
Cement (Concrete) Finisher	Concrete Finisher
Construction Boilermaker	Boilermaker
Construction Craft Worker	Construction Craft Worker
Cook	Cook
Drywall, Acoustic and Lathing Applicator	Lather (Interior Systems Mechanic)
Drywall, Finisher and Plasterer	Drywall, Finisher and Plasterer

Ontario Trade/Occupation Name	Red Seal Name
Floor Covering Installer	Floorcovering Installer
General Carpenter	Carpenter
General Machinist	Machinist
Hairstylist	Hairstylist
Heat and Frost Insulator	Insulator (Heat and Frost)
Heavy Duty Equipment Technician	Heavy Duty Equipment Technician
Heavy Equipment Operator - Dozer	Heavy Equipment Operator (Dozer)
Heavy Equipment Operator - Excavator	Heavy Equipment Operator (Excavator)
Heavy Equipment Operator – Tractor Loader Backhoe	Heavy Equipment Operator (Tractor Loader Backhoe)
Hoisting Engineer – Mobile Crane Operator 1	Mobile Crane Operator
Hoisting Engineer – Tower Crane Operator	Tower Crane Operator
Horticultural Technician	Landscape Horticulturalist
Industrial Electrician	Industrial Electrician
Industrial Mechanic Millwright	Industrial Mechanic (Millwright)
Instrumentation and Control Technician	Instrumentation and Control Technician
Ironworker – Generalist	Ironworker (Generalist)

Ontario Trade/Occupation Name	Red Seal Name
Ironworker – Structural and Ornamental	Ironworker (Structural/Ornamental)
Metal Fabricator (Fitter)	Metal Fabricator (Fitter)
Motorcycle Technician	Motorcycle Mechanic
Painter and Decorator – Commercial and Residential	Painter and Decorator
Parts Technician	Partsperson
Plumber	Plumber
Powerline Technician	Powerline Technician
Recreation Vehicle Technician	Recreation Vehicle Service Technician
Refrigeration and Air Conditioning Systems Mechanic	Refrigeration and Air Conditioning Mechanic
Reinforcing Rodworker	Ironworker (Reinforcing)
Roofer	Roofer
Sheet Metal Worker	Sheet Metal Worker
Sprinkler and Fire Protection Installer	Sprinkler Fitter
Steamfitter	Steamfitter/Pipefitter
Terrazzo, Tile and Marble Setter	Tilesetter
Tool and Die Maker	Tool and Die Maker
Truck and Coach Technician	Truck and Transport Mechanic
Truck Trailer Service Technician	Transport Trailer Technician
Welder	Welder

C. Examination Counselling Sheets for Provincial Certification of Qualification Examinations

Exam Counselling sheets for provincial certificate of qualification exams are also available for most trades/occupations. These can be found on the College of Trades website at <https://www.collegeoftrades.ca/training-standards>

The provincial exam counselling sheets contain similar information as the Red Seal counselling sheets. They provide a percentage breakdown of the questions at the skill set level in the provincial Apprenticeship Training Standard Log Book (TLSB).

Note: Even if you are writing a provincial examination, a visit to the Red Seal website to review their general examination tips and techniques is still useful. For example, the provincial examination questions use the same structure and phrasing as the Red Seal examinations. Go to www.red-seal.ca to visit the Red Seal website.



ARBORIST - EXAM COUNSELLING SHEET

The Arborist (444A) examination is based on the General Performance Objectives; the "Skill Sets" identified in the Training Standard Log Book for the trade. The Training Standard describes the skills and knowledge required to perform the duties of the trade. These standards and the examination were developed in consultation with representatives from trade. The pass mark for the Ontario Certificate of Qualification exam is 70%.

For more information on the Examination process and preparation go to:

<http://www.collegeoftrades.ca/resources/exam-process>

Percentage of questions for each SKILLS SET WITHIN the Apprenticeship Training Standard	
SKILL SET	Percentage (%) of questions on exam
WORKPLACE PLANNING AND SAFETY*	16%
REMOVE WOODY PLANTS	10%
CLIMB TREES AND WORK AT HEIGHTS	14.5%
PRUNE WOODY PLANTS	13%
MANAGE WOUNDS AND DEFECTS OF WOODY PLANTS	12%
MANAGE PESTS AND DISEASES OR DISORDERS	14%
TRANSPLANT WOODY PLANTS	4%
MAINTAIN AND OPERATE CHAINSAW	3%
MAINTAIN AND OPERATE CHIPPER	2%
HOIST AND RIG TREES	11%
TOTAL	100%

*Workplace Planning and Safety covers the skill sets of "Protect Self and Others", "Work in a Safe Environment" and "Plan Job" from the Training Standard

Updated as of April 10, 2017

D. Preparation Courses

- Pre-certification Courses: Contact your local community colleges, union training centres or private career colleges for information on fee-based pre-certification courses in your area.
- Examination Preparation Courses: Many training delivery agencies now provide Ministry sponsored trade-specific examination preparation courses for both completed apprentices and trade applicants who want to take the examination. Contact your local apprenticeship office to ask about registering for these courses.

NOTE: Course costs may vary. The Ontario College of Trades does not endorse any course or delivery agent/provider.

E. Apprenticeship Curriculum Standards, Textbooks, Code Books, Health and Safety Information and other Related Resources

Reviewing theoretical or academic information may also help you prepare for your examination. This is especially true when dealing with trades/occupation with regulatory code requirements.

Relevant textbooks, code books, health and safety manuals and other trade-based information are available in multiple locations. Check with your community college, union training centre, private career colleges, local library, bookstore or even online. Sector-based associations and industry bodies may also have materials available to help you prepare as well.

The Apprenticeship Curriculum Standards used by Ministry-approved training delivery agencies who deliver apprenticeship in-school training can also help you prepare by outlining the topics that apprentices learn through formal instruction at a college, union training centre or private career college.

To find the Apprenticeship Curriculum Standard for each level of in-school training for your trade, go to:

<http://www.collegeoftrades.ca/membership/resources/training-standards>.

Ideas for using the Trade Theory/Textbooks/Curriculum Standards:

- Find a good trade glossary of terms.
- Identify the key concepts, theories and principles using the textbook.
- Identify important or typical problems in the trade performances.
- Identify exceptions to theories and the conditions where they occur.
- For each concept, find and learn the related definitions or formulas.
- Relate each concept or formula to your work experience.
- Relate the concepts to one another to give yourself a general overview.
- Sequence or organize information by job application so it makes sense.
- Rehearse sequences and relationships by repeating them out loud.
- Draw diagrams to show structures and relationships.

More Information about Code Books:

When preparing for your trade examination, it is important to know that there are some trades/occupations in Ontario (and inter-provincially for Red Seal occupations) that use code books. Make sure you know how to use/navigate the code book for your trade. When you schedule your examination, make sure you inquire as to whether there will be a code book for your examination.

The Ministry will notify examinees before the examination sitting that they cannot use their own code books or calculators, explaining that, if these materials are required, they will be supplied.

Using your local Public Library to access resources/textbooks in preparation for your exam:

Instead of purchasing some of the resources above, you may want to visit your local public library to access some text books and other resources you are seeking in preparation for your examination. This could be cheaper and may provide you with a larger pool of resources to use for studying.

The Ministry of Tourism, Culture and Sport for Ontario has an easy to access link for you to find your local library in Ontario:
<http://www.mtc.gov.on.ca/en/libraries/oplweb.shtml>



STUDY STRATEGIES AND TOOLS



7. Studying for the Examination

General Tips:

- Decide on a study strategy that works for you and what you are trying to study.
- Try to set specific times to study and stick with them.
- Find a comfortable place to study, away from distractions.
- Use short study periods with regular breaks as they are the most effective for peak concentration and retention. Reward yourself for study success.
- Assign yourself study time for a topic based on its importance on the examination (use the Red Seal and Ontario examination counselling sheets to find out the percentage of questions to be asked).
- Effective study begins well before the examination and depends on spreading out your study times. Your ability to remember will be greatly improved if you look at your study materials often and re-read them every three or four weeks.

Additional Tips – Study Plans and Study Schedules:

There are many resources and supports available for those preparing for written examinations. You may want to consider researching the following areas/topics to support your preparation for your trade examination:

- Study tips
- General test-taking tips
- Tips for multiple choice examinations
- Reducing anxiety
- Creating a Study Plan and a Study Schedule

Tips for Creating a Study Plan and a Study Schedule:

A study plan is an organized schedule you can create that outlines study times and learning goals.

Creating a study plan and schedule can help you concentrate, retain material and effectively manage your time. Remember, circumstances, schedules and time available for preparation can vary for each person.

Here are some helpful hints for creating your study plan and schedule:

- **General Tips:**
 - Find a quiet, comfortable place to study
 - Create a study environment that supports your needs
 - Be honest with yourself
 - Avoid distracting technology while you are studying
 - Don't put things off
 - Take notes and highlight important information
 - Spend time studying with others (if possible)
 - Teach the lesson to another tradesperson, friend or colleague – When you teach someone else, you will find that you need a good understanding of the subject
 - Use your NOA/RSOS (i.e. Glossary and other Appendices) and other resources to ensure you are referring accurately to terminology and definitions
 - Prepare flashcards, flowcharts and diagrams of key information including;
 - Formulas
 - Definitions
 - Key concepts

- **Tips for Creating your Study Schedule:**
 - Assess your current schedule – try to create a healthy balance between your work life, study life, social life and sleep time. Organize your schedule to fit your needs and your personal learning style.
 - Establish a regular studying routine.
 - Look at your calendar / planner and flag study and non-study days.
 - Schedule study sessions in blocks – short blocks can be easier to schedule and can be more productive.
 - Write down the subject you studied in each session.
 - List all the subjects you need to study and rank them.
 - Do your most difficult studying when you feel best.
 - Stick to your schedule.
 - Don't wait until the last minute. Study regularly.
 - Reschedule missed study sessions.

The Importance of Study Schedules and Study Plans:

Studying for any test can be stressful. This is especially true if it has been a while since you have written a test. Work and family commitments may also increase your anxiety. Don't panic. You can reduce your stress levels and increase your productivity by organizing yourself and your study goals.

Before diving head first into your trade exam preparation, making a study schedule and study plan can help organize your time. Make sure your family / friends are aware of your study schedule, so they can help support you during this time. Post your schedule and your plan on your fridge, at your desk or even bring it to work with you.

Study Schedule: Think about the other commitments in your life. Put them down on a clear schedule so that you can commit specific time to your studying. If your commitments change, make sure you update your schedule. Balance is important.

Study Plan: Make sure your study plan includes everything you need to study. Make sure all the subjects or topics are included in your study plan. Perhaps you should set aside extra time in your plan for subjects that may require more focus. Know yourself and your needs.

Below are some templates for you to use when creating your study schedule and study plan. Make extra copies if you need to cover your entire study time.

Weekly Study Schedule Template

Time	Mon	Tues	Wed	Thurs	Fri	Sat	Sun
7:00 am							
8:00 am							
9:00 am							
10:00 am							
11:00 am							
12:00 pm							
1:00 pm							
2:00 pm							
3:00 pm							
4:00 pm							
5:00 am							
6:00 pm							
7:00 pm							
8:00 pm							
9:00 pm							

Monthly Study Plan Template

Month: _____

Week	New Subject/ Topic <small>(Which new skill sets or blocks in your Training Standard or NOA are you going to focus on?)</small>	Review Subject/ Topic <small>(Which new skill sets or blocks in your Training Standard or NOA are you going to focus on?)</small>	Practice Questions	Other	Supports <small>(Who can I use as support? What resources will I need? i.e. books, codes)</small>
Week 1 Dates: ____ to ____					
Week 2 Dates: ____ to ____					
Week 3 Dates: ____ to ____					
Week 4 Dates: ____ to ____					

EXAMINATION DAY



8. Examination Day: What to know

It is important to be organized to decrease stress on the day of your exam.

This section includes examination day information on the following topics:

- A. What to bring on the day of the examination?**
- B. What will be provided in the examination centre?**
- C. What is being tested?**
- D. Examination Writing Strategies**
- E. Conduct and Behaviour**
- F. Examination Feedback**

A. What to bring on the day of the examination?

MTCU will ask you to provide proof of identify when you arrive at your examination. A photo identification such as your driver's license or passport is mandatory. If the College gave you a receipt when you paid your exam fee, bring that receipt with you as well.

B. What will be provided in the examination centre?

The Ministry will supply everything that you will need. You will be given:

- an examination book, which you **MUST NOT WRITE IN**
- an answer sheet to complete
- scratch paper
- a pencil and an eraser
- a code book and/or a calculator (if you need one for your examination): you will *not be allowed* to bring your own code book or calculator into the examination centre.

Every examination centre has English and French dictionaries plus dictionaries in other languages as well. If you need a dictionary in a language other than English or French, check with your examination centre to see if they already have one. If they don't, you may be allowed to bring your own, but it will be checked for notes, marks or any other writing before you will be allowed to use it. It is best to check with your examination centre in advance prior to your examination day.

C. What is being tested?

The examination questions may be testing:

1. Your understanding of trade terminology and concepts
2. Your knowledge of the timing and order of tasks
3. Your knowledge of the reason for performing tasks
4. Your knowledge of how to perform different tasks
5. Your knowledge of standards and permissions for your trade/occupation
6. Your understanding of consequences

D. Examination Writing Strategies:

- Apply three principles: Use time wisely, read directions and questions carefully and use good reasoning.
- Consider all the alternatives: Do not jump at the first possible answer; it may be misleading. Read through all answers in the order they appear, then choose the best one.
- Relate each possible answer to the question. Consider how well each option answers the question: is it a logical, correct response? Use the process of elimination to rule out wrong answers.
- Anticipate the answer before you look at the options: Read the question carefully and then answer it on your own; find the answer, which is the same as yours.
- Use information from other questions to help you: Look for similar questions, or questions on the same topic; do the responses overlap? Is there any extra information you could use, like a definition?
- Look for words such as always, never, etc.: They are absolute words, indicating there are no exceptions to the statements. Be careful not to accept answers using such extremes unless you are certain there are no exceptions.
- If you are not sure of the correct response: Eliminate the "definitely not" option(s); balance the remaining options against each other (how are they the same/different); then choose the best alternative answer remaining.

Two things to Remember when writing your examination:

Use the time you are given: Use all the time you have available. Even if you finish early, you still have time to review your answers and/or return to

questions you may have been unsure about. Use your time to your advantage. Remember, there are no points for leaving early!

Answer all the questions: You should answer all the questions even if you are not sure of the answer. Remember, by answering the question, you have a one in four chance of selecting the correct answer rather than leaving the questioned unanswered.

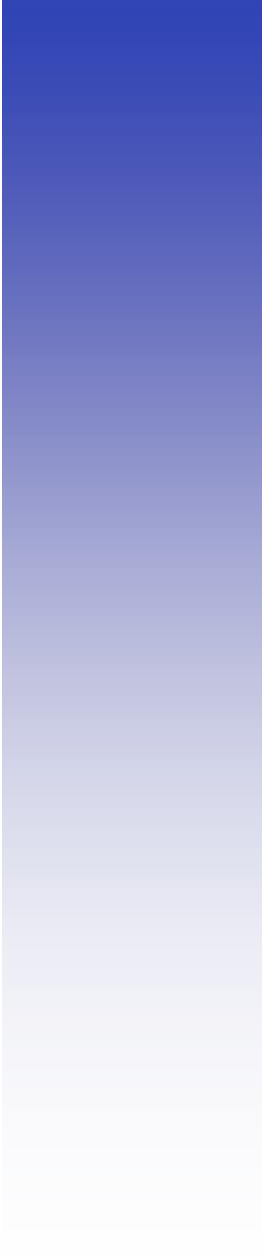
E. Conduct and Behaviour:

Misconduct: Any inappropriate behaviour during the examination, including any form of cheating or examination misconduct, will not be tolerated and may affect your eligibility to become a member of the Ontario College of Trades, or to continue to be a member of the College if you are already one in another trade/examination. It may also affect your ability to work in your trade/occupation if you are in a compulsory trade. If found guilty of cheating, you could be subject to a fine.

Leaving the examination room: Once an examination has started, you cannot leave the examination room until you are completed, except in an emergency or to go to the washroom.

F. Examination Feedback

- If you have any feedback about the content of the examination, ask for an examination feedback form as soon as you finish your examination and before you leave the examination room.
- On the form, make a note of the question number(s) you have concerns about and explain your comments in detail.
- The Ministry will forward your feedback form to the Ontario College of Trades for review.
- The exam feedback form comments may be reviewed and validated by subject matter experts.



EXAMINATION RESULTS AND REWRITES



9. Exam results and rewrites

A. Exam Results

The Ontario College of Trades will **mail your written results** to you within three weeks of your writing the examination. MTCU cannot give you your results, nor can you get your results from the Ontario College of Trades over the phone or in person.

Examination Results Letter – Sample

Re: T31019-EXAM - AUTOMOTIVE SERVICE TECHNICIAN - ONTARIO/INTER-PROVINCIAL

Thank you for participating in the written examination for **310S-Automotive Service Technician** on **July 29, 2014**. We are pleased to inform you that you have achieved a passing score on your Certificate of Qualification exam.

The required pass mark for both provincial and Inter-Provincial Certificate of Qualification exams is 70%. You obtained a score of **96 out of a possible 125**. This represents a percentage score of **77%**.

The results of your exam and your score report are given below:

Section	Description	Possible Marks	Your Mark
1	Occupational Skills	6	6
2	Engine and Engine Support Systems	21	16
3	Vehicle Management Systems	20	17
4	Drive Line Systems	19	11
5	Electrical and Comfort Control Systems	21	18
6	Steering and Suspension, Braking, Control Systems, Tires, Hubs and Wheel Bearings	24	17
7	Body Components, Trim and Restraint Systems	7	5
8	Hybrid and Alternate Fuel Systems	7	6
Total Marks		125	96

B. Exam rewrites

You can write the examination again if you did not pass. It is not uncommon for examination candidates to try their examination more than once. You will be allowed to schedule another examination 15-days after your previous examination date unless your examination has been blocked pending an investigation of examination misconduct. You must pay an examination fee to the Ontario College of Trades for each examination attempt.

The following information from the Ontario College of Trades will help you prepare for your next attempt:

- The examination results letter that you receive from the College of Trades will break down your marks according to the topics on which you were examined.
- Review these results to identify areas of strength and weakness that will help you focus your study efforts for your next attempt.
- Use the resources and supports listed in this guide to help you prepare.
- Don't re-schedule the examination until you have prepared and feel confident in your knowledge and skills

If you fail the examination two times, you may be asked to provide the Ontario College of Trades with proof of upgrading.



SELF - ASSESSMENT CHECKLISTS



10. Self-Assessment Checklists

As you move through your preparation process in anticipation of writing your examination, the following checklist may be a good reminder of things you need to do:

Self-Assessment Checklist During Your Preparation

- Is my trade a Red Seal Trade?
- What is my trade's Red Seal name (Is it different from the Ontario trade name)?
- Did you download/save/print a copy of your NOA?
- Did you download/save/print a copy of your Apprenticeship Training Standard?
- Did you download/save/print a copy of your Examination Counselling Sheet?
- Are you using your NOA as a study tool?
- Are you using your Apprenticeship Training Standard as a study tool?
- Have you accessed other study resources (i.e. texts, provincial/territorial standards)?
- Are you using your own network for support (i.e. colleagues, instructors, employers)?
- Have you created a study plan?
- Have you created a study schedule?
- Have you made use of the sample question library?
(# times?___ Did you time yourself?___)
- Are you interested in Essential Skills Upgrading? Yes No

Have you accessed information on Essential Skills Upgrading in your area?

Yes No

Are you interested in Language Training? Yes No

Have you accessed information on Language Training in your area? Yes No

Self-Assessment Checklist – Day Before Writing:

- Do you have the appropriate Photo Identification ready?
- Do you know the location of the examination?
- Do you know the time of the examination?
- Do you have the appropriate devices (i.e. calculators)?
- Do you have transportation to the examination?
- Do you have the necessary resources to get to your location (i.e. bus ticket)?
 - Yes No
- Are you giving yourself enough time to get to the location? Yes No

How Much? _____

- Have you considered factors (i.e. traffic, construction) in your transportation plan?
- Have you printed a map/directions to get to location (or do you have GPS)?
 - Yes No
- Did you set your alarm? Yes No
- Did you get enough sleep prior to the examination?
- Did you provide notice to your employer (time off)? Yes No
- Did you take enough time off from work/school to attend the examination?
 - Yes No

APPENDIX A

What are Essential Skills?

Essential Skills are the foundational skills needed to carry out all work tasks as well as the building blocks required to learn new skills.

There are 9 essential skills for the workplace:

Reading - is the ability to read and understand written information in many different types of workplace documents.

Document Use - is the ability find & use the information you need, put in information where it is needed, and construct information displays: these are all document use tasks. Icons, labels, lists, tables, forms, graphs, signs, maps, gauges, images, schedules, schematics, touch screens & technical drawings are examples of documents or information displays used in a workplace. We use this skill when we read signs, labels, lists, as well as when we interpret graphs and charts.

Numeracy - is the ability to use numbers and think mathematically to measure and make calculations, to estimate, to work with money, to analyze numerical trends and to create schedules and budgets.

Writing - is the ability to use the written word to create a clear message. It includes non paper-based writing such as typing on a computer. We use this skill when we organize, record, document, provide information to persuade, request information from others and justify a request.

Oral Communication - is the ability to talk with others to give and exchange information & ideas, such as: ask questions, give directions, coordinate work tasks, explain & persuade.

Working With Others - is the ability to lead, coordinate or collaborate with others on work activities.

We use this skill when we work as a member of a team or jointly with a partner (whether in person or at a distance), and when we engage in supervisory or leadership activities.

Thinking - is the ability to engage in the process of problem solving, job task planning and organizing, finding information, critical thinking, significant

use of memory and decision-making. We use a thinking process to solve problems, organize and plan, find needed information, be logical, remember things and make decisions.

Digital Technology - is the ability to use information and communication technology. We use this skill when we use a smartphone, operate cash registers, use word processing software, send emails and create and modify spreadsheets.

Continuous Learning - is the ability to apply strategies which support learning and the ability to adapt to change. We use this skill when we learn as part of regular work or from co-workers and when we access training in the workplace or off-site.

Having strong Essential Skills, such as reading, writing and thinking, can increase your chance of succeeding in these examinations.

APPENDIX B

Financial Resources – Grants and Bonuses for Completion

There are many financial resources and incentives available to you upon completion. Don't forget to check your eligibility and submit your application.

Red Seal Trades:

Name of Grant:	Apprenticeship Completion Grant
Source:	Service Canada
Eligibility:	Red Seal Trades Only
Description:	One-time taxable cash grant lifetime amount of \$2,000 per person for registered apprentices who complete their apprenticeship training and obtain their journey person certification
Links:	You can apply for the ACG online or download a paper application. https://www.canada.ca/en/employment-social-development/services/apprentices/grants.html *Note: There is an application deadline period

Non-Red Seal Trades:

Name of Bonus:	Apprenticeship Completion Bonus (Non-Red Seal Trades)
Source:	Ministry of Training, Colleges & Universities (MTCU)
Eligibility:	Non-Red Seal Trades Only
Description:	This \$2,000 taxable cash grant is available to those who are out of high school and have completed their training in a non-Red Seal trade To qualify, you must: have gotten your Certificate of Apprenticeship in a trade that either: *does not have a Certificate of Qualification exam, or *has only a provincial (non-Red Seal) Certificate of Qualification exam
Links:	For more information, contact your local apprenticeship office https://www.ontario.ca/page/finish-apprenticeship

***We wish you the best
as you prepare for your
examination.***