

ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard
Log Book

Cabinetmaker

438A

What Is This About?

The Apprenticeship Training Standard Log Book identifies all the skills associated with your trade in Ontario. It is written in statements that describe how you, the apprentice, must perform each skill in order to be considered competent in that skill.

Training As An Apprentice

- ✔ Notify Ministry of Advanced Education and Skills Development (MAESD) staff **immediately** of any changes to contact information or training agreement, especially if you change sponsors.
- ✔ Review the Log Book regularly with your trainer and sponsor to track your progress.
- ✔ 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.
- ✔ Pay your annual membership fee to the Ontario College of Trades and keep your membership in good standing.



Completing Your Log Book

There are two types of signatures required in your Log Book:

Skill Confirmation

You and your trainer sign off each required skill to confirm that you have demonstrated competency in that skill.

Skill Set Confirmation

After you and your trainer have signed off all the required skills in a skill set, **your sponsor** signs the signature box at the end of each skill set to confirm your competency in the skill set.

Shaded boxes in your Log Book 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.

Changing Sponsors

- ✔ Contact MAESD immediately if you change sponsors as you will need to sign a new Registered Training Agreement.
- ✔ Record your original Sponsor's information in Sponsor Record #1 (the sponsor who has signed your initial Registered Training Agreement).



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.



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

Ministry of Advanced Education and Skills Development Registered Training Agreement #:

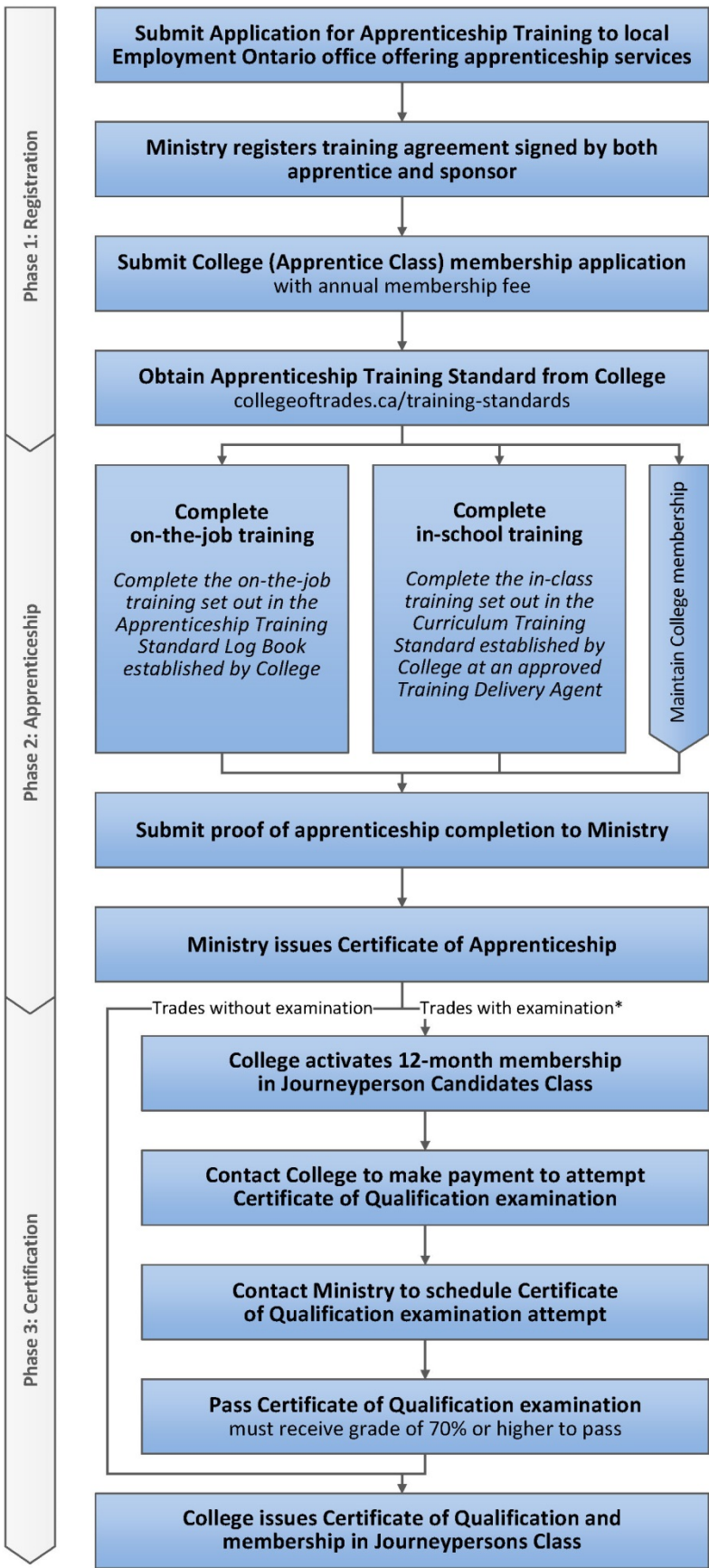
OCOT Membership #:

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 Training Standard Log Book or about your Apprenticeship program, contact your Apprenticeship office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca

Apprenticeship Pathway to a Certificate of Qualification



LEGEND

Ontario College of Trades → College

Ministry of Advanced Education and Skills Development → Ministry

Apprentices eligible to apply for apprenticeship grants (Red Seal trades), incentives and loans

Sponsor eligible to apply for the Apprenticeship Training Tax Credit (in specific trades) and other incentives

For information on the proof of completion required for your trade, contact your local Employment Ontario office offering apprenticeship services <http://services.findhelp.ca/eo/tcu/appoff>

Download the College's Exam Preparation Guide to help prepare to attempt the Certificate of Qualification examination collegeoftrades.ca/resources/exam-process

If the exam is failed, another attempt may be scheduled 15 days after previous exam date. An exam fee is required for each attempt. The exam results letter shows areas of strength and weakness to help prepare for the next attempt

Apprentice eligible to apply for Apprenticeship Completion Bonus

Sponsor eligible to apply for Apprenticeship Completion Employer Bonus

* For a list of trades subject to a certification examination, visit: collegeoftrades.ca/resources/exam-process

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Ministry of Advanced Education and Skills Development Apprentice’s Appendices

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

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TERMS AND CONDITIONS AS PER REGISTERED TRAINING AGREEMENT

The Apprentice agrees:

- to inform the Ministry of Advanced Education and Skills Development of any change to their 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 Apprentice Training Standard Log Book (Log Book) for the Trade which is part of the apprenticeship program established by the Ontario College of Trades for the trade;
- to obtain written verification from the Sponsor and the Trainer(s) that the requirements in the Log Book for the trade have been met.

The Sponsor agrees:

- to ensure that the Apprentice is provided with the training required as part of the apprenticeship program established by the College of Trades for this trade;
- to ensure that the Trainer(s) verifies, in writing, when each skill identified in the Log Book for the trade has been successfully completed by the Apprentice;
- 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.

RESOURCE	LINK
Red Seal Program	red-seal.ca
Ministry of Advanced Education and Skills Development	tcu.gov.on.ca
Employment Ontario	tcu.gov.on.ca/eng/employmentontario.ca
Service Canada	servicecanada.gc.ca
Ontario College of Trades and Apprenticeship Act, 2009	<i>Ontario College of Trades and Apprenticeship Act, 2009</i>
Ontario Ministry of Labour – Health and Safety Partners	labour.gov.on.ca
College of Trades Appointments Council	cot-appointments.ca
Ontario Skills Passport (Essential Skills)	skills.edu.gov.on.ca
Exam Preparation Guide	collegeoftrades.ca

INTRODUCTION TO THE LOG BOOK

On April 8th, 2013, the Ontario College of Trades (College) became responsible for the development and maintenance of Log Books in the Province of Ontario.

Please refer to the College of Trades website for the most accurate and up-to-date information: collegeoftrades.ca

This Log Book is intended to be used by the Apprentice and Sponsor as an official record of training. The completion of this document is necessary to complete your apprenticeship and receive your Certification of Apprenticeship.

The Log Book identifies skills required for this trade and its related training program. It has been written in statements which describe how you, the Apprentice, must perform each skill in order to become competent in your trade.

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

This on-the-job Log Book is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario. It is designed to record an Apprentice's acquired skills and time worked for the trade to which they are registered. This Log Book is developed by the Ontario College of Trades and used by the Ministry of Advanced Education and Skills Development.

This Apprenticeship Log Book for Cabinetmaker 438A was developed in consultation with representatives from industry and may include members from a related Trade Board/Working Committees.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application.

ROLES AND RESPONSIBILITIES

Ontario College of Trades

Under the [Ontario College of Trades and Apprenticeship Act, 2009 \(OCTAA\)](#), the College of Trades is responsible for:

- Establishing and maintaining qualifications for membership;
- Issuing Certificates of Qualification and Statements of Membership;
- Maintaining a [Public Register](#) of members;
- Receiving and investigating complaints, and determining disciplinary action;
- Establishing Apprenticeship Programs, Training Standards and Scopes of Practice for each trade;
- Conducting Trade Equivalency Assessments;
- Determining Journeyperson-to-Apprentice ratios;
- Addressing compliance with legislation (OCTAA) and regulations; and,
- Promoting the skilled trades and conducting research.

For any matters related to your membership in the Apprentices class, you must contact the College of Trades directly at: (647) 847-3000 or toll free at: 1(855) 299-0028.

Ministry of Advanced Education and Skills Development

Is responsible for:

- Registering Training Agreements;
- Approving which persons may provide apprenticeship training;
- Approving Training Delivery Agents;
- Issuing Certificates of Apprenticeship;
- Administering Certificate of Qualification examinations;
- Promoting skilled trades and apprenticeship;
- Conducting policy development, evaluation and research; and,
- Passing regulations.

For any matter related to your Registered Training Agreement or completing your apprenticeship, you must contact your Local Apprenticeship Office at the Ministry of Advanced Education and Skills Development.

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into an Registered Training Agreement with a Sponsor to receive training in a trade as part of an apprenticeship program established by the College of Trades.

As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

Steps:

1. You must become a member of the College of Trades Apprentices Class and maintain your membership in good standing while you complete your training. For more information on membership, please visit the College of Trades website at: collegeoftrades.ca
2. As an Apprentice, you are responsible for completing skills or skill sets in this Log Book and ensuring that they are dated and signed by both you and your Trainer.
3. You must also ensure your Skill Set Completion Form is completed and signed by your current Sponsor once you have demonstrated competence in all the mandatory skills in this Log Book. Once this is done, we recommend you submit the Log Book to your local Ministry of Advanced Education and Skills Development office.
4. You are responsible for informing the staff at your local Ministry of Advanced Education and Skills Development 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.
5. You must present the Apprentice Completion Form (Please refer to Appendix B), once all unshaded skills and skill sets have been completed within this document, along with your authorized Log Book to your local Ministry of Advanced Education and Skills Development office.

Roles and Responsibilities of Sponsors and Trainers

Log Books identify the on-the-job skills required for a trade and its related training program.

This Log Book has been written in concise statements which describe how well an Apprentice must perform each skill in order to become competent. Competence means being able to perform to the required standard.

By using this Log Book, Trainers will be able to ensure that the Apprentice is developing skills detailed for the trade.

Trainers and Apprentices are required to sign off and date the skills following each successful acquisition.

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.

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.

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, employees and the public. Therefore, it is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to or cause an accident or injury.

It is generally recognized that a safe attitude contributes to an accident free environment. Everyone will benefit as a result of a healthy attitude towards prevention of accidents.

A tradesperson is possibly exposed to more hazards than any other person in the work force and, therefore, should be familiar with and apply Occupational Health and Safety Act and Regulations dealing with personal safety and the personal safety rules applying to each task.

Legal and Administrative Aspects of Safety:

Accident prevention and the provisions of safe working conditions are the responsibilities of an employer and employee.

Employer's Responsibilities - The employer is responsible for:

- Providing and maintaining safety equipment and protective devices;
- Ensuring proper safe work clothing is worn;
- Enforcing safe working procedures;
- Providing safeguards for machinery, equipment and tools;
- Observing all accident prevention regulations; and,
- Training employees in the safe use and operation of equipment.

Employee's Responsibilities - The employee is responsible for:

- Working in accordance with the safety regulations pertaining to the job environment;
- Working in such a way as not to endanger themselves or fellow employees and the public.

Workplace Health and Safety's Responsibilities:

- Workplace Health and Safety (Ontario's Ministry of Labour) will conduct periodic inspections of the workplace to ensure that safety regulations for industry are being observed.

APPRENTICESHIP PROGRAM SUMMARY

Scope of Practice

The Scope of Practice for the trade of Cabinetmaker is set out in section 3 of Ontario Regulation 276/11 under OCTAA and reads as follows:

The scope of practice for the trade of Cabinetmaker includes constructing and repairing cabinets, furniture, architectural woodwork, architectural millwork products and premium windows, doors and stairs, for residential, commercial and industrial uses. O.Reg. 276/11, s.21.

While the Log Book draws on the scope of practice regulation (Section 3 of Ontario Regulation 276/11 under OCTAA). The Log Book 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 7280 hours as the duration necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

Classroom Training Duration

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

Journeyman to Apprentice Ratio

While some of the trades regulated under OCTAA are subject to Journeyman to Apprentice ratios (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 individuals who are deemed equivalent to a journeyman status) to 3 Apprentices as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Compulsory and Voluntary Classification

Regulations under OCTAA set out the regulated trades in Ontario and the classification of each trade as either “compulsory” or “voluntary.” The trade of Cabinetmaker is voluntary.

Eligibility for Apprenticeship Program Completion

The Apprentice must:

- Achieve competency in all mandatory (unshaded) skills as identified in the Log Book
- Complete the in-school training as outlined in the industry and Ministry of Advanced Education and Skills Development approved Curriculum Standard

It is the responsibility of an Apprentice to maintain a training record in the form of an Ontario College of Trades Apprenticeship Training Standard Log Book. The Sponsor and Trainer are required to sign off when competencies in the trade are achieved.

ESSENTIAL SKILLS SUMMARY

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change. Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways.

A series of tools endorsed by the Canadian Council of Directors of Apprenticeship (CCDA) have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- Understand how essential skills are used in the trades;
- Learn about individual essential skills strengths and areas for improvement, and,
- Improve essential skills and increase success in an apprenticeship program.

A link to the complete essential skills profile for Red Seal trades can be found at red-seal.ca.

TRAINING THE APPRENTICE

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 habits;
- Use your Apprenticeship Log Book as a journal to keep track of the skills you have achieved;
- Listen to the suggestions of your Trainer;
- Discuss your training needs with your Sponsor;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- 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. Once a 'set of skills' have been signed off, ensure your Sponsor signs off this area as well.

Sponsor

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.

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.);
- Encourage safe work habits;
- Provide time for the Trainer to 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;
- Set out clear expectations, and recognize good performance;
- Involve both the Apprentice and Trainer in developing the training plan and observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Log Book 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.

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 a member of the College of Trades Journeypersons Class.

In voluntary trades, a Trainer is an individual who holds one of the following:

- A valid Certificate of Qualification and is a member of the College of Trades Journeypersons Class; or,
- Holds a Statement of Membership in the College of Trades Tradespersons Class; or,
- Holds a Certificate of Qualification previously issued by Ministry of Advanced Education and Skills Development; or,
- Holds 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 (eligible to apply to College membership in the Journeypersons or Tradespersons Classes) or has the skills outlined in the Log Book.

A classroom instructor is not permitted to sign off the skills contained within this Log Book.

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 Log Book with the Apprentice and develop a training plan;
- Set out clear expectations and recognize good performance;
- Ensure that the Apprentice receives on-the-job trade training experience as outlined in this document;
- Encourage and respond to all questions;
- Be patient;
- Explain, show and demonstrate the skill;
- Provide continuous feedback;
- Sign off skills when your Apprentice demonstrates competency, and,
- Use the Log Book as a guide to evaluate competence in each skill area. By using the Log Book, Trainers will be able to ensure that the Apprentice is developing skills outlined in this document.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this Log Book to the Ministry of Advanced Education and Skills Development. You will be required to submit the signed Apprenticeship Completion form to the Ministry of Advanced Education and Skills Development in order to complete your program. The Ministry of Advanced Education and Skills Development will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your Certificate of Apprenticeship.
2. The Ministry of Advanced Education and Skills Development will disclose information about your program completion and your Certificate of Apprenticeship to the Ontario College of Trades, as it is necessary for the College of Trades to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the *Ontario College of Trades and Apprenticeship Act, 2009*.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Advanced Education 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.

COMPETENCY ANALYSIS PROFILE
Cabinetmaker – 438A

(All unshaded skill sets must be demonstrated/completed)

PROTECT SELF AND OTHERS 6120.0	Comply with acts, regulations, codes, standards and directives	Identify health and safety hazards in the workplace	Use personal protective equipment	Maintain personal protective equipment	Practice safe work habits
	6120.01	6120.02	6120.03	6120.04	6120.05
	Follow company or worksite fire procedures	Use emergency safety equipment	Practice good housekeeping in the workplace	Handle designated substances	Lift and carry materials
6120.06	6120.07	6120.08	6120.09	6120.10	
Conduct pre-operational check of equipment	Report injuries to supervisor or first aid personnel	Employ simple first aid relating to illness and occupational injury	Lock out, tag and de-energize mechanical equipment	Control dust and toxic material emissions	
6120.11	6120.12	6120.13	6120.14	6120.15	
INTERPRET DRAWINGS, PREPARE SKETCHES, AND PERFORM COSTING 6121.0	Interpret shop or technical drawings and specifications	Prepare sketches and drawings	Calculate cost of finished product	Assess job site conditions	Calculate finishing requirements
	6121.01	6121.02	6121.03	6121.04	6121.05
Prepare documentation	Prepare a job estimate report	Cost out a simple unit	Integrate cabinet structural requirements	Select Fasteners and Hardware	
6121.06	6121.07	6121.08	6121.09	6121.10	
SELECT LUMBER AND OTHER RAW MATERIALS 6122.0	Select lumber	Select panel products	Select veneers	Select plastic laminates	Store materials
	6122.01	6122.02	6122.03	6122.04	6122.05

USE AND MAINTAIN TOOLS AND EQUIPMENT 6123.0	Select hand tools and attachments 6123.01	Use hand tools and attachments 6123.02	Maintain hand tools and attachments 6123.03	Select portable power tools and attachments 6123.04	Use portable power tools and attachments 6123.05
	Maintain portable power tools and attachments 6123.06	Select stationary power equipment 6123.07	Use stationary power equipment 6123.08	Maintain stationary power equipment and compressed air systems 6123.09	
CREATE AND USE JIGS, FIXTURES AND TEMPLATES 6124.0	Identify the need for jigs, fixtures and templates 6124.01	Design jigs, fixtures and templates 6124.02	Construct jigs, fixtures and templates 6124.03	Test, adjust and verify jigs, fixtures, templates, parts and components 6124.04	Use and layout template 6124.05
OPERATE AND MAINTAIN BREAK- OUT MACHINERY AND PANEL PROCESSING EQUIPMENT 6125.0	Use solid-wood break-out machinery 6125.01	Maintain solid-wood break-out machinery 6125.02	Use panel-sizing equipment 6125.03	Maintain panel-sizing equipment 6125.04	Remove lumber material defects 6125.05
	Set up and assemble tooling 6125.06	Monitor tooling performance 6125.07	Glue up panels 6125.08	Evaluate machining quality 6125.09	

OPERATE AND MAINTAIN EQUIPMENT FOR VENEER, NON-WOOD LAMINATE, POLYMER AND SPECIALTY OVERLAY APPLICATION 6126.0	Select veneer material and core material 6126.01	Set up veneer equipment 6126.02	Operate veneer equipment 6126.03	Maintain veneer equipment 6126.04	Select non-wood laminates and core material 6126.05
	Cut non-wood laminate core to rough size 6126.06	Glue non-wood laminate to core with adhesive 6126.07	Trim non-wood laminate 6126.08	Select specialty overlay material and core 6126.09	Bond specialty overlay to core with adhesive 6126.10
	Trim specialty overlay 6126.11	Select solid polymers Fabricate solid polymers 6126.12	Fabricate solid polymers 6126.13		
PERFORM FINISH MACHINING 6127.0	Identify machinery requirements such as types of joint 6127.01	Lay-out or detail parts and label orientation 6127.02	Select and operate traditional, complex and computerized machinery 6127.03	Prepare solid wood and solid polymers prior to machining 6127.04	Cut materials such as solid wood, veneers, non-wood laminates, specialty overlays, and solid polymers 6127.05
	Identify the need for servicing, removing, replacing 6127.06	Fabricate machine jigs, fixtures, patterns, forms or templates 6127.07	Maintain the efficient organization 6127.08		
PERFORM SANDING 6128.0	Select sanding machines 6128.01	Set up sanding machines 6128.02	Operate sanding machines 6128.03	Maintain sanding machines 6128.04	Select abrasive belts 6128.05
	Set-up abrasive belts 6128.06	Operate abrasive belts 6128.07	Maintain abrasive belts 6128.08	Produce mould blocking 6128.09	Sand component parts 6128.10

CABINETMAKER

PERFORM SUB-ASSEMBLY, ASSEMBLY, and PRE-FINISH OPERATIONS 6129.0	Select adhesives for application to cabinet components 6129.01	Apply adhesives to cabinet components 6129.02	Select fastening devices 6129.03	Arrange and use fastening devices 6129.04	Maintain fastening devices 6129.05
	Design sub-assembly and assembly jigs and fixtures for curved and irregular form work 6129.06	Construct sub-assembly and assembly jigs and fixtures for curved and irregular form work 6129.07	Apply sub-assembly and assembly jigs and fixtures for curved and irregular form work 6129.08	Select/collect appropriate or specified hardware 6129.09	Install hardware and fasteners and fit 6129.10
	Perform pre-finish operations 6129.11	Inspect and clean plastic laminate 6129.12	Make curved components using methods 6129.13		
PERFORM FINISHING OR RE-FINISHING OPERATIONS 6130.0	Create a structured finishing procedure 6130.01	Construct a control step-panel 6130.02	Select finishing materials 6130.03	Mix finishing materials 6130.04	Apply finishing materials 6130.05
	Polish the finish 6130.06	Maintain finishing equipment 6130.07			
PERFORM SPECIALIZED OPERATIONS 6131.0	Build stairs and balustrades 6131.01	Machine stair and balustrade components 6131.02	Assemble stairs and balustrades 6131.03	Restore and refinish cabinetry or millwork to original condition 6131.04	Create decorative woodwork 6131.05
	Operate CNC equipment 6131.06	Install glass, mirror and decorative panels 6131.07			

PERFORM POST-FINISHING OPERATIONS	Install fasteners and hardware	Assess finished product for quality assurance	Package the product for shipping		
6132.0	6132.01	6132.02	6132.03		

INSTALL CABINETRY AND MILLWORK	Protect site and woodwork before, during and after installation	Modify cabinetry and millwork to site conditions	Install architectural millwork	Install cabinets and countertops	
6133.0	6133.01	6133.02	6133.03	6133.04	

6120.00 PROTECT SELF AND OTHERS

GENERAL PERFORMANCE OBJECTIVE

Protect self and others by complying with acts, regulations, codes, standards, and directives; controlling hazards and hazardous conditions, equipment, and materials; following company or worksite fire procedures; performing housekeeping duties; manually moving equipment, operating safety equipment, lifting devices and material handling equipment; wearing, adjusting and maintaining personal protective equipment; employing simple first aid relating to illness and occupational injury; reporting injuries to supervisor or first-aid personnel; practicing safe work habits, industrial hygiene and conducting pre-operational inspection of equipment.

SKILLS

6120.01 Comply with acts, regulations, codes, standards, and directives, such as Occupational Health and Safety Act (OHSA), Environmental Protection Act (EPA), Workplace Safety Insurance Act (WSIA), Ontario College of Trades Apprenticeship Act (OCTAA) Ontario Building Code (OBC), Ontario Fire Code (OFC), Workplace Hazardous Materials Information System (WHMIS); Industrial Accident Prevention Association (IAPA) Construction Safety Association of Ontario (CSAO), Architectural Woodwork Manufacture’s Association of Canada(AWMAC), or other jurisdictional and municipal requirements, and company policies, by reading, interpreting, and following direction, according to the written content of documents and verbal direction of regulatory authorities.

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6120.02 Identify health and safety hazards in the workplace, so that the potential for personal injury, damage to equipment or the environment is prevented, corrective action is taken, and hazards are reported, in accordance with safety regulatory requirements, company standards and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6120.03 Use personal protective equipment such as; eye, ear, hand, foot, head, body, and respiratory protectors adjusted to ensure correct fit and optimum protection for the wearer and the task being performed, in accordance with safety regulatory requirements, manufacturers’ specifications, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6120.04 Maintain personal protective equipment such as; eye, ear, hand, foot, head, body, and respiratory protectors, by checking for wear, breaks, tears, cracks, leakage, and loose and defective components; by inspecting and analysing performance and function; and by storing or noting/tagging deficiencies and removing devices and components from service to ensure the safety of self and others, according to regulatory requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6120.05 Practice safe work habits by staying outside guards and barricades, wearing required clothing (not loose or torn), confining long hair, and removing rings and other jewellery, ensure that compressed air is used in accordance with Safety regulatory requirements, and company standards and procedures.

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6120.06 Follow fire procedures, such as; assessing the type and severity of the fire, taking action to suppress a minor fire, activating the alarm system, reporting the fire, and following evacuation procedures, according to regulatory requirements, codes, site procedures, manufacturers’ recommendations and specifications, company policies and procedures, and safety requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6120.07 Use emergency safety equipment such as; fire extinguishers, fire blankets, eyewash stations and first-aid kits, ensuring that procedures are carried out in a safe and efficient manner, in accordance with Safety regulatory requirements, manufacturers' specifications, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6120.08 Practice good housekeeping in the workplace by cleaning up spills or leaks, ensuring that disposal and recycling procedures are followed, keeping work area clean and clear of obstructions, perform continuous hazard assessment of work area to identify hazards and prevent accidents and storing tools and equipment, so that the potential for accident or injury is reduced, and tools or equipment are in place and available, in accordance with safety regulatory requirements, and codes, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6120.09 Handle designated substances using specified handling and storage equipment, so that the operator is protected from injury, the environment protected from contamination ensuring that disposal, recycling and safe procedures are followed in accordance with safety regulatory requirements, manufacturers' specifications, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6120.10 Lift, carry and move materials so that physical strain is minimized and using safety measures to prevent injury from hazards such as; slippery surfaces, uneven loads and flying debris in accordance with safety regulatory requirements, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6120.11 Conduct pre-operational check of equipment, such as; stationary equipment, power and hand tools, manual and powered lifting devices, spraying and finishing equipment by checking that guards and safety devices are in place, secured, and not damaged, checking for fluid levels and leaks, checking for lubrication, stability, fraying, wear, tooling configuration and fit in accordance with safety regulatory requirements, manufacture's specifications, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6120.12 Report injuries to supervisor or first aid personnel promptly and clearly, ensuring that the injured person is attended to, and information is reported precisely and accurately describing how incident occurred, in accordance with safety regulatory requirements and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6120.13 Employ simple first aid relating to illness and occupational injury, such as; sudden illness, burns, cuts, sprains, chemical and smoke inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first- aid treatment, and obtaining emergency medical assistance as required, according to the victim’s condition, safety regulatory requirements, manufacturers’ recommendations and specifications, company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6120.14 Lock out, tag and de-energize mechanical equipment such as; all sources of energy, electrical, compressed air, hydraulic or kinetic energy for repair or maintenance by shutting down and tagging machines or manufacturing processes to ensure that no materials can enter the equipment being repaired or maintained, no damage is caused to the machine and accidents are prevented, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6120.15 Control dust, chemicals and toxic material emissions, such as; wood and other combustible dust, hazardous liquids, finishing fumes, and glues; by means of proper collection, storage, suppression and disposal, in accordance with environmental and safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6120: PROTECT SELF AND OTHERS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6121.00 INTERPRET DRAWINGS, PREPARE SKETCHES AND PERFORM COSTING

GENERAL PERFORMANCE OBJECTIVE

Read and interpret complex production, architectural, and shop drawings; prepare sketches and shop drawings; and cost out a simple single unit.

SKILLS

6121.01 Interpret shop or technical drawings and specifications for the use of wood component processing, identifying and evaluating symbols and scales, and convert into material requirements, verifying for accuracy so that wastage is minimized, in accordance with job requirements and company policies, procedures and guidelines.

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6121.02 Prepare sketches and drawings such as; full-size layout of the finished product, orthographic projections, and jig and fixture layouts, by converting to a geometric layout and selecting, calculating, and naming the materials required to construct the product; using drafting and measuring tools, and computer equipment and programs, C.N.C. (Computerized Numerical Control) software, C.A.D (Computer Aided Design Software), and other software by employing the symbols, lines and views, in accordance with manufacturers’ specifications and company policies, procedures and guidelines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6122.03 Calculate cost of finished product, such as; materials, labour and overhead costs, verifying calculations and confirming with company officials, using communication skills and calculation devices, in accordance company policies, procedures and guidelines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6121.04 Assess and adjust for job site conditions, by checking for conformance to technical drawings and other information received; referring to checklists of questions; measuring equipment parameters; checking for obstructions and unobstructed delivery of product; checking that power and utilities are available; inspecting site and verifying accessibility for people and equipment using observation, communication skills, and measuring devices, template site conditions such as; curved and angled walls, and walls out of plumb and making adjustments as required; according to regulatory requirements, codes, job requirements, site conditions, company policies, procedures and guidelines, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6121.05 Calculate finishing requirements, such as; solvent and water-borne mixes, multi-component mixes, catalysts, and reductions, by determining composition ratios, percentages, viscosity and temperature, in accordance with job requirements, manufacturers’ specifications, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6121.06 Prepare documentation, such as; bill of material/cutting list, veneer bill, and finishing procedure, checking for legibility and accuracy, verifying calculations and confirming with company officials, using communication skills, calculation devices and computer equipment and programs, in accordance company policies, procedures, and guidelines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6121.07 Prepare a job cost estimate report such as; materials, labour and overhead costs, checking for legibility and accuracy, verifying calculations and confirming with company officials, using communication skills and calculation devices, in accordance company policies, procedures, and guidelines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6121.08 Cost out a simple unit by listing all materials as specified on the shop drawing, identifying and calculating waste factors, direct labour and material and supplied overhead costs as required to complete the job, in accordance to job requirements and company policies, procedures, and guidelines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6121.09 Incorporate and integrate cabinet structural requirements, such as; history of furniture styles, basic upholstery, 32 mm cabinet system and AWMAC quality standards by the preparation of sketches and drawings in accordance to safety regulatory requirements, job requirements and company policies, procedures, and guidelines.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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SPONSOR CONFIRMATION FOR U6121: INTERPRET DRAWINGS, PREPARE SKETCHES AND PERFORM COSTING

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6122.00 SELECT LUMBER AND OTHER RAW MATERIALS

GENERAL PERFORMANCE OBJECTIVE

Select and use domestic and imported lumber; select and use particle boards, fibre boards, veneers and plywood; test, pile and store lumber; and select veneers, matches, and non-wood laminates and polymers.

SKILLS

6122.01 Select lumber such as; domestic and imported lumber; by inspecting and checking for warp, wane, rot, twist, shake, case hardening, grain direction, knots, pestilence, moisture content and aesthetics, ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
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6122.02 Select panel products, such as; veneered and non-veneered particle board, fibre board, and veneer core plywood, by visually inspecting and checking for damage, veneer grain direction, colour, and match, ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6122.03 **Select veneers** such as; flat-sliced, rift cut, rotary cut, half- round, quarter cut, reconstituted, by visually inspecting and checking for defects and colour and grain match, ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6122.04 **Select plastic laminates**, by visually inspecting and checking for defects, colour and texture ensuring wastage is minimized, using measuring devices and personal protective equipment, safe lifting and handling practices, in accordance with the job requirements and company policies and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6122.05 **Store materials**, such as; lumber, panel products, veneer, and plastic laminates ensuring access, stability, flatness and trueness, so that damage is minimized, in accordance with safety requirements, site conditions, manufacturers’ specifications, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6122: SELECT LUMBER AND OTHER RAW MATERIALS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

6123.00 USE AND MAINTAIN TOOLS AND EQUIPMENT

GENERAL PERFORMANCE OBJECTIVE

Select, use, and maintain hand and portable electric and pneumatic power tools; and stationary power equipment to design and construct.

SKILLS

6123.01 Select hand tools and attachments, such as; screwdrivers, measuring devices, combination squares, snips, files, routers, hammers, staple guns, handsaws, chisels, cabinet scrapers, hand planes by analysis of the task according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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6123.02 Use hand tools and attachments, such as; screwdrivers, measuring devices, combination squares, snips, files, routers, hammers, staple guns, handsaws, chisels, cabinet scrapers, hand planes by using according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6123.03 Maintain hand tools and attachments, such as; screwdrivers, measuring devices, snips, files, hammer staple guns, handsaws, chisels, cabinet scrapers, hand planes by checking for wear, fit, alignment, and broken tools and accessories; by sharpening blades, knives and drill bits by selecting, inspecting, testing, and analysing performance and function and by exchanging, aligning, cleaning, lubricating and storing or removing tools and accessories from service, according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6123.04 Select portable power tools and attachments, such as; portable electric and pneumatic power tools for drilling, sawing, sanding, routing, drying, bonding, planing and tool accessories (bits, blades, dust collection, etc.), by analysis of the task according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6123.05 Use portable power tools and attachments, such as; portable electric and pneumatic power tools for drilling, sawing, sanding, routing, drying, bonding, planing and tool accessories (bits, blades, dust collection, etc.), by using according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6123.06 Maintain portable power tools and attachments, such as; portable electric and pneumatic power tools for drilling, sawing, sanding, routing, drying, bonding, planing and tool accessories (bits, blades, dust collection, etc.), by checking for wear, fit, alignment, lubrication, and damaged components or parts, such as cords and plugs, housings, and control devices; by exchanging, aligning, cleaning, lubricating, storing or removing tools and accessories from service, according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6123.07 Select stationary power equipment, for breakout, machining, sanding, sub-assembly, final assembly, finishing, and post finishing operations, analyzing required performance and function according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6123.08 Use stationary power equipment, for breakout, machining, sanding, sub-assembly, final assembly, finishing, and post finishing operations, by positioning, moving and adjusting the equipment, according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
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6123.09 Maintain stationary power equipment and compressed air systems, for breakout, machining, sanding, sub- assembly, final assembly, finishing, and post finishing operations, checking for frayed cords, cracked or leaky hoses, moisture buildup, electrical malfunction, sharpness, lubrication, sparks, smoke, vibration, and other noticeable damage, exchanging, aligning, cleaning, draining or removing from service; according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6123: USE AND MAINTAIN TOOLS AND EQUIPMENT

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6124.00 CREATE AND USE JIGS, FIXTURES PROTOTYPES AND TEMPLATES

GENERAL PERFORMANCE OBJECTIVE

Identify the need, design and construct jigs, fixtures and templates by interpreting sketches using shop drawing and computer aided design and drawing equipment (CAD).Test, adjust and verify jigs, fixtures, templates and their parts and components, and use and layout template.

SKILLS

6124.01 Identify the need for jigs, fixtures, prototypes and templates for hand and power tools, stationary equipment and finishing equipment in accordance with safety regulatory requirements, job requirements, company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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6124.02 Design jigs, fixtures, prototypes and templates by preparing and interpreting sketches using shop drawing, computer aided design and drawing equipment (CAD), drafting equipment to measure, and verifying for accuracy, in accordance with safety regulatory requirements, job requirements, company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6124.03 Make jigs, fixtures, prototypes and templates, by visually inspecting and verifying dimensions and fit using hand tools, portable power tools, adhesives, nails, fastening devices, clamps, presses, braces, plexi-glass, measuring devices, stationary equipment, personal protective equipment, and safe lifting practices, in accordance with safety regulatory requirements, job requirements, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6124.04 Test, adjust and verify jigs, fixtures, prototypes, templates, parts and components, verifying performance, function, and quality, by analyzing and evaluating their performance and function using hand tools, portable power tools, stationary equipment, personal protective equipment and safe lifting practices, in accordance with safety regulatory requirements, job requirements, and company standards and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6124.05 Use and layout templates by visually inspecting and verifying dimensions and fit using hand tools, portable power tools, adhesives, nails, fastening devices, clamps, presses, braces, plexi-glass, measuring devices, stationary equipment, personal protective equipment, and safe lifting practices, in accordance with safety regulatory requirements, job requirements, and company policies, guidelines and procedures

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR U6124: CREATE AND USE JIGS, FIXTURES PROTOTYPES AND TEMPLATES

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6125.00 OPERATE AND MAINTAIN BREAK-OUT MACHINERY AND PANEL PROCESSING EQUIPMENT

GENERAL PERFORMANCE OBJECTIVE

Select, set-up, operate, and maintain traditional, computerized solid-wood break-out machinery and panel-sizing equipment; eliminating defects in materials, and ensuring maximum yield; set-up tooling; evaluate tooling performance; and maintain the efficient organization of the workplace.

SKILLS

6125.01 Use solid-wood break-out machinery, such as; saws, jointers, planers, and clamp carriers, to perform ripping, crosscutting, surfacing operations, and glue up, visually inspecting and checking for performance and function, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

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6125.02 Maintain solid-wood break-out machinery, such as; stationary power saws, jointers, planers, and clamp carriers, to perform ripping, crosscutting, surfacing operations, and glue up, by visually inspecting, checking and adjusting for performance and function, using cleaning equipment, and lubricants, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6125.03 Use panel-sizing equipment, such as; stationary power saws and routers, by positioning, moving and adjusting the equipment, to perform cutting and routing procedures, ensuring accurate production of parts and equipment, according to job requirements, manufacturers’ recommendations and specifications, company policies and procedures, and safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6125.04 Maintain panel-sizing equipment such as; stationary power saws and routers, visually inspecting and checking for performance and function, using personal protective equipment, cleaning equipment, and cleaning lubricants, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6125.05 Remove lumber material defects, such as; bark pockets, checks or splits, honeycombs, patches, pitch pockets, shakes, knots, worm holes, and natural growth variations, to ensure maximum yield, by cutting and/or planing using stationary power saws and personal protective equipment, in accordance with safety regulatory requirements and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6125.06 Set up and assemble tooling, such as; saws, routers, cutters, and drills, visually inspecting and checking for balance and secure installation, using personal protective equipment and setting up guards, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6125.07 Monitor tooling performance, by visually inspecting and checking the accuracy and quality of cut, determining when sharpening or replacement is required using personal protective equipment, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6125.08 Glue up panels, inspecting and checking for grain orientation and colour, using clamp carriers and adhesives, in accordance with safety regulatory requirements, manufacturers' specifications, and company polices, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

6125.09 Evaluate machining quality, by monitoring production feed speeds, calculating knife marks per inch, inspecting for snipe, nicks, burns, checks and tear-out, using measuring devices, in accordance manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6125: OPERATE AND MAINTAIN BREAK-OUT MACHINERY AND PANEL PROCESSING EQUIPMENT

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6126.00 OPERATE AND MAINTAIN EQUIPMENT FOR VENEER, NON-WOOD LAMINATE, POLYMER AND SPECIALTY OVERLAY APPLICATION

GENERAL PERFORMANCE OBJECTIVE

Operate and maintain traditional and computerized equipment, to cut, match, splice, bend and apply veneers, non-wood laminates, polymers and specialty overlays; select, calculate, and apply adhesives; and evaluate the product.

SKILLS

6126.01 Select veneer material and core material such as; domestic, imported and exotic veneers, cross banded solids, veneer core, particle board, fibre board (such as MDF), man- made specialties, by visual inspection, checking to ensure avoidance of possible telegraph and to ensure match by grade, colour, grain orientation, position within the flitch and minimal wastage using measuring equipment to check for dimensional stability and in accordance with safety requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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6126.02 Set up veneer equipment such as; traditional, and computerized equipment guillotine, stitcher, hand tape, glue roller, veneer press, and tapeless splicer by adjusting to suit the specified veneer match; and to cut and splice veneer to pattern and size specifications, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.03 Operate veneer equipment such as; traditional, and computerized equipment, guillotine, stitcher, hand tape, glue roller, veneer press, tapeless splicer by calibrating core if required for thickness of product, by cross cutting to rough size, by trimming using guillotine or veneer saw, and by joining and producing the match with glue and pressing according to glue specifications ensuring reacclimatize when hot pressing and panel balancing, checking for splits and opening defects from a bonding blow out, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.04 Maintain veneer equipment such as; traditional and computerized equipment guillotine, stitcher, hand tape, glue roller, veneer press and tapeless splicer by lubricating and by removing glue or glue deposits using wipers and scrapers, in accordance with safety regulatory requirements, manufacturers’ specifications and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.05 Select non-wood laminates and core material such as; general purpose, vertical, post forming, backing sheet; by visually inspecting, checking for colour match, specified laminate type, size and defects, ensuring optimal yield of materials using measuring devices and lifting and elevating devices, in accordance with safety regulatory requirements, manufacturers’ specifications and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.06 Cut non-wood laminate and core to rough size such as; general purpose, vertical, post forming and backing sheets, using hand, portable power tools, stationary equipment and measuring devices by verifying job specifications in accordance with safety regulatory requirements, manufacturers’ specifications and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.07 Glue non-wood laminate to core with adhesive, such as; general purpose, vertical, post forming, backing sheet by applying pressure using, pinch roller, presses, block and mallets, J rollers and spacers for alignment, using hand and portable power tools, stationary equipment, measuring devices, and ensuring minimal wastage in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.08 Trim non-wood laminate, such as; general purpose, vertical, post forming, backing sheet by inspecting and checking for smoothness, surface alignment, file through, bearing burn, scratches, and seam quality, using hand and portable power tools, stationary equipment, measuring devices; and ensuring minimal wastage in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.09 Select specialty overlay material and core such as; static-dissipative, chemical-resistant laminate, fire-rated laminate, metal–face laminate, identify material type by visually inspecting, checking for colour match, size and defects, ensuring optimal yield of materials using measuring devices, and lifting and elevating devices, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.10 Bond specialty overlay to core with adhesive such as; particle board according to manufacturers’ specifications using specified manufacturers’ recommended tools such as pinch rollers, presses, block and mallets, J rollers and spacers for alignment in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.11 Trim specialty overlay such as inspecting and checking for smoothness, surface alignment, file through, bearing burn, scratches, and seam quality using hand and portable power tools and stationary equipment, measuring devices and ensuring minimal wastage in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.12 Select solid polymers by checking for lot number, using measuring devices, lifting and elevating devices, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6126.13 Prepare solid polymers by using hand and portable power tools stationary power equipment, joint welds, adhesives, clamping devices, and measuring devices in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6126: OPERATE AND MAINTAIN EQUIPMENT FOR VENEER, NON-WOOD LAMINATE, POLYMER AND SPECIALTY OVERLAY APPLICATION

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6127.00 PERFORM FINISH MACHINING

GENERAL PERFORMANCE OBJECTIVE

Determine and make joints; layout parts; select, set-up, operate and maintain traditional, complex and computerized machinery to true up stock and machine parts; determine the logical sequence of operations; set-up tooling; evaluate tooling performance; and maintain the efficient organization of the workplace.

SKILLS

6127.01 Identify machinery requirements such as types of joint for the specific job requirements, such as; laps, butts, mitres, tongue and grooves, mortise and tenons, dovetails, dados, glue blocks, splines, biscuits, and finger joints, using hand and power tools and stationary equipment in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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

6127.02 Lay-out or detail parts and label orientation for assembly using markers, masking tape, bill of material according to specifications/shop drawings to ensure accurate production of parts, optimal yield of materials, verifying dry fit for assembly in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6127.03 Select and operate traditional, complex and computerized machinery, together with any necessary attachments, to true up stock and perform sawing, surfacing, shaping, routing, boring, and edging operations required for a specific job, by selecting the correct tool for a specific operation and material, assembling if required, properly balancing where needed, and installing securely and correctly, taking care to avoid tool and material damage in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6127.04 Prepare solid wood and solid polymers prior to machining by truing up stock by using jointer, planer, straight line rip establishing a reference surface and working from that surface in order to ensure accurate machining by using measuring devices in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6127.05 Cut materials such as solid wood, veneers, non-wood laminates, specialty overlays, and solid polymers using machining operations measuring devices giving proper consideration to material characteristics such as defects, grain direction, flatness, straightness, squareness and machine adjustments (such as feeds, speeds, and depth of cut), in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6127.06 Identify the need for servicing, removing, replacing of tooling equipment and accessories by inspection, testing and analyzing performance and function and for wear, fit, alignment, lubrication, damaged components or parts and evaluation of tooling performance accuracy and quality of cut using hand, power tools, and specialized tools, measuring devices, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6127.07 Make machine jigs, fixtures, patterns, forms or templates where required for machining, by designing them, selecting the material to be used, providing any required hold-down devices, and constructing them so that they will be reliable and safe to use using hand, power tools, and specialized tools, measuring devices, in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6127.08 Maintain the efficient organization of the work area to provide ready access to tools, materials and equipment, and to permit easy, safe and economical movement of materials and people through ongoing housekeeping and hazard assessment in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6127: PERFORM FINISH MACHINING		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

6128.00 PERFORM SANDING

GENERAL PERFORMANCE OBJECTIVE

Select, set-up, operate and maintain sanding machines, scrapers and abrasive attachments; make contour and profile blocking, and sand component parts.

SKILLS

6128.01 Select sanding machines and tools such as; traditional (sanding blocks, scrapers, etc), complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel, sander size for flat, contour and profile sanding by visual inspection and analysis of the shape of the wood, edge, and surface in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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6128.02 Set up sanding machines and tools such as; traditional (sanding blocks, scrapers, etc) complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel, sander size for flat, contour and profile sanding by using appropriate abrasive backers, grit type and gain size for flat, contour and profile sanding by adjusting belt tensions and tracking through a visual inspection and analysis of the shape of the wood, edge and surface; in accordance with safety regulatory requirements, manufacturers’ specifications and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.03 Operate sanding machines and tools such as; traditional (sanding blocks, scrapers, etc) complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel sander size for flat, contour and profile sanding by using appropriate abrasive backers, grit type and gain size for flat, contour and profile sanding by producing a uniform scratch pattern, while removing machine marks, knife marks, tear-outs and nicks; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.04 Maintain sanding machines and tools such as; traditional (sanding blocks, scrapers, etc), complex and computerized machines, edge, stroke, disc, oscillating, wide belt, profile, flat panel, sander size for flat, contour and profile sanding by using appropriate abrasive backers, grit type and gain size for flat, contour and profile sanding by regular inspection for wear, oiling, belt-inspection and adjustment; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.05 Select abrasive belts for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels appropriate to a specific job by visual inspection and analysis of the appropriate abrasive backers, grit type and grit grain size; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.06 Set-up abrasive belts for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels to a specific job by visual inspection and analysis of the abrasive backers, grit type and grit grain size; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.07 Operate abrasive belts for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels appropriate to a specific job by visual inspection and analysis of the appropriate abrasive backers, grit type and grit grain size; by producing a uniform scratch pattern, while removing machine marks, knife marks, tear- outs and nicks; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.08 Maintain abrasive belts for hand or stationary power machines such as; discs, sleeves, pads, and profile sanding wheels appropriate to a specific job by keeping constant appropriate humidity levels in storage area using humidifiers or dehumidifiers; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.09 Make contour and profile blocking such as; jigs, fixtures and other accessories from wood, rubber, metal, plastic to sand a particular shape or fit a machine by carving using chisels, portable power tools, and stationary production machines; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6128.10 Sand component parts such as; frames, panels, solid woods, and doors by hand, portable power tools or stationary production machines by removing cutting marks from the previous operation, providing a smooth and uniform surface for finishing, free of blemishes, defects and contamination using various grits of sand paper in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6128: PERFORM SANDING		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

6129.0 PERFORM SUB ASSEMBLY, ASSEMBLY AND PRE-FINISHING OPERATIONS

GENERAL PERFORMANCE OBJECTIVE

Select, and apply adhesives; use and maintain equipment; design, make and apply jigs and fixtures; install hardware and fit moving parts; and perform pre- finish operations.

SKILLS

6129.01 Select adhesives for application to cabinet components such as; polyvinyl acetate (PVA), aliphatic resin, water and solvent-based adhesives, contact cement, urea formaldehyde, resorcinol, hot melts, two part, and modern specialty adhesives by inspection and analysis of the appropriate glue surface condition; to produce a bond in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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

6129.02 Apply adhesives to cabinet components such as; polyvinyl acetate (PVA), aliphatic resin, water and solvent-based adhesives, contact cement, urea formaldehyde, resorcinol, hot melts, two part, and modern specialty adhesives by inspection and analysis of the appropriate glue surface condition; to produce a bond in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.03 Select assembly methods and devices such as; clamping, gluing, and curing by analysis of squeeze out and bond, and the setting of the fastening equipment in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.04 Arrange and use assembly methods and devices such as; clamping, gluing and curing by analysis of squeeze out and bond, and the gauge setting of the fastening equipment, using hand and power tools such as pneumatic, nailing, stapling, screw diving, electric biscuiting and routing tools in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.05 Maintain assembly devices such as; clamping, gluing and curing by squeeze and bond using hand and power tools such as pneumatic, nailing, stapling, screw diving, electric biscuiting and routing tools in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.06 Design sub-assembly and assembly jigs and fixtures for curved and irregular form work such as; clamping, routing, biscuiting, locating jigs, forms of patterns by measuring for accuracy, fit, flushness and tightness of joint by visual inspection and analysis of shop specifications to ensure proper alignment of component parts; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.07 Construct sub-assembly and assembly jigs and fixtures for curved and irregular form work such as; clamping, routing, biscuiting, locating jigs, forms of patterns by measuring for accuracy, fit, flushness and tightness of joints by visual inspection and analysis of shop specifications to ensure alignment of component parts; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.08 Apply sub-assembly and assembly jigs and fixtures for curved and irregular form work such as; clamping, routing, biscuiting, locating jigs, forms, and patterns by measuring for accuracy, fit, flushness and tightness of joints by visual inspection and analysis of shop specifications to ensure alignment of component parts; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.09 Make curved components using methods such as; kerfing material accommodate appropriate radius, steam bending material, laminate bending and faceting; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.10 Collect appropriate or specified hardware such as; screws, bolts, draw bolts, hinges, drawer guides and slides by analysis of fit, flushness and tightness to ensure a fit, alignment, flatness and flushness in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.11 Install and fit hardware and fasteners such as; moving parts such as doors, drawers, and shelves; by adjusting clearances and correcting alignment using hand, pneumatic and electric tools such as drills and screwdrivers in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.12 Perform pre-finishing operations appropriate to the quality of the specified finish and the characteristics of the material, such as; removal of surface defects, scratches and glue, steaming out dents, softening sharp edges, applying stabilizers, glue-size where required; by making and repairing veneer and solid-woods, hand sanding blocks, block planes, pneumatic and electric hand sanders and irons; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6129.13 Inspect and clean plastic laminate such as; general purpose, vertical, and post forming laminates by visual inspections using wipers and appropriate cleaners in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6129: PERFORM SUB ASSEMBLY, ASSEMBLY AND PRE-FINISHING OPERATIONS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6130.00 PERFORM FINISHING OR RE-FINISHING OPERATIONS

GENERAL PERFORMANCE OBJECTIVE

Select, mix, match and apply finishing materials; remove and replace finishes as specified; rub, buff and polish the finish; use and maintain finishing equipment; carry out basic testing of finish materials; and be aware of the impact of modern technology while monitoring environmental conditions.

SKILLS

6130.01 Create a structured finishing procedure for colour match by following specifications on mixing, reduction amounts, appropriate catalyst additions and visually colour matching in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

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6130.02 Make a control step-panel; by applying specifications defined in the finishing procedure using a panel, tape, wipers, brushes and spray guns; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6130.03 **Select finishing materials;** such as stains, toners, wash-coats, sealers, glazes, shaders, topcoats, penetrating oils, waxes and paints by identifying the material to provide surface protection and beautify the cabinet in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6130.04 **Mix finishing materials,** such as stains, toners, wash-coats, sealers, glazes, shaders, topcoats, penetrating oils, and waxes or paints to provide surface protection and beautify the cabinet by matching colours to a specified standard using pneumatic mixers, paint sticks and agitators; in accordance with safety regulatory requirements.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6130.05 **Apply finishing materials,** such as; stains, toners, wash-coats, sealers, glazes, shaders, topcoats, penetrating oils, and waxes or paints to provide surface protection and beautify the cabinet by matching colours, by using the specified application methods, such as spraying (conventional and HVLP), brushing, dipping, wiping, using a wet film thickness gauge, using brushes, wipers and spray gun; ensure adequate ventilation in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6130.06 Polish the finish; such as rubbing and buffing to the desired sheen and scratch pattern by visual inspection using wipers and pneumatic polishers and compounds in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6130.07 Maintain finishing equipment such as spray guns, pressure pots, fluid pumps and pneumatic polishers and manual application equipment (such as brushes); by cleaning, checking for foreign material, inspecting, testing and analyzing performances and function, adjusting to ensure function in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6130: PERFORM FINISHING OR RE-FINISHING OPERATIONS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

6131.00 PERFORM SPECIALIZED OPERATIONS

GENERAL PERFORMANCE OBJECTIVE

Perform specialized operations such as building stairs and balustrade components, creating decorative woodwork in furniture, cabinets, mouldings and architectural millwork, repairing woodwork for restoration purposes and operating CNC (Computerized Numerical Control) equipment.

SKILLS

6131.01 Build stairs and balustrades by laying out stairs and balustrade components using calculations such as rise and run ratios and headroom, applying stairs styles such as straight, winders, spiraled and curved using full scale layouts, and lay out tools such as framing squares, angle finders and trammel points in accordance with safety regulatory requirements, Ontario Building Code, manufacturers’ specifications, and company policies, guidelines and procedures.

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(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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6131.02 Machine stair and balustrade components such as riser, tread, volutes, nosing and cove, wedges, stringers open or closed, return nosing, new balusters and hand rail; by joinery techniques such as dowels, mortise and tenon and dados using jigs and templates, forming and bending components, shaping and turning balusters and newel posts using lathes, shapers, moulders, saws, routers, jointers and planers in accordance with safety regulatory requirements, Ontario Building Code, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6131.03 Assemble stairs and balustrades such as riser, tread, nosing and cove, wedges, volutes, stringers open or closed, return nosing, hand-rail; by manufacturing stairs in sections, such as pre assembly and disassembly, pre-fit components in larger sections using adhesives, fasteners, wedges, clamps, pneumatic nailers, staplers, and drills in accordance with safety regulatory requirements, Ontario Building Code, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6131.04 Restore and refinish cabinetry or millwork to original condition, by assessing and determining conditions; and specifications on mixing, reduction amounts, and appropriate catalyst additions to create the original condition such as production of new parts if required in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6131.05 Create decorative woodwork such as furniture, cabinetry, mouldings and architectural millwork by marquetry, parquetry, carving, turning, shaping, using chisels, carving knives, veneer guillotine, veneer tape, veneer press in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6131.06 Operate CNC equipment such as programming, modifying parameters, setup and operation of computer applications; select and install appropriate tooling, adjust setting, load and unload material, check and correct performance in accordance with the safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6131.07 Install Glass and Mirror using fastening methods such as: retaining strips, silicone, glazing putty, neoprene spacers, UV bonding (ultra-violet) and specialty hardware; in accordance with the Ontario Building Code, safety regulatory requirements, manufacturers’ specifications and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
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SPONSOR CONFIRMATION FOR U6131: PERFORM SPECIALIZED OPERATIONS

Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature
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6132.00 PERFORM POST-FINISHING OPERATIONS

GENERAL PERFORMANCE OBJECTIVE

Perform final installation of fasteners and hardware; assessing finished product for quality assurance and package the product for shipping.

SKILLS

6132.01 Install fasteners and hardware such as screws, threaded machine screws, locks, decorative pulls and handles, grommets, adjustable cabinet levelers, specialized interior components, metal standards, fabric components, plastic, glass, mirrors, metal inlays and stainless steel components of various types for a given work piece by applying fastening hardware to cabinetry from hardware specifications using hand and portable power tools such as screwdrivers, electric and pneumatic drills, drivers, pin nailers, and staple guns from hardware specifications in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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6132.02 Assess finished product for quality assurance by visual inspection for handling marks or scratches; site readiness; reference to hardware specifications; and that all moving parts are secure; that specified component parts are attached; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◊Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6132.03 Package the product for shipping such as cabinetry, kitchen cabinets, millwork, furniture by covering using conventional corrugated containers, blanket wrap or shrink-wrap or other protective measures, load and secure products using items such as cargo jacks and straps, to ship without damage taking into account the size and weight of products to accommodate handling limitations, in accordance with safety regulatory requirements, manufacturers' specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

SPONSOR CONFIRMATION FOR U6132: PERFORM POST-FINISHING OPERATIONS		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

6133.00 INSTALL CABINETS AND MILLWORK

GENERAL PERFORMANCE OBJECTIVE

Modify cabinetry and millwork to site conditions, installing architectural millwork, cabinets and countertops, and protecting site and woodwork before, during and after installation, while working with associated trades.

SKILLS

6133.01 Protect site and woodwork before, during and after installation record original condition of installation site, such as humidity, to prevent possible liability due to damage caused by others; protect floors and surrounding areas to prevent damage from delivery and installation of product; clean worksite and return to original condition while protecting installed cabinets, countertops, architectural millwork by placing protectors over countertops, cabinets, and in high traffic areas using plastic wrap, and corrugated board covers in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, guidelines and procedures.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

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

6133.02 Modify cabinetry and millwork to site conditions such as electrical, plumbing, heating and telecommunication by cutting access holes, connecting raceways, finishing forms such as grommets and grills by using hand tools, portable power tools, measuring and layout equipment, powder-actuated tools and pneumatic tools; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, as well as guidelines, procedures and quality standards as defined by the *Architectural Woodwork Manufacturers Association of Canada (A.W.M.A.C.)* in their quality standards manual; all with consideration to architectural tender documents.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6133.03 **Install architectural millwork** such as paneling, standing and running trim, and moulding by blocking or bridging the wall, fastening, matching veneer and solids, matching colour, grain direction. Ensuring fit, flushness by using hand tools, portable power tools, measuring and layout equipment, powder-actuated tools, and pneumatic tools; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, as well as guidelines and procedures and quality standards as defined by the *Architectural Woodwork Manufacturers Association of Canada (A.W.M.A.C.)* and the in their quality standards manual; all with consideration to architectural tender documents.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

6133.04 **Install cabinets and countertops** such as architectural wood cabinets, plastic laminate and melamine cabinets and such as solid wood, combination post form, panel products and solid surface countertops by blocking, bridging, wall scribing. Leveling using hand tools, portable power tools, measuring and layout equipment, and pneumatic tools; in accordance with safety regulatory requirements, manufacturers’ specifications, and company policies, as well as guidelines and procedures and quality standards as defined by the *Architectural Woodwork Manufacturers Association of Canada (A.W.M.A.C.)* and the in their quality standards manual; all with consideration to architectural tender documents.

(mm/dd/yy)	Trainer Print Name	◇Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice’s College of Trades ID

SPONSOR CONFIRMATION FOR U6133: INSTALL CABINETRY AND MILLWORK		
Date Completed (mm/dd/yy)	Sponsor Name (Print)	Sponsor Signature

DEFINITIONS

Apprentices Class

Individuals in this class:

- Hold one or more valid Registered Training Agreements with the Ministry of Advanced Education and Skills Development in either compulsory or voluntary trades;
- Hold a valid statement of membership with the Ontario College of Trades in the Apprenticeship class;
- Are subject to any ratios or wage rates that have been set out in regulation for their trade(s);
- Can remain in this class until they receive their Certificate of Apprenticeship;
- Can hold themselves out as Apprentices.

Certificate of Apprenticeship (C of A)

A certificate issued by the Ministry of Advanced Education and Skills Development to individuals who have demonstrated that they have completed an apprenticeship program in Ontario.

Certificate of Qualification (C of Q)

A certificate issued by the Registrar on behalf of the College of Trades to a Journeyman. A Certificate of Qualification will serve as proof of having met any testing/program requirements and membership in the College's Journeymen Class.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace as set out in the Log Book.

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.

Competent Person

A competent person is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of their knowledge, training and experience to organize the work and its performance;
- Is familiar with the *Occupational Health and Safety Act* and its regulations that apply to the work; and has knowledge of any potential or actual danger to health or safety in the workplace.

Competent Worker

A competent worker is defined by the *Occupational Health and Safety Act* as being a person who:

- Is qualified because of knowledge, training and experience to perform the work;
- Is familiar with the *Occupational Health and Safety Act* and with the provisions of the regulations that apply to the work; and
- Has knowledge of all potential or actual danger to health or safety in the work.

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 established by the College of Trades.

Sponsor of Record

Refers to the Sponsor documented as being signatory to the current training agreement or contract. In order for a Sponsor to be considered for the training of Apprentices, they must identify that the workplace has qualified Journeypersons 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.

Incompetence

According to the *Ontario College of Trades and Apprenticeship Act, 2009*, a member of the College of Trades may be found to be incompetent by the College Of Trades Discipline Committee if the Committee feels that the member has displayed a lack of knowledge, skill or disregard for another person's welfare while practising their trade. If this happens, the individual may be found unfit to practise their trade and their Statement of Membership/Certificate of Qualification may be revoked, suspended, or be subject to terms, conditions or limitations.

Journeyperson

Compulsory Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a valid Provisional Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade.

Voluntary Trades Journeyperson:

- Someone who holds a valid Certificate of Qualification in the trade and who is a member in good standing of the College of Trades Journeypersons Class for the same trade; or
- Someone who holds a Certificate of Qualification in the trade that was issued by the Ministry of Advanced Education and Skills Development prior to April 8, 2013 (membership in the College of Trades is not required in this scenario).

Journey person Candidates Class

An individual who has completed an Ontario apprenticeship program (Certificate of Apprenticeship) in a voluntary or compulsory trade that has a Certificate of Qualification examination, but has not passed the Certificate of Qualification examination for their trade. There is a maximum time limit of one year to remain in the Journey person Candidates Class.

Individuals in this class:

- are subject to any ratios and/or wage rates that have been set out for their trade(s), if they practise a compulsory trade.
- Can continue to work legally in their trade if they are in a compulsory trade, as they prepare to write their examination (individuals in voluntary trades do not have to be members of the College of Trades to work legally); and can hold themselves out as Journey person Candidates (they are neither Apprentices nor Journey persons).
- Can remain in this class for a maximum of one year or until they pass the Certificate of Qualification exam and become members of the Journey persons class. However, they can only remain in this class for a maximum of one year. After one year they can move into the Trades persons Class if they are in a voluntary trade. If they are in a compulsory trade and have been in the Journey person Candidates Class for one year, they can no longer work legally in that trade until they pass the Certificate of Qualification examination.

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.

OCTAA

Ontario College of Trades and Apprenticeship Act, 2009

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.

Ratios

For up to date information regarding Journey person to Apprentice ratios, please visit:

collegeoftrades.ca

Red Seal Program

The Interprovincial Standards Red Seal Program (also known as the Red Seal Program) was established more than 50 years ago to provide greater mobility across Canada for skilled workers and represents a standard of excellence for industry. Through the program, individuals are able to obtain a Red Seal endorsement on their provincial/territorial certificates by successfully completing an interprovincial Red Seal examination. The Interprovincial Standards Red Seal Program acknowledges their competence and ensures recognition of their certification throughout Canada without further examination. There are currently over 50 Red Seal designated trades. The Red Seal Program is recognized as the interprovincial *standard of excellence* in the skilled trades. The Interprovincial Standards Red Seal Program is a partnership between the Government of Canada, the Provinces, the Territories and various stakeholders.

Sign off

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

Skill

Individual skill described in the Log Book (note: does not mean the larger skill groups referred to in the Log Book as Skill Sets, Training Units, or General Performance Objectives, but the individual skills that make up those groups).

Skill Sets

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

Skill Set Completion for Sponsors

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

Supervisor

An individual who oversees the performance of a task and oversees the actions or work of others.

Trade Board

Under the *Ontario College of Trades and Apprenticeship Act, 2009*, the [College of Trades Appointments Council](#) (COTAC) may appoint a Trade Board for each designated trade, composed of Employee and Employer representatives from the industry. Trade Boards are responsible for advising and making recommendations to the College of Trades Divisional Boards on issues relating to their trade. When there is no appointed trade board for a trade, the respective sector Divisional Board will act as the default Trade Board for the trade.

Tradespersons Class

A Class of Membership for individuals who practise in a voluntary trade which may or may not have a Certificate of Qualification examination.

Individuals in this class:

Have been members of the Journeyperson Candidates Class or are not eligible for Journeyperson Candidates Class and have been assessed to have experience and/or qualifications that are equivalent to a Certificate of Apprenticeship in that trade

- Are preparing to write/have no plans to write/have not passed the available Certificate of Qualification exam for their trade(s);
- Can remain in this class indefinitely or until they pass the available Certificate of Qualification exam for their trade(s); and
- Can hold themselves out as tradespersons (they are neither apprentices nor journeypersons).

Note: Individuals in the Tradespersons Class are considered Journeypersons for the purpose of determining ratios for that trade.

Trainer

A qualified Trainer in a compulsory trade is a Journeyperson with a Certificate of Qualification. In a voluntary trade, a Trainer is an individual who is considered equivalent to a Journeyperson with a Certificate of Qualification.

In this trade a trainer must be competent in the skill, but it is not mandatory to be a member of the College of Trades or have a Certificate of Qualification (CofQ).

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 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. 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

You will write an Ontario-only examination when your trade is not designated as Red Seal trade in Ontario.

Ontario's Exam Preparation Guide

collegeoftrades.ca

Basic Examination Details for You to Know

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.

You need a mark of 70% to pass.

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.

Scheduling Your Examination

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

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.
3. Contact the local Ministry apprenticeship office to schedule your examination in their examination centre: <http://services.findhelp.ca/eo/tcu/appoff>

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 Ministry of Advanced Education and Skills Development Apprenticeship Office immediately to update your sponsor record.
3. Please make sure you do record all of 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	
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

SPONSOR RECORD #2

SPONSOR INFORMATION		
Apprentice Name		
Registered 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 (e.g. UXXXX)	

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, please photocopy as needed or visit collegeoftrades.ca and search Sponsor Record Form.***

INSTRUCTIONS FOR APPRENTICESHIP PROGRAM COMPLETION (Appendix A)

Once an Apprentice has completed all the classroom training and on-the-job hours specified for the trade, and has acquired all the mandatory skills included in this Log Book:

1. The Apprentice and the Sponsor complete the Apprentice Completion Form and the Skill Set Completion for Sponsors Form located on the following pages.
2. They sign the forms and submit them to their local Ministry of Advanced Education and Skills Development apprenticeship office. To find the closest office, check the contact information at <http://services.findhelp.ca/eo/tcu/appoff> or call the *Employment Ontario* toll free number at (1-800-387-5656).
3. Since this trade is competency based, all mandatory skills in the Log Book must be signed off. If the Sponsor is completing the Apprentice before the industry recommended training hours are done, Ministry 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 Ministry of Advanced Education and Skills Development apprenticeship office by mail, fax, or email (as a scanned document), they should not include their Log Book; if they are presenting this form in person at the local apprenticeship office, they should bring their Log Book with them.

After Ministry 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 Ministry will issue a Certificate of Apprenticeship to the Apprentice.

The Ontario College of Trades will receive notification of this completion, and complete the individual's membership in the Apprentices class for the trade. If the Apprentice has completed a program in a compulsory trade, the College of Trades will automatically register the Apprentice as a member of the Journeyman Candidates class so the Apprentice can continue to work legally for one year while preparing for the certification examination. If an apprentice completes their apprenticeship in a voluntary trade **and** there is no Certificate of Qualification exam, they can apply for membership in the Journeymen's Class at the Ontario College of Trades. If there is a Certificate of Qualification exam, they must write and pass the exam in order to enter the Journeymen's Class at the Ontario College of Trades.

For permission to schedule an exam once completion is confirmed by the Ministry, the individual must first contact the College of Trades Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification examination fee.

APPRENTICE COMPLETION FORM (Appendix B)

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 Ministry of Advanced Education and Skills Development apprenticeship office (find contact information at <http://services.findhelp.ca/eo/tcu/appoff> 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>for 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

SKILL SET COMPLETION FOR SPONSORS (Appendix C)

You will find the skill set numbers and titles in the Log Book'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
6120.0	Protect Self and Others	
6121.0	Interpret Drawings, Prepare Sketches and Perform Costing	
6122.0	Select Lumber and Other Raw Materials	
6123.0	Use and Maintain Tools and Equipment	
6124.0	Create and Use Jigs, Fixtures and Templates	
6125.0	Operate and maintain Break-out Machinery and Panel Processing Equipment	
6126.0	Operate and Maintain Equipment for Veneer, Non-Wood Laminate, Polymer and Specialty Overlay	
6127.0	Perform Finish Machining	
6128.0	Perform Sanding	
6129.0	Perform Sub-Assembly, Assembly, and Pre-Finish Operations	
6130.0	Perform Finishing or Re-Finishing Operations	
6131.0	Perform Specialized Operations	
6132.0	Perform Post-Finishing Operations	
6133.0	Install Cabinetry and Millwork	

MINISTRY OF ADVANCED EDUCATION 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 _____

**MINISTRY OF ADVANCED EDUCATION AND SKILLS DEVELOPMENT
APPRENTICESHIP OFFICES IN ONTARIO (Appendix D)**

Location	Contact	Location	Contact
Barrie 705-737-1431	55 Cedar Pointe Dr Unit 609, Barrie, ON L4N 5R7	North Bay 705-495-8515	200 First Ave West, North Bay, ON P1B 3B9
Belleville 613-968-5558	135 North Front St, Belleville, ON K8P 3B5	Oakville 905-842-5105	700 Dorval Dr., Suite 100, Oakville, ON L6K 3V3
Brantford 519-756-5197	505 Park Rd North Suite 201, Brantford, ON N3R 7K8	Oshawa 905-433-0595	78 Richmond Street West, Unit 100, Oshawa, ON L1G 1E1
Chatham 519-354-2766	870 Richmond St West 1st Floor, Chatham, ON N7M 5J5	Ottawa 613-731-7100	Preston Square, 347 Preston , Suite 310, Ottawa, ON K1S 3H8
Cornwall 613-938-9702	132 Second St East Ste 202, Cornwall, ON K6H 1Y4	Owen Sound 519-376-5790	1450 1st Ave West, Suite 100, Owen Sound, ON N4K 6W2
Dryden 807-223-4632	Provincial Government Building, 479 Government St, Dryden, ON P8N 3K9	Pembroke 613-735-3911	615 Pembroke St East, Pembroke, ON K8A 3L7
Elliot Lake 705-848-4661	50 Hillside Dr North, Elliot Lake, ON P5A 1X4	Peterborough 705-745-1918	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	Bayside Mall, 150 Christina St North, Sarnia, ON N7T 7W5
Geraldton 807-854-1966	208 Beamish Avenue West Geraldton, Ontario POT 1M0	Sault Ste. Marie 705-945-6815	477 Queen St East 4th Flr, Sault Ste Marie, ON P6A 1Z5
Hamilton Central 905-521-7764	Ellen Fairclough Bldg, 119 King St West 8th Flr, Hamilton, ON L8P 4Y7	St Catharines 905-704-2991	Garden City Tower, 301 St Paul St East, 10th Flr, St Catharines, ON L2R 7R4
Kapuskasing 705-337-4381	Ontario Government Complex, 122 Government Rd West, Kapuskasing, ON P5N 2X8	Sudbury 705-564-3030	159 Cedar St Ste 506, Sudbury, ON P3E 6A5
Kenora 807-468-2879	227 1/2 Second St South, Kenora, ON P9N 1G4	Thunder Bay 807-346-1550	189 Red River Rd Suite 103, Thunder Bay, ON P7B 1A2
Kingston 613-548-1151	Cornell Corporate Centre, 299 Concession St Ste 201, Kingston, ON K7K 2B9	Timmins 705-235-1950	Ontario Government Complex, 5520 Highway 101 East Wing B, South Porcupine, ON P0N 1H0
Kitchener 519-653-5758	4275 King St East, Kitchener, ON N2P 2E9	Toronto Central 416-326-5800	625 Church St 1st Fl, Toronto, ON M7A 2B5
London 519-675-7788	1200 Commissioners Rd E, Unit 72, London, ON N5Z 4R3	Windsor Central 519-973-1441	Roundhouse Centre, 3155 Howard Ave 2nd Fl, Ste 200, Windsor, ON N8X 4Y8
Mississauga (City of) 905-279-7333	The Emerald Centre, 10 Kingsbridge Garden Cir Ste 404, Mississauga, ON L5R 3K6		

For current office listings, please visit: <http://services.findhelp.ca/eo/tcu/appoff>

Completing Your Apprenticeship Program

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

- ✔ Check the Ontario College of Trades Public Register to make sure your Apprentices class membership is still active:
<https://tmsportal.collegeoftrades.ca/web/ocot-public-services-v3/public-registry>
- ✔ Follow the completion instructions on the Completion Form (Appendix A) in the Log Book.
- ✔ Answer any questions that MAESD staff may have, and provide any additional completion documentation they may require.
- ✔ Once they confirm completion, MAESD will issue you a Certificate of Apprenticeship and notify the Ontario College of Trades of your completion.

After Your Apprenticeship

If you are in a trade with a certification exam, the College of Trades will **automatically** complete your membership in the Apprentices class and activate your 12-month membership in the Journeyperson Candidates class. This change will be reflected on your account with the College as well as on the College's Public Register.

Membership in the Journeyperson Candidates class will allow you to continue practising in a compulsory trade for 12 months while you prepare for and write your exam; if you are in a voluntary trade, it is your automatic approval to challenge the certification exam.

The College will send you a Journeyperson Candidates class welcome letter within 3 weeks of completion that outlines any/all of your future requirements for membership and examination as appropriate (different situations for voluntary and compulsory trades).

If you complete an apprenticeship program for which there is no exam, you can submit an application to become a member of the College's Journeypersons class on the basis of having earned a Certificate of Apprenticeship in the trade.

Preparing For Your Exam

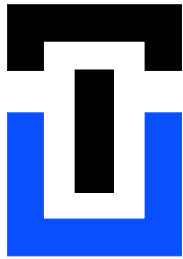
Find out if your trade has a Certificate of Qualification exam at:

www.collegeoftrades.ca/wp-content/uploads/tradesOntarioTradesCodes_En.pdf

For permission to schedule an exam once completion is confirmed by MAESD, you must first contact the College's Client Services Department at 647-847-3000 or toll free at 1-855-299-0028 to pay the certification exam fee. Once you have paid, contact your local MAESD Apprenticeship office to book your exam.

Download Ontario College of Trades exam preparation guide at:

www.collegeoftrades.ca/resources/exam-process and/or view the exam preparation guide for Red Seal trades at: www.red-seal.ca/w.2lc.4m.2@-eng.jsp



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Cabinetmaker



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