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# NL Curriculum Standard Plan of Training

## Powerline Technician



Government of Newfoundland and Labrador  
Department of Immigration, Population Growth and Skills  
Apprenticeship and Trades Certification Division

October 2014

# PLAN OF TRAINING

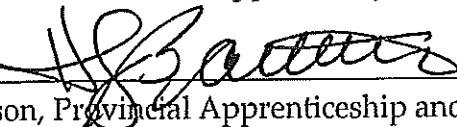
## Powerline Technician

October 2014



Government of Newfoundland and Labrador  
Department of Advanced Education and Skills  
Apprenticeship and Trades Certification Division

Approved by:

  
Chairperson, Provincial Apprenticeship and Certification Board

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## Plan of Training – Powerline Technician

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### Preface

This curriculum standard is based upon the 2013 edition of the National Occupational Analysis (NOA) for the Powerline Technician trade. It describes the curriculum content for the Powerline Technician Pre-employment training program.

### Acknowledgements

The Provincial Trade Advisory Committee (PTAC), industry representatives, instructors and apprenticeship staff provided valuable input to the development of this provincial plan of training. Without their dedication to quality apprenticeship training, this document could not have been produced.

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## Plan of Training – Powerline Technician

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Document Status	Date Approved	Mandatory Implementation Dates	Comments
New	Sept 2014	October 2014 – Pre-employment	New POT
		September 2015 – Level 2	
		September 2016 – Level 3	
		September 2017 – Level 4	
Update	March 2019	September 2019 – Pre-employment	Updated Related Suite courses

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## A. NOA Comparison Chart

NOA 2012 Tasks		2014 POT
<b>Task 1 – Uses and Maintains Tools and Equipment</b>		
1.01	Maintains hand, power, and powder-actuate tools and equipment	OL1681 – Tools & Equipment <b>*Included in all courses</b>
1.02	Maintains electrical measuring and testing equipment	OL1681 – Tools & Equipment
1.03	Uses rigging, hoisting and lifting equipment	OL1851 – Rigging, Hoisting and Lifting
1.04	Uses PPE and safety equipment	OL1631 – Safety OL1601 – Traffic Control <b>*Included in all courses</b>
<b>Task 2 – Accesses Work Area</b>		
2.01	Climbs poles and structures	OL1691 – Pole Climbing OL1160 – Steel Structure Climbing
2.02	Uses access equipment	OL1250 – Access Equipment OL1771 – Aerial Devices and Hydraulics
2.03	Uses on and off road equipment	OL1641 – On- and Off-Road Equipment
<b>Task 3 – Organizes Work</b>		
3.01	Interprets codes, regulations and procedures	OL1835 – Overhead Distribution Systems
3.02	Interprets plans, drawings, and specifications	OL1701 – Drawings, Schematics and Specifications
3.03	Prepares worksite	OL1835 – Overhead Distribution Systems OL1601 – Traffic Control
3.04	Plans job tasks and procedures	OL1170 – Job Planning
<b>Task 4 – Establishes Safe Work Environment</b>		
4.01	Controls powerline hazards	OL1835 – Overhead Distribution Systems OL1170 – Job Planning OL1130 – Power and Energy
4.02	Controls environmental hazards	
4.03	Performs lock out and tag out procedures	OL1835 – Overhead Distribution Systems
<b>Task 5 – Uses Live-Line Methods</b>		
5.01	Uses cover up	OL3700 – Live Line Work
5.02	Uses rubber gloves	
5.03	Uses bare hand methods	
5.04	Uses fiberglass reinforced plastic (FRP) tools (sticks)	

<b>Task 6 – Install Poles</b>		
6.01	Frames poles	OL1725 – Overhead Distribution Structures
6.02	Sets poles	
6.03	Installs pole guys and anchors	
<b>Task 7 – Installs Steel Structures</b>		
7.01	Installs footings	NOT COMMON CORE
7.02	Assembles steel structures	OL1725 – Overhead Distribution Structures
7.03	Erects steel structures	
7.04	Installs steel structure guy wires and anchors	
<b>Task 8 – Installs Overhead Conductors</b>		
8.01	Strings overhead conductors	OL1725 – Overhead Distribution Structures
8.02	Sags overhead conductors	OL1741 – Sagging Conductors
8.03	Ties-in overhead conductors	OL1725 – Overhead Distribution Structures
8.04	Splices overhead conductors	
<b>Task 9 – Installs Underground and Underwater Cable</b>		
9.01	Installs conduit and cable installations	OL2632 – Underground Distribution Systems OL1721 – Conductors and Cables
9.02	Places underground and underwater cable	
9.03	Splices underground and underwater cable	OL2632 – Underground Distribution Systems
9.04	Terminates underground and underwater cable	
<b>Task 10 – Installs Lighting Systems</b>		
10.01	Installs street lights	OL1821 – Street Lighting Systems
10.02	Maintains street lights	
<b>Task 11 – Installs Voltage Control Equipment</b>		
11.01	Installs transformers	OL1811 – Transformers OL2532 – Transformer Banking OL4000 – Power Transformers
11.02	Installs capacitors	OL4040 – Line Capacitors OL1140 – Inductance and Capacitance
11.03	Installs voltage regulators	OL4020 – Voltage Regulation and Control Devices
11.04	Installs switches	OL4030 – Line Protective Devices
11.05	Installs reactors	NOT COMMON CORE

<b>Task 12 – Install Protection Equipment</b>		
12.01	Installs reclosers	
12.02	Installs sectionalizers	OL4030 – Line Protective Devices
12.03	Installs fuses	
12.04	Installs lightning arrestors	OL4030 – Line Protective Devices OL1725 – Overhead Distribution Structures
<b>Task 13 – Installs Metering Equipment</b>		
13.01	Installs primary metering equipment	OL4010 – Three-Phase Metering
13.02	Installs secondary metering equipment	OL4010 – Three-Phase Metering OL4060 – Single-Phase Metering
<b>Task 14 – Installs Communication Equipment</b>		
14.01	Installs cellular antennas	<b>NOT COMMON CORE</b>
14.02	Transfers communication lines	OL1721 – Conductors and Cables
<b>Task 15 – Operates Distribution and Transmission Systems</b>		
15.01	Operates overhead and underground transmission systems	OL1835 – Overhead Distribution Systems OL1725 – Overhead Distribution Structures OL2632 – Underground Distribution Systems OL1130 – Power and Energy ER1140 – DC Theory OL1180 – AC Theory OL1190 – AC Circuits OL1240 – Series and Parallel Circuits OL1791 – Grounding and Bonding OL1721 – Conductors and Cables OL1714 – Single-Phase Circuits OL1715 – Distribution Lines OL1140 – Inductance and Capacitance OL2521 – Three-Phase Circuits
15.02	Operates overhead and underground distribution systems	
15.03	Performs stations switching	OL4030 – Line Protective Devices
<b>Task 16 – Maintains Distribution and Transmission Systems</b>		
16.01	Inspects distribution and transmission systems	
16.02	Maintains poles	
16.03	Maintains steel structures	
16.04	Maintains system components	
16.05	Trims trees	OL1170 – Tree Trimming OL1725 – Overhead Distribution Structures

<b>Task 17 – Repairs Distribution Systems</b>		
17.01	Troubleshoots overhead distribution systems	OL1725 – Overhead Distribution Structures OL4050 – Substations, Switching Stations and Terminals
17.02	Troubleshoots underground distribution systems	OL2632 – Underground Distribution Systems
17.03	Repairs overhead distribution systems	OL1725 – Overhead Distribution Structures OL4050 – Substations, Switching Stations and Terminals
17.04	Repairs underground distribution systems	OL2632 – Underground Distribution Systems
<b>Task 18 – Repairs Transmission Systems</b>		
18.01	Troubleshoots overhead transmission systems	OL1150 – Transmission Systems OL1781 – Transmission Structures OL4050 – Substations, Switching Stations and Terminals
18.02	Troubleshoots underground transmission systems	OL2632 – Underground Distribution Systems
18.03	Repairs overhead transmission systems	OL1150 – Transmission Systems OL1781 – Transmission Structures OL4050 – Substations, Switching Stations and Terminals
18.04	Repairs underground transmission systems	OL2632 – Underground Distribution Systems

## B. Program Structure

For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.

The order of course delivery within each level can be determined by the training institution, as long as pre-requisite conditions are satisfied.

Upon completion of this training program, individuals may be required to complete other certifications (employer or job site specific) in order to gain employment.

A Pre-employment student who becomes an apprentice will also be required to complete Level 2, 3 and 4 in the Newfoundland and Labrador Curriculum Standard (NLCS).

<b>Pre-Employment</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
TS1510	-	Occupational Health and Safety	6	None
TS1520	-	WHMIS	6	None
TS1530	-	Standard First Aid	14	None
OL1631	PLT-100	Safety	14	None
OL1681	PLT-105	Tools and Equipment	40	OL1631
OL1250	PLT-110	Access Equipment	6	OL1631
OL1691	PLT-115	Pole Climbing	30	OL1631
OL1851	PLT-120	Rigging, Hoisting and Lifting	30	OL1631
OL1771	PLT-125	Aerial Devices and Hydraulics	30	OL1631
OL1641	PLT-130	On- and Off-road Equipment	10	OL1631
OL1601	PLT-140	Traffic Control	4	None

<b>Pre-Employment</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
OL1130	PLT-145	Power and Energy	6	None
ER1140	PLT-150	DC Theory	30	None
ER1151	PLT-155	Series and Parallel DC Circuits	45	ER1140
OL1180	PLT-160	AC Theory	6	ER1151
OL1190	PLT-205	AC Circuits	24	OL1180
OL1240	PLT-210	Series and Parallel Circuits	10	OL1180
OL1791	PLT-165	Grounding and Bonding	30	OL1631 OL1180
OL1721	PLT-170	Conductors and Cables	30	None
OL1741	PLT-175	Sagging Conductors	10	OL1791 OL1721
OL1714	PLT-180	Single-Phase Circuits	10	OL1180 OL1791
OL1701	PLT-200	Drawings, Schematics and Specifications	15	None
OL1715	PLT-225	Distribution Lines	30	OL1714
OL1725	PLT-185	Overhead Distribution Structures	240	OL1691 OL1851 OL1701 OL1715
OL1835	PLT-230	Overhead Distribution Systems	30	OL1725
OL1140	PLT-215	Inductance and Capacitance	10	OL1180
OL1811	PLT-220	Transformers	30	OL1190

<b>Pre-Employment</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
OL1821	PLT-250	Street Lighting Systems	25	OL1190
OL1150	PLT-415	Transmission Systems	5	OL1190 ER1151
OL1781	PLT-420	Transmission Structures	5	OL1150
OL1160	PLT-400	Steel Structure Climbing	6	OL1150
OL1751	PLT-410	Tree Trimming	6	OL1631 OL1681
OL1170	PLT-405	Job Planning	6	OL1701
AM1000	-	Introduction to Essential Skills	9	None
AP1102	-	Introduction to Apprenticeship	12	None
*AM1101	-	Math Essentials	42	None
AM1271	-	Powerline Technician Math Fundamentals	42	AM1101
CM2161	-	Communication Essentials	36	None
SD1761	-	Workplace Essentials	24	None
MC1062	-	Computer Essentials	15	None
OT1161	-	Workplace Exposure	60	None
<b>Total Pre-Employment Hours</b>			<b>1039</b>	

\*A student who can meet the mathematics requirement through an ACUPLACER® test may be exempted from AM1101 - Math Essentials. Please check with your training institution.

**Required Work Experience**

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<b>Level 2</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
OL2632	PLT-235	Underground Distribution Systems	120	Level 1
OL2521	PLT-310	Three-Phase Circuits	60	Level 1
OL2532	PLT-300	Transformer Banking	60	OL2521
<b>Total Level 2 Hours</b>			<b>240</b>	

### Required Work Experience

<b>Level 3</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
OL3700	PLT-240	Live Line Work	240	Level 2
<b>Total Level 3 Hours</b>			<b>240</b>	

### Required Work Experience

<b>Level 4</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
OL4000	PLT-305	Power Transformers	25	Level 3
OL4010	PLT-315	Three-Phase Metering	30	Level 3
OL4020	PLT-320	Voltage Regulation and Control Devices	30	Level 3
OL4030	PLT-325	Line Protective Devices	60	Level 3
OL4040	PLT-330	Line Capacitors	20	Level 3
OL4050	PLT-425	Substations, Switching Stations and Terminals	60	Level 3
OL4060	PLT-245	Single-Phase Metering	15	Level 3
<b>Total Level 4 Hours</b>			<b>240</b>	
<b>Total Course Credit Hours</b>			<b>1759</b>	

**\* All entrants must have a valid Class 05 license prior to entry into the Powerline Technician program.**

## Pre-Employment

### TS1510 Occupational Health and Safety

#### **Learning Outcomes:**

- Demonstrate knowledge of identifying how to prevent accidents and illnesses.
- Demonstrate knowledge of improving health and safety conditions in the workplace.

**Duration:** 6 Hours

**Pre-Requisite(s):** None

#### **Objectives and Content:**

1. Interpret the Occupational Health and Safety Act laws and regulations.
  - i. explain the scope of the act
    - application of the act
    - Federal/Provincial jurisdictions
    - Canada Labour Code
    - rules and regulations
    - private home application
    - conformity of the Crown by the Act
2. Explain responsibilities under the Act & Regulations.
  - i. duties of employer, owner, contractors, sub-contractors, employees, and suppliers
3. Explain the purpose of joint health and safety committees.
  - i. formation of committee
  - ii. functions of committee
  - iii. legislated rights
  - iv. health and safety representation
  - v. reporting endangerment to health
  - vi. appropriate remedial action
  - vii. investigation of endangerment
  - viii. committee recommendation
  - ix. employer's responsibility in taking remedial action
4. Examine right to refuse dangerous work.
  - i. reasonable grounds for refusal
  - ii. reporting endangerment to health
  - iii. appropriate remedial action
  - iv. investigation of endangerment

- v. committee recommendation
- vi. employer's responsibility to take appropriate remedial action
- vii. action taken when employee does not have reasonable grounds for refusing dangerous work
- viii. employee's rights
- ix. assigning another employee to perform duties
- x. temporary reassignment of employee to perform other duties
- xi. collective agreement influences
- xii. wages and benefits

5. State examples of work situations where one might refuse work.

6. Describe discriminatory action.

- i. definition
- ii. filing a complaint procedure
- iii. allocated period of time a complaint can be filed with the Commission
- iv. duties of an arbitrator under the Labour Relations Act
- v. order in writing inclusion
- vi. report to commission Allocated period of time to request Arbitrator to deal with the matter of the request
- vii. notice of application
- viii. failure to comply with the terms of an order
- ix. order filed in the court

7. Explain duties of commission officers.

- i. powers and duties of officers
- ii. procedure for examinations and inspections
- iii. orders given by officers orally or in writing
- iv. specifications of an order given by an officer to owner of the place of employment, employer, contractor, sub-contractor, employee, or supplier
- v. service of an order
- vi. prohibition of persons towards an officer in the exercise of his/her power or duties
- vii. rescinding of an order
- viii. posting a copy of the order
- ix. illegal removal of an order

8. Interpret appeals of others.

- i. allocated period of time for appeal of an order
- ii. person who may appeal order
- iii. action taken by Commission when person involved does not comply with the order
- iv. enforcement of the order
- v. notice of application
- vi. rules of court

9. Explain the process for reporting of accidents.
  - i. application of act
  - ii. report procedure
  - iii. reporting notification of injury
  - iv. reporting accidental explosion or exposure
  - v. posting of act and regulations

**Practical Requirements:**

1. Conduct an interview with someone in your occupation on two or more aspects of the act and report results.
2. Conduct a safety inspection of shop area.

## TS1520 Workplace Hazardous Materials Information System (WHMIS)

### **Learning Outcomes:**

- Demonstrate knowledge of interpreting and applying the Workplace Hazardous Materials Information System (WHMIS) Regulation under the Occupational Health and Safety Act.

**Duration:** 6 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Define WHMIS safety.
  - i. rational and key elements
  - ii. history and development of WHMIS
  - iii. WHMIS legislation
  - iv. WHMIS implementation program
  - v. definitions of legal and technical terms
2. Examine hazard identification and ingredient disclosure.
  - i. prohibited, restricted and controlled products
  - ii. classification and the application of WHMIS information requirements
  - iii. responsibilities for classification
    - the supplier
    - the employer
    - the worker - Classification: rules and criteria
    - information on classification
    - classes, divisions and subdivision in WHMIS
    - general rules for classification
    - class A - compressed gases
    - class B - flammable and combustible materials
    - class C - oxidizing material
    - class D - poisonous and infectious material
    - class E - corrosive material
    - class F - dangerously reactive material

- iv. products excluded from the application of WHMIS legislation
  - consumer products
  - explosives
  - cosmetics, drugs, foods and devices
  - pest control products
  - radioactive prescribed substances
  - wood or products made of wood
  - manufactured articles
  - tobacco or products of tobacco
  - hazardous wastes
  - products handled or transported pursuant to the Transportation of Dangerous Goods (TDG) Act
- v. comparison of classification systems - WHMIS and TDG
- vi. general comparison of classification categories
- vii. detailed comparison of classified criteria

3. Explain labeling and other forms of warning.

- i. definition of a WHMIS label
  - supplier label
  - workplace label
  - other means of identification
- ii. responsibility for labels
  - supplier responsibility
  - employer responsibility
  - worker responsibility
- iii. introduce label content, design and location
  - supplier labels
  - workplace labels
  - other means of identification

4. Introduce material safety data sheets (MSDS).

- i. definition of a material safety data sheet
- ii. purpose of the data sheet
- iii. responsibility for the production and availability of data sheets
  - supplier responsibility
  - employer responsibility
  - workers responsibility

**Practical Requirements:**

1. Locate WHMIS label and interpret the information displayed.
2. Locate a MSDS sheet for a product used in the workplace and determine what personal protective equipment and other precautions are required when handling this product.

**TS1530 Standard First Aid**

**Learning Outcomes:**

- Demonstrate knowledge of recognizing situations requiring emergency action.
- Demonstrate knowledge of making appropriate decisions concerning first aid.

**Duration:** 14 Hours

**Pre-Requisite(s):** None

**Practical Requirements:**

1. Complete a **St. John Ambulance or Canadian Red Cross** Standard First Aid Certificate course.

## OL1631 Safety

### **Learning Outcomes:**

- Demonstrate knowledge of safety equipment, their applications, maintenance and procedures for use.
- Demonstrate knowledge of safe work practices.
- Demonstrate knowledge of regulatory requirements pertaining to safety.

**Duration:** 14 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Identify types of personal protective equipment (PPE) and clothing and describe their applications and limitations.
2. Describe the procedures used to care for and maintain PPE.
3. Identify hazards and describe safe work practices.
  - i. personal
  - ii. workplace
    - biohazards (used needles)
    - energy state awareness (electrical and mechanical)
      - arc flash awareness
      - isolation and de-energizing procedures
      - equi-potential grounding and bonding
      - lockout / tag out
      - confined space awareness
      - rescue procedures
    - fire
    - heights
      - fall prevention and arrest
        - OH&S Regulations Part X – Section 139
      - rescue procedures
    - chemical / gas / radiation
    - asbestos
  - iii. environmental
    - discharge/spills

4. Identify and describe workplace safety and health regulations.
  - i. federal
    - Material Safety Data Sheets (MSDS)
    - Workplace Hazardous Material Information System (WHMIS)
    - Transportation of Dangerous Goods (TDG)
  - ii. provincial/territorial
    - Occupational Health and Safety (OH&S)
  - iii. municipal

**Practical Requirements:**

1. Inspect and perform air test on rubber gloves.

## OL1681 Tools and Equipment

### **Learning Outcomes:**

- Demonstrate knowledge of tools and equipment, their applications, maintenance and procedures for use.

**Duration:** 40 Hours

**Pre-Requisite(s):** OL1631

### **Objectives and Content:**

1. Identify types of hand tools and describe their applications and procedures for use.
2. Describe the procedures used to inspect and maintain hand tools.
3. Identify types of power tools and describe their applications and procedures for use.
  - i. electric (corded/cordless)
  - ii. hydraulic
  - iii. pneumatic
  - iv. gas powered
  - v. powder actuated
4. Describe the procedures used to inspect and maintain power tools.
5. Identify types of basic electrical measuring and test equipment and describe their general applications.
6. Describe the procedures used to inspect and maintain electrical measuring and test equipment.
7. Identify types of specialty live line tools (FRP) and cover up equipment (rubber and rigid).

**Practical Requirements:**

1. Safely use basic hand tools.
2. Safely use basic power tools.
3. Safely use electrical measuring and test equipment.
4. Inspect and perform basic maintenance and care of specialty live line tools (FRP) and cover up equipment (rubber and rigid).
5. Perform basic cuts with a chainsaw.

## OL1250 Access Equipment

### **Learning Outcomes:**

- Demonstrate knowledge of ladders, their applications, limitations and procedures for use.

**Duration:** 6 Hours

**Pre-Requisite(s):** OL1631

### **Objectives and Content:**

1. Define terminology associated with ladders.
2. Identify hazards and describe safe work practices pertaining to ladders.
  - i. fall prevention and arrest (set up, secure and stability of ladder)
  - ii. fiberglass versus steel ladders around energized conductors
3. Identify codes and regulations pertaining to ladders.
4. Identify types of ladders and describe their characteristics and applications.
  - i. extension
  - ii. step
5. Describe the procedures used to erect and remove ladders.
6. Describe the procedures used to inspect, maintain, transport and store ladders.

### **Practical Requirements:**

1. Safely set up and climb ladders.

## OL1691 Pole Climbing

### **Learning Outcomes:**

- Demonstrate knowledge of pole climbing, its applications, limitations and procedures for use.
- Demonstrate knowledge of pole climbing equipment, its applications, limitations and procedures for use.

**Duration:** 30 Hours

**Pre-Requisite(s):** OL1631

### **Objectives and Content:**

1. Define terminology associated with pole climbing and equipment.
2. Identify hazards and describe safe work practices pertaining to pole climbing and equipment.
  - i. fall prevention and arrest
3. Describe the procedures used to perform pole top rescues.
4. Identify codes and regulations pertaining to pole climbing equipment.
  - i. training and certification requirements
5. Identify types of pole climbing equipment and describe their characteristics and applications.
6. Identify pole climbing equipment components and describe their characteristics and applications.
  - i. spurs
  - ii. belts
  - iii. pole straps
7. Describe the procedures used to climb using climbing equipment.
8. Describe the procedures used to inspect, maintain and store climbing equipment and components.

**Practical Requirements:**

1. Climb poles using safe climbing practices.
2. Perform pole cut out test.
3. Perform pole top rescue.

## OL1851 Rigging, Hoisting and Lifting

### **Learning Outcomes:**

- Demonstrate knowledge of rigging, hoisting and lifting equipment, their applications, limitations and procedures for use.
- Demonstrate knowledge of basic rigging, hoisting and lifting techniques.

**Duration:** 30 Hours

**Pre-Requisite(s):** OL1631

### **Objectives and Content:**

1. Define terminology associated with rigging, hoisting and lifting.
2. Identify hazards and describe safe work practices pertaining to rigging, hoisting and lifting.
3. Identify codes and regulations pertaining to rigging, hoisting and lifting.
  - i. training and certification requirements
4. Interpret information pertaining to rigging, hoisting and lifting found on drawings and specifications.
5. Identify types of rigging, hoisting and lifting equipment and accessories and describe their applications and procedures for use.
  - i. slings
  - ii. wire/conductor grips
  - iii. shackles
  - iv. ropes
  - v. cables
  - vi. levers
  - vii. pullers
  - viii. block and tackles
  - ix. chain jack, cable jack
  - x. winches
6. Identify types of knots, hitches, splices and bends and describe their applications and the procedures used to tie them.

7. Describe the considerations when rigging, hoisting and lifting material/equipment.
  - i. load characteristics
  - ii. equipment and accessories
    - mechanical advantage
  - iii. anchor points
  - iv. sling angles
8. Describe the procedures used when rigging, hoisting and lifting material/equipment.

**Practical Requirements:**

1. Calculate the mechanical advantage of various blocks, sheaves and ropes.
2. Tie various knots, splices and hitches used in rigging.

## OL1771 Aerial Devices and Hydraulics

### **Learning Outcomes:**

- Demonstrate knowledge of aerial devices, their applications and operation.
- Demonstrate knowledge of basic hydraulic principles.
- Demonstrate knowledge of hydraulic equipment components, their applications and operation.

**Duration:** 30 Hours

**Pre-Requisite(s):** OL1631

### **Objectives and Content:**

1. Define terminology associated with aerial devices.
2. Identify types of aerial devices and describe their applications.
  - i. material handling
  - ii. personnel lift
  - iii. radial boom derricks
3. Identify hazards and describe safe work practices pertaining to aerial devices.
  - i. working load limits (WLL) and safe working loads (SWL)
  - ii. use of outriggers
4. Describe the procedures used to perform bucket evacuations and rescues.
5. Interpret codes, standards and regulations pertaining to aerial devices.
  - i. training, certification and licensing requirements
6. Interpret information pertaining to aerial devices and hydraulic equipment found on drawings and specifications.
7. Identify tools and equipment relating to aerial devices and describe their applications and procedures for use.
8. Identify aerial device components and describe their functions.
9. Explain basic hydraulic principles and their applications relating to aerial devices.

10. Identify hydraulic equipment components and describe their purpose and operation.
  - i. hydraulic cylinders
  - ii. hydraulic valves
  - iii. hydraulic hoses
  - iv. hydraulic reservoirs
11. Describe the procedures used to ensure the work area is safe for operating aerial devices.
  - i. supervision
  - ii. securing work area
  - iii. communication
    - hand signals (awareness of)
    - electronic communications
    - audible/visual
12. Describe the procedures used to operate aerial devices.

**Practical Requirements:**

1. Set up and operate various types of aerial devices.
2. Perform daily operational checks on hydraulic aerial devices and radial boom derrick vehicles.

## OL1641 On- and Off-road Equipment

### **Learning Outcomes:**

- Demonstrate knowledge of on- and off-road equipment, their applications, maintenance and operating procedures.

**Duration:** 10 Hours

**Pre-Requisite(s):** OL1631

### **Objectives and Content:**

1. Define terminology associated with on- and off-road equipment.
2. Identify types of on- and off-road equipment and describe their characteristics and applications.
  - i. bucket trucks
    - material handling
    - personnel lift
  - ii. radial boom derricks
  - iii. off-road track machines
  - iv. hydro-vacuum excavators
  - v. all-terrain vehicles
3. Identify hazards and describe safe work practices pertaining to on- and off-road equipment.
4. Interpret codes, standards and regulations pertaining to on- and off-road equipment.
  - i. training, certification and licensing requirements
    - Air Brake Endorsement 9
5. Interpret information pertaining to on- and off-road equipment found in specifications.
  - i. load charts
  - ii. working load limits (WLL)/ safe working loads (SWL)
6. Identify tools and equipment relating to on- and off-road equipment and describe their applications and procedures for use.
7. Identify on- and off-road equipment components and accessories and describe their characteristics and applications.

8. Describe the procedures used to inspect and maintain on- and off-road equipment.
9. Describe the procedures used to operate on- and off-road equipment.

**Practical Requirements:**

None.

## OL1601 Traffic Control

### **Learning Outcomes:**

- Demonstrate knowledge of traffic control equipment, their applications, maintenance and procedures for use.
- Demonstrate knowledge of traffic control techniques and procedures.

**Duration:** 4 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Define terminology associated with traffic control.
2. Identify hazards and describe safe work practices pertaining to traffic control.
3. Interpret codes, standards and regulations pertaining to traffic control.
  - i. highway safety legislation
4. Identify tools and equipment relating to traffic control and describe their applications and procedures for use.
5. Identify the techniques used to control traffic.
6. Describe the procedures used to control traffic.

### **Practical Requirements:**

None.

## OL1130 Power and Energy

### **Learning Outcomes:**

- Demonstrate knowledge of power and energy, their characteristics and associated principles.
- Demonstrate knowledge of units of measure and symbols relating power and energy.
- Demonstrate knowledge of the instruments and procedures used to measure power and energy.

**Duration:** 6 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Define terminology associated with power and energy.
2. Explain mechanical power and energy.
  - i. force
  - ii. work
  - iii. power
  - iv. horsepower
  - v. energy
3. Explain electrical power and energy.
  - i. watt
  - ii. kilowatt
  - iii. kilowatt hour
4. Explain principles of efficiency.
5. Identify units of measure and symbols pertaining to power and energy.
6. Identify instruments used for measuring power and energy and describe their applications and procedures for use.

### **Practical Requirements:**

1. Perform calculations to determine power and energy related values.
2. Use test instruments to verify calculations.

## ER1140 DC Theory

### **Learning Outcomes:**

- Demonstrate knowledge of direct current (DC) electricity, its characteristics and associated principles.
- Demonstrate knowledge of Ohm's law.
- Demonstrate knowledge of units of measure and symbols relating to DC electricity.
- Demonstrate knowledge of the instruments and procedures used to measure electricity.

**Duration:** 30 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Identify hazards and describe safe work practices pertaining to DC electricity.
2. Describe the atomic structure of matter.
  - i. electron theory
    - matter
    - atoms
    - electric charge
    - protons, electrons, neutron
  - ii. static electricity and electrostatics
    - positive and negative charge
    - electrostatic field
    - transferring static electricity
      - conduction
      - induction
  - iii. discharging static charges
    - electrons in motion
    - causes of current
    - conductors, semi-conductors, insulators
    - electron current flow
    - conventional current flow

3. Identify electrical units of measure and symbols.
  - i. absolute electrical units
    - current
    - voltage
    - resistance
  - ii. prefixes for absolute units
4. Identify different forms of energy and describe the effects of dynamic electricity.
  - i. different forms of energy to produce electricity
    - chemical action
    - piezoelectric effect
    - magnetism
    - heat
    - light and solar energy
    - friction
  - ii. effects of dynamic electricity
    - heating effects
    - chemical effects
    - magnetic effects
    - psychological and physiological effects
5. Identify and analyze the components necessary for the assembly of an electric circuit.
  - i. the electron path (conductors)
  - ii. the load
  - iii. the source
  - iv. the control
  - v. closed circuit
  - vi. open circuit
  - vii. short circuit
6. Identify and describe the three basic electrical properties.
  - i. voltage
  - ii. current
  - iii. resistance
7. Explain Ohm's Law.

8. Describe the following in relation to electricity.
  - i. work
  - ii. power
  - iii. joules and coulombs
  - iv. electrical power (watt)
  - v. combination of the Power formulas and Ohm's Law
  - vi. watts and horsepower
  - vii. BTU
  - viii. kilowatt hours
    - meter reading and cost
9. Identify measuring instruments and describe their applications and procedures for use.
  - i. ammeter
  - ii. voltmeter
  - iii. ohmmeter
  - iv. multimeter
  - v. circuit tester
  - vi. continuity tester
  - vii. megger

**Practical Requirements:**

1. Compute values of electrical energy and power.
2. Use electrical measuring instruments.
3. Use instruments to troubleshoot DC components
  - i. closed circuit
  - ii. open circuit
  - iii. short circuit
4. Ensure calibration of measuring instruments in accordance with manufacturing specifications.
5. Conduct megger test.

## ER1151 Series and Parallel DC Circuits

### **Learning Outcomes:**

- Demonstrate knowledge of series, parallel and complex DC circuits, their characteristics and operation.
- Demonstrate knowledge of the procedures used to troubleshoot DC circuits.
- Demonstrate knowledge of the procedures used to analyze and measure DC circuit values.

**Duration:** 45 Hours

**Pre-Requisite(s):** ER1140

### **Objectives and Content:**

1. Describe the characteristics of a series circuit and calculate values.
  - i. Resistance
  - ii. current
  - iii. voltage
  - iv. power
  - v. open resistor
  - vi. shorted resistor
2. Describe the characteristics of a parallel circuit and calculate values.
  - i. resistance
  - ii. current
  - iii. voltage
  - iv. power
  - v. open resistor
  - vi. shorted resistor
3. Identify hazards and describe safe practices pertaining to DC electricity.
4. Interpret information pertaining to DC circuits found on drawings and specifications.
5. Explain Kirchhoff's Laws.
  - i. current law
  - ii. voltage law
6. Describe the characteristics of a combination circuit and calculate values.
7. Describe the procedures used to troubleshoot series, parallel and complex DC circuits.

**Practical Requirements:**

1. Analyze and measure amperage and voltage in series DC circuits.
2. Analyze and measure amperage and voltage in parallel DC circuits.
3. Analyze and measure amperage and voltage in combination DC circuits.
4. Analyze and measure resistance and/or continuity in basic DC circuits.
5. Analyze and measure power consumption in basic DC circuits.

## OL1180 AC Theory

### **Learning Outcomes:**

- Demonstrate knowledge of alternating current (AC) electricity, its characteristics and associated principles.
- Demonstrate knowledge of units of measure and symbols relating to AC electricity.
- Demonstrate knowledge of the instruments and procedures used to measure electricity.

**Duration:** 6 Hours

**Pre-Requisite(s):** ER1151

### **Objectives and Content:**

1. Define terminology associated with AC electricity.
2. Explain alternating current (AC).
3. Identify types of components found in AC circuits and describe their characteristics and applications.
  - i. resistors
  - ii. inductors
  - iii. capacitors
4. Identify units of measure and symbols pertaining to AC electricity.
5. Identify electrical properties and describe their relationship.
  - i. magnetism
  - ii. electromagnetism
6. Identify instruments used for measuring electricity and describe their applications and procedures for use.
7. Explain the generation of alternating current.

### **Practical Requirements:**

None.

## OL1190 AC Circuits

### **Learning Outcomes:**

- Demonstrate knowledge of AC circuits, their characteristics and operation.
- Demonstrate knowledge of the procedures used to troubleshoot AC circuits.
- Demonstrate knowledge of the procedures used to analyze and measure AC circuit values.

**Duration:** 24 Hours

**Pre-Requisite(s):** OL1180

### **Objectives and Content:**

1. Define terminology associated with AC circuits.
2. Explain the characteristics and operation of AC circuits.
3. Identify hazards and describe safe work practices pertaining to AC electricity.
4. Identify types of AC circuits and describe their characteristics and operation.
  - i. series-parallel
  - ii. combination
5. Interpret information pertaining to AC circuits found on drawings and specifications.
6. Perform calculations to analyze and measure AC circuit related values.
  - i. voltage
  - ii. current
  - iii. impedance
7. Explain vector representation as it applies to analyzing AC circuits.
8. Describe the procedures used to troubleshoot AC circuits.
9. Use instruments to troubleshoot AC circuits.

**Practical Requirements:**

1. Perform calculations to determine electricity and power related values.
2. Use electrical instruments to troubleshoot series and parallel AC circuits.

## OL1240 Series and Parallel Circuits

### **Learning Outcomes:**

- Demonstrate knowledge of series, parallel and combination circuits, their characteristics and operation.

**Duration:** 10 Hours

**Pre-Requisite(s):** OL1180

### **Objectives and Content:**

1. Define terminology associated with series and parallel circuits.
2. Identify hazards and describe safe work practices pertaining to series and parallel circuits.
3. Explain the characteristics and operation of series circuits.
4. Explain the characteristics and operation of parallel circuits.
5. Explain the characteristics and operation of combination circuits.
6. Describe the procedures used to troubleshoot series, parallel and combination circuits.

### **Practical Requirements:**

1. Perform calculations to determine series, parallel and combination circuit related values.

## OL1791 Grounding and Bonding

### **Learning Outcomes:**

- Demonstrate knowledge of grounding and bonding methods and equipment.
- Demonstrate knowledge of the procedures used to install, inspect and maintain grounding and bonding systems.

**Duration:** 30 Hours

**Pre-Requisite(s):** OL1631, OL1180

### **Objectives and Content:**

1. Define terminology associated with grounding and bonding.
2. Identify hazards and describe safe work practices pertaining to grounding and bonding.
3. Interpret codes, standards and regulations pertaining to grounding and bonding.
4. Interpret information pertaining to grounding and bonding found on drawings and specifications.
5. Identify tools and equipment relating to grounding and bonding and describe their applications and procedures for use.
6. Identify methods of grounding and bonding.
7. Describe the theory for equi-potential grounding and bonding.
8. Identify grounding and bonding conductors (jumpers), equipment and components and describe their characteristics and applications.
9. Identify the considerations and requirements for selecting grounding and bonding conductors (jumpers), methods, equipment and components.
10. Describe the procedures used to install grounding and bonding systems.
11. Describe the procedures used to inspect and maintain grounding and bonding systems.

**Practical Requirements:**

1. Install system grounds.
2. Install safety grounding “EPZ” for working on various structures.
3. Install vehicle grounding.

## OL1721 Conductors and Cables

### **Learning Outcomes:**

- Demonstrate knowledge of conductors and cables and their associated components.
- Demonstrate knowledge of methods of cable protection and their applications.
- Demonstrate knowledge of the procedures used to mechanically protect and support cables.

**Duration:** 30 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Define terminology associated with conductors and cables.
2. Identify hazards and describe safe work practices pertaining to conductors and cables.
3. Interpret utility standards pertaining to conductors and cables.
4. Interpret information pertaining to conductors and cables found on drawings and specifications.
5. Identify tools and equipment relating to conductors and cables and describe their applications and procedures for use.
6. Identify types of conductors and cables and describe their characteristics and applications.
  - i. overhead
  - ii. underground
  - iii. marine
  - iv. transmission
7. Identify conductor and cable components and accessories and describe their characteristics and applications.
  - i. conductor connections
    - factors concerning conductor connections
    - contact resistance
    - creep
    - surface oxide
    - corrosion

- ii.
  - thermal effects
  - splices
    - importance
    - types of splices
    - full tension splices
    - jumper splices (non-tension)
    - repair splices (non-tension)
    - service lead splices
    - types of sleeves
    - automatic tension splice
    - one piece sleeve
    - two piece sleeve
  - types of conductor vibration control equipment
    - aerolian
    - galloping
- 8. Identify methods of cable protection and describe their characteristics and applications.
  - i. mechanical
  - ii. electrical
- 9. Describe the procedures used to provide mechanical protection and support for cables.
- 10. Identify the considerations and requirements for selecting conductors and cables and their associated components and accessories.

**Practical Requirements:**

1. Select and use compression tools to complete a splice and connections.
2. Select and use explosive actuated tools to complete a splice and connections.

## OL1741 Sagging Conductors

### **Learning Outcomes:**

- Demonstrate knowledge of the effects of sagging on conductors.
- Demonstrate knowledge of the procedures used to sag conductors.

**Duration:** 10 Hours

**Pre-Requisite(s):** OL1791, OL1721

### **Objectives and Content:**

1. Define terminology associated with sagging conductors.
2. Identify hazards and describe safe work practices pertaining to sagging conductors.
3. Interpret codes, standards and regulations pertaining to sagging conductors.
4. Interpret information and perform calculations pertaining to sagging conductors found on drawings and specifications.
  - i. sag charts
  - ii. weights and tensions
5. Identify tools and equipment relating to sagging conductors and describe their applications and procedures for use.
6. Explain the effects of sagging on conductors.
7. Identify types and sizes of conductors and describe their characteristics and applications.
8. Identify the considerations and requirements for selecting dead-ends for conductors.
9. Describe the procedures used to sag conductors.

### **Practical Requirements:**

1. String, sag and tension primary conductors.

## OL1714 Single-Phase Circuits

### **Learning Outcomes:**

- Demonstrate knowledge of single-phase circuits, their characteristics and operation.
- Demonstrate knowledge of electromagnetic induction, its characteristics and applications.

**Duration:** 10 Hours

**Pre-Requisite(s):** OL1180, OL1791

### **Objectives and Content:**

1. Define terminology associated with single-phase circuits.
2. Identify hazards and describe safe work practices pertaining to single-phase circuits.
3. Identify units of measure and symbols pertaining to single-phase circuits.
4. Identify the components of single-phase circuits and describe their applications and operation.
5. Explain electromagnetic induction and its effect on a circuit.
  - i. self -induction
  - ii. mutual induction

### **Practical Requirements:**

1. Perform calculations pertaining to single-phase circuits.

## OL1701 Drawings, Schematics and Specifications

### **Learning Outcomes:**

- Demonstrate knowledge of drawings, schematics and specifications and their applications.
- Demonstrate knowledge of interpreting and extracting information from drawings, basic schematics and specifications.

**Duration:** 15 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Define terminology associated with drawings, schematics and specifications.
2. Identify types of drawings and describe their applications.
  - i. electrical
  - ii. construction standards
3. Interpret and extract information from drawings.
  - i. symbols and abbreviations
4. Interpret and extract information from basic schematics and specifications.

### **Practical Requirements:**

None.

## OL1715 Distribution Lines

### **Learning Outcomes:**

- Demonstrate knowledge of primary and secondary distribution lines, their applications and operation.
- Demonstrate knowledge of primary and secondary distribution line components, their applications and operation.
- Demonstrate knowledge of the procedures used to install, inspect, maintain, repair, troubleshoot and test distribution lines.

**Duration:** 30 Hours

**Pre-Requisite(s):** OL1714

### **Objectives and Content:**

1. Define terminology associated with distribution lines.
2. Identify hazards and describe safe work practices pertaining to distribution lines.
3. Interpret codes, standards and regulations pertaining to distribution lines.
4. Interpret information pertaining to distribution lines found on drawings and specifications.
5. Identify tools and equipment relating to distribution lines and describe their applications and procedures for use.
6. Explain the principles of electrical distribution.
7. Identify types of electrical distribution systems and describe their characteristics and applications.
8. Identify distribution line components and describe their purpose and operation.
9. Describe the procedures used to install primary and secondary lines and their components.
  - i. conventional stringing (slack)
  - ii. non-conventional stringing (tension)
10. Describe the procedures used to inspect and maintain primary and secondary distribution lines and their components.

11. Describe the procedures used to troubleshoot primary and secondary distribution lines.
12. Describe the procedures used to repair and test primary and secondary distribution lines and their components.
13. Describe basic distribution line design theory.
14. Identify basic electrical design requirements of primary and secondary distribution lines.

**Practical Requirements:**

None.

## OL1725 Overhead Distribution Structures

### **Learning Outcomes:**

- Demonstrate knowledge of distribution structures, their components and applications.
- Demonstrate knowledge of electrical distribution principles.
- Demonstrate knowledge of the procedures used to install and remove distribution structures, their components and accessories.
- Demonstrate knowledge of the procedures used to inspect, maintain, repair and test distribution structures.

**Duration:** 240 Hours

**Pre-Requisite(s):** OL1691, OL1851, OL1701, OL1715

### **Objectives and Content:**

1. Define terminology associated with distribution structures.
2. Identify hazards and describe safe work practices pertaining to distribution structures.
3. Interpret codes, standards and regulations pertaining to distribution structures.
4. Interpret information pertaining to distribution structures found on drawings and specifications.
5. Identify tools and equipment relating to distribution structures and describe their applications and procedures for use.
6. Identify types of distribution structures and describe their characteristics and applications.
  - i. single pole (with conductors only)
  - ii. tangent
  - iii. angle
  - iv. dead-end
  - v. take-off (or tap)
  - vi. joint use construction
  - vii. self-supporting poles
    - wood
    - steel
    - fiberglass
    - concrete
    - laminate

7. Identify distribution structure components and accessories and describe their characteristics and applications.
8. Identify types of distribution system components.
  - i. pole mounted transformers
  - ii. single-phase and three-phase switching points
  - iii. capacitor banks
  - iv. regulator banks
  - v. reclosers
  - vi. sectionalizers
9. Describe the procedures used to install and remove distribution structures, their components and accessories.
10. Describe the procedures used to repair and test distribution structures, their components and accessories.
11. Describe the procedures used to inspect and maintain distribution structures, their components and accessories.

**Practical Requirements:**

1. Install poles, anchors and guys.
2. Frame poles as per common utility standards.
3. String and sag primary conductors.
4. Install transformers and secondary conductors.
5. Install customer services.
6. Troubleshoot overhead distribution systems.

## OL1835 Overhead Distribution Systems

### **Learning Outcomes:**

- Demonstrate knowledge of overhead systems, their characteristics and applications.
- Demonstrate knowledge of overhead system construction principles.
- Demonstrate knowledge of the procedures used to install, connect, inspect, maintain, repair, troubleshoot and test overhead system components and accessories.

**Duration:** 30 Hours

**Pre-Requisite(s):** OL1725

### **Objectives and Content:**

1. Define terminology associated with overhead systems.
2. Identify hazards and describe safe work practices pertaining to overhead systems.
3. Interpret codes, standards and regulations pertaining to overhead systems.
4. Interpret information pertaining to overhead systems found on drawings and specifications.
5. Identify tools and equipment relating to overhead systems and describe their applications and procedures for use.
6. Identify types of overhead systems and describe their applications.
7. Identify components and accessories used in overhead systems and describe their characteristics and applications.
  - i. transformers
  - ii. reclosers
  - iii. capacitors
  - iv. conductors
  - v. system grounds
  - vi. voltage regulators
8. Explain the principles of overhead system construction.
9. Describe the operating procedures for overhead systems.

10. Describe the procedures used to install and connect overhead systems, their components and accessories.
11. Describe the procedures used to troubleshoot overhead systems, their components and accessories.
12. Describe the procedures used to inspect and maintain overhead systems, their components and accessories.
13. Describe the procedures used to repair and test overhead systems, their components and accessories.

**Practical Requirements:**

None.

## OL1140 Inductance and Capacitance

### **Learning Outcomes:**

- Demonstrate knowledge of inductance and capacitance, their characteristics and associated principles.
- Demonstrate knowledge of how inductance and capacitance are encountered on the job.

**Duration:** 10 Hours

**Pre-Requisite(s):** OL1180

### **Objectives and Content:**

1. Define terminology associated with inductance and capacitance.
2. Identify hazards and describe safe work practices pertaining to inductance and capacitance.
3. Explain the principles of inductance and capacitance.
4. Describe the importance of inductance and capacitance in AC circuits.
  - i. series circuits
  - ii. parallel circuits
  - iii. combination circuits
5. Identify the effects of inductance and capacitance on transmission and distribution lines.
  - i. skin effect
  - ii. mutual induction
  - iii. capacitive reactance
  - iv. conductor impedance
  - v. inductive reactance
6. Explain the effects of resonance as it pertains to inductance and capacitance.

### **Practical Requirements:**

None.

## OL1811    Transformers

### **Learning Outcomes:**

- Demonstrate knowledge of transformer operating principles.
- Demonstrate knowledge of transformer components, their applications and operation.
- Demonstrate knowledge of the procedures used to install and maintain transformers.
- Demonstrate knowledge of managing hazardous materials associated with transformers.

**Duration:**            30 Hours

**Pre-Requisite(s):** OL1190

### **Objectives and Content:**

1. Define terminology associated with transformers.
2. Identify hazards and describe safe work practices pertaining to transformers.
3. Interpret codes, standards and regulations pertaining to transformers.
4. Interpret information pertaining to transformers found on nameplates, drawings and specifications.
5. Identify tools and equipment relating to transformers and describe their applications and procedures for use.
6. Identify types of transformers and describe their applications.
7. Identify transformer components and describe their purpose and operation.
  - i. core
  - ii. windings
  - iii. oil
  - iv. bushings
  - v. gaskets
  - vi. tank
  - vii. cover
  - viii. taps and tap changer
  - ix. mounting brackets
  - x. switches

8. Explain transformer operating principles and their applications.
9. Describe the procedures used for paralleling single-phase transformers.
10. Explain transformer fusing principles and their applications relating to single-phase transformation.
11. Describe the procedures used to install and maintain transformers.
12. Describe the procedures used to manage oils and other petroleum products pertaining to transformers.

**Practical Requirements:**

1. Perform transformer load calculations.

## OL1821 Street Lighting Systems

### **Learning Outcomes:**

- Demonstrate knowledge of street lighting systems, their characteristics and applications.
- Demonstrate knowledge of the procedures used to install, connect, troubleshoot, inspect, maintain, repair and test street lighting systems.
- Demonstrate knowledge of the procedures used to store and dispose of ballasts, capacitors and lamps.

**Duration:** 25 Hours

**Pre-Requisite(s):** OL1190

### **Objectives and Content:**

1. Define terminology associated with street lighting systems.
2. Identify hazards and describe safe work practices pertaining to street lighting systems.
3. Interpret codes, standards and regulations pertaining to street lighting systems.
4. Interpret information pertaining to street lighting systems found on drawings and specifications.
5. Identify tools and equipment relating to street lighting systems and describe their applications and procedures for use.
6. Identify types of street lighting systems and describe their characteristics and applications.
7. Identify street lighting system components and accessories and describe their characteristics and applications.
8. Identify considerations and requirements for selecting street lighting system components and accessories.
9. Describe the procedures used to install and connect street lighting systems, their components and accessories.
10. Describe the procedures used to troubleshoot street lighting systems, their components and accessories.

11. Describe the procedures used to inspect and maintain street lighting systems, their components and accessories.
12. Describe the procedures used to repair and test street lighting systems, their components and accessories.
13. Identify the hazards associated with the storage and disposal of ballasts, capacitors and lamps.
14. Describe the procedures used to store and dispose of ballasts, capacitors and lamps.

**Practical Requirements:**

1. Install and connect streetlights.

## OL1150 Transmission Systems

### **Learning Outcomes:**

- Demonstrate knowledge of transmission systems, their applications and operation.
- Demonstrate knowledge of electrical transmission principles.
- Demonstrate knowledge of procedures used in the grounding and bonding of transmission systems.

**Duration:** 5 Hours

**Pre-Requisite(s):** OL1190, ER1151

### **Objectives and Content:**

1. Define terminology associated with transmission systems.
2. Identify hazards and describe safe work practices pertaining to transmission systems.
3. Interpret codes, standards and regulations pertaining to transmission systems.
4. Interpret information pertaining to transmission systems found on drawings and specifications.
5. Identify tools and equipment relating to transmission systems and describe their applications and procedures for use.
6. Identify types of transmission systems and describe their characteristics and applications.
7. Explain the principles of electrical transmission.
8. Identify transmission system components and describe their applications and operation.
9. Describe the procedures used to install transmission systems.
  - i. tension stringing
10. Identify grounding and bonding requirements relating to transmission systems.

11. Describe the procedures used for temporary grounding and bonding of transmission systems.
12. Explain troubleshooting and repair procedures related to transmission systems.

**Practical Requirements:**

None.

## OL1781 Transmission Structures

### **Learning Outcomes:**

- Demonstrate knowledge of transmission structures, their components and applications.
- Demonstrate knowledge of the procedures used to inspect and maintain transmission structures.

**Duration:** 5 Hours

**Pre-Requisite(s):** OL1150

### **Objectives and Content:**

1. Define terminology associated with transmission structures.
2. Identify hazards and describe safe work practices pertaining to transmission structures.
3. Interpret codes, standards and regulations pertaining to transmission structures.
4. Interpret information pertaining to transmission structures found on drawings and specifications.
5. Identify tools and equipment relating to transmission structures and describe their applications and procedures for use.
6. Identify types of transmission structures and describe their characteristics and applications.
  - i. single pole
  - ii. "H" – Frame
  - iii. "H" – Frame with overhead ground wire
  - iv. steel tower
7. Identify transmission structure components and accessories and describe their applications and operation.
8. Describe the procedures used to inspect and maintain transmission structures, their components and accessories.

### **Practical Requirements:**

None.

## OL1160 Steel Structure Climbing

### **Learning Outcomes:**

- Demonstrate knowledge of steel structure climbing, steel structure climbing equipment, its applications, limitations and procedures for use.

**Duration:** 6 Hours

**Pre-Requisite(s):** OL1150

### **Objectives and Content:**

1. Define terminology associated with steel structure climbing and equipment.
2. Identify hazards and describe safe work practices pertaining to steel structure climbing and equipment.
  - i. fall prevention and arrest
3. Describe the procedures used to perform rescues on steel structures.
4. Identify codes and regulations pertaining to steel structure climbing equipment.
  - i. training and certification requirements
5. Identify types of steel structure climbing equipment and describe their characteristics and applications.
6. Identify steel structure climbing equipment components and describe their characteristics and applications.
  - i. tower harnesses
  - ii. lanyards
7. Describe the procedures used to climb using climbing equipment.
8. Describe the procedures used to inspect, maintain and store climbing equipment and components.

### **Practical Requirements:**

None.

## OL1751 Tree Trimming

### **Learning Outcomes:**

- Demonstrate knowledge of tree trimming equipment, their applications, maintenance and procedures for use.
- Demonstrate knowledge of the techniques and procedures used to trim trees.

**Duration:** 6 Hours

**Pre-Requisite(s):** OL1631, OL1681

### **Objectives and Content:**

1. Define terminology associated with tree trimming.
2. Identify hazards and describe safe work practices pertaining to tree trimming.
3. Interpret guidelines, codes and regulations pertaining to tree trimming.
4. Identify tools and equipment relating to tree trimming and describe their applications and procedures for use.
  - i. gas powered chain saws
  - ii. hand saws
  - iii. hydraulic saws
  - iv. mechanical pruning equipment
  - v. rigging
5. Identify the techniques used to trim trees.
6. Describe the procedures used to trim trees.

### **Practical Requirements:**

None.

## OL1170 Job Planning

### **Learning Outcomes:**

- Demonstrate knowledge of the procedures used to plan and organize job tasks.

**Duration:** 6 Hours

**Pre-Requisite(s):** OL1701

### **Objectives and Content:**

1. Identify sources of information relevant to planning job tasks.
  - i. Documentation
    - standard operating procedures (SOPs)
  - ii. drawings
  - iii. related professionals
  - iv. clients
2. Identify codes and regulations pertaining to job planning.
3. Describe the considerations to plan and organize job tasks.
  - i. permits
  - ii. risk assessments (tailboard)
  - iii. personnel
  - iv. tools and equipment
  - v. materials and supplies
  - vi. scheduling/sequencing
  - vii. environmental

### **Practical Requirements:**

None.

## AM1000 Introduction to Essential Skills

### **Learning Outcomes:**

- Demonstrate knowledge of the nine nationally recognized essential skills.
- Demonstrate knowledge of the essential skills levels of complexity.
- Demonstrate knowledge of the essential skills required for the learners chosen trade.
- Demonstrate an awareness of essential skills assessments.

**Duration:** 9 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Identify and describe the essential skills recognized by the Government of Canada through the Office of Literacy and Essential Skills (OLES).
  - i. reading
  - ii. document use
  - iii. numeracy
  - iv. writing
  - v. oral communication
  - vi. working with others
  - vii. thinking
  - viii. computer use
  - ix. continuous learning
2. Describe the Levels of Complexity measurement assigned to essential skills.
3. Identify the essential skills, along with their complexity level, identified as necessary for the learner's trade.
  - i. RSOS / NOA content<sup>1</sup>
  - ii. OLES Essential Skills Profiles<sup>2</sup>
  - iii. OLES tools and support for apprentices and tradespersons<sup>3</sup>
4. Describe the nature and purpose of essential skills assessment.
  - i. self-assessment & formal assessment tools
  - ii. indicators of deficiencies
  - iii. suggestions for improvement

5. Describe the benefits of essential skills improvement.
  - i. confidence at work
  - ii. employability
  - iii. success in apprenticeship
  - iv. wage & job advancement

### **Practical Requirements:**

1. Complete an essential skills self-assessment addressing numeracy, document use and reading. The online **Government of Canada Essential Skills Indicator<sup>4</sup> and Essential Skills self-assessment for the trades<sup>5</sup>** are to be used unless the instructor provides a similar assessment tool or tools.
2. Participate in a group discussion about the impact of gaps in essential skills that may be revealed by the self-assessments completed, and the value of improving essential skills.

\*Students are graded complete or incomplete on this practical work, no grade is permitted for self-assessment performance. However, completion of the practical requirements is mandatory for completion of this unit.

### **Resources:**

All footnotes are in the companion document “Resources for Introduction to Essential Skills” which is available online from Apprenticeship and Trade Certification.

## AP1102 Introduction to Apprenticeship

### **Learning Outcomes:**

- Demonstrate knowledge of how to become a registered apprentice.
- Demonstrate knowledge of the steps to complete an apprenticeship program.
- Demonstrate knowledge of various stakeholders in the apprenticeship process.
- Demonstrate knowledge of the Red Seal Program.

**Duration:** 12 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

1. Define terminology associated with apprenticeship.
  - i. apprentice
  - ii. registered apprentice
  - iii. trade qualifier
  - iv. journeyperson
  - v. certified journeyperson
  - vi. Certificate of Apprenticeship
  - vii. Certificate of Qualification
  - viii. dual certification
  - ix. compulsory trades
2. Explain the roles and responsibilities of those involved in the apprenticeship system in Newfoundland and Labrador.
  - i. registered apprentice
  - ii. training institution
  - iii. employer
  - iv. journeyperson
  - v. mentor
  - vi. Department of Immigration, Skills and Labour
    - Industrial Training section
    - Standards and Curriculum section
  - vii. Provincial Trade Advisory Committees (PTAC)
  - viii. Provincial Apprenticeship and Certification Board (PACB)

3. Describe the training components of an apprenticeship.
  - i. in-school
    - Pre-employment / Level 1
    - advanced levels
  - ii. workplace experience
4. Explain the steps in the registered apprenticeship process.
  - i. meet entrance requirements
    - education
    - employment
    - Recognition of Prior Learning (RPL) - if applicable
  - ii. complete the registration process
    - application
    - required documents
  - iii. complete the Memorandum of Understanding (MOU)
    - contract responsibilities
    - probation period
    - cancellation
  - iv. maintain Record of Occupational Progress (Logbook)
    - sign off skills
    - record hours
    - update Apprenticeship Program Officer (APO) on progress
  - v. class calls
    - hour requirements
    - EI eligibility
    - training schedule
  - vi. level examinations - if applicable
  - vii. progression schedule
    - apprenticeship level
    - wage rates
  - viii. certification examinations
    - Provincial
    - Interprovincial
      - written
      - practical - if applicable
  - ix. certification
    - Certificate of Apprenticeship
    - Certificate of Qualification
    - Provincial journeyperson - Blue Seal
    - Interprovincial journeyperson - Red Seal endorsement (RSE)
5. Identify the Conditions Governing Apprenticeship.

6. Discuss cancellation of apprenticeship.
  - i. failure to notify of address change
  - ii. extended periods of unemployment
  - iii. lack of contact with an APO for an extended period
  - iv. failure to respond to class calls
  - v. declining of multiple class calls
7. Explain the Interprovincial Standards Red Seal program.
  - i. designated Red Seal trades
  - ii. the Red Seal Occupational Standard (RSOS)
  - iii. relationship of RSOS to IP examination
  - iv. national qualification recognition and mobility
8. Identify the current financial incentives available to apprentices.
  - i. Federal
  - ii. Provincial
9. Explain the Provincial / Territorial Apprentice Mobility Guidelines.
  - i. temporary mobility
  - ii. permanent mobility
10. Describe Atlantic and National Harmonization initiatives.

**Practical Requirements:**

1. Use the Provincial Apprenticeship and Trades Certification website at [www.gov.nl.ca/atcd](http://www.gov.nl.ca/atcd)
  - i. locate, download, and complete the Application for Apprenticeship and Memorandum of Understanding (MOU)
  - ii. locate the address of the Industrial Training office closest to this campus
  - iii. locate the training schedule and identify the start date of the next class call for this trade
  - iv. locate and review the learning resources applicable to this trade
    - Study Guide
    - Exam Preparation Guide
    - Plan of Training

2. Use the Plan of Training applicable to this trade.
  - i. locate the hours for the trade
    - total in-school
    - total required for certification
  - ii. locate the number of levels
  - iii. locate the courses in each level
  - iv. locate the hours required for progression to a Level 2 apprentice and the wage percentage of that level

## AM1101 Math Essentials

Note: It is recommended that AM1101 be delivered in the first semester of the Pre-employment program.

### **Learning Outcomes:**

- Demonstrate knowledge of essential numeracy skills.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Demonstrate knowledge of mathematical principles in trade problem solving situations.
- Demonstrate the ability to solve simple mathematical word problems.

**Duration:** 42 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Describe whole number operations.
  - i. read, write, count, round off, add, subtract, multiply and divide whole numbers.
2. Describe the application of the order of operations in math problems.
3. Describe fraction and mixed number operations.
  - i. read, write, add, subtract, multiply and divide fractions.
4. Describe decimal operations.
  - i. read, write, round off, add, subtract, multiply and divide decimals.
5. Describe percent/decimal/fraction conversion and comparison.
  - i. convert between fractions, decimals and percents.
6. Identify percentage operations.
  - i. read and write percentages
  - ii. calculate base, rates and percentages

7. Identify ratio and proportion operations.
  - i. use a ratio comparing two quantities with the same units
  - ii. use a proportion comparing two ratios
8. Describe the use of the imperial measurement system in math problems.
  - i. identify units of measurement
    - length
    - mass
    - area
    - volume
    - capacity
9. Describe the use of the metric measurement system in math problems.
  - i. identify units of measurement
    - length
    - mass
    - area
    - volume
    - capacity
10. Identify angles, lines and geometric shapes.
  - i. use a protractor to measure angles
  - ii. determine whether an angle is right, acute or obtuse
  - iii. identify parallel, perpendicular, horizontal and vertical lines
  - iv. identify types of triangles, quadrilaterals, and 3-dimensional shapes
11. Describe estimation strategies.
  - i. estimate a linear measure using a referent
  - ii. estimate length, area and volume of objects in metric and imperial systems
12. Describe problem solving that involves linear measurement using instruments such as rulers or tape measures, in the metric and imperial systems.

### **Practical Requirements:**

1. To emphasize or further develop specific knowledge objectives, students will be required to complete practical demonstrations, which confirm proper application of mathematical theory to job skills.

## AM1271 Powerline Technician Math Fundamentals

### **Learning Outcomes:**

- Demonstrate knowledge of mathematical concepts in the performance of trade practices.
- Demonstrate knowledge of mathematics as a critical element of the trade environment.
- Solve mathematical word problems.
- Demonstrate knowledge of mathematical principles for the purposes of problem solving, job and materials estimation, measurement, calculation, system conversion, diagram interpretation and scale conversions, formulae calculations, and geometric applications.

**Duration:** 42 Hours

**Pre-Requisite(s):** AM1101

### **Objectives and Content:**

The instructor is required to use trade specific examples to reinforce the course objectives.

1. Describe percent/decimal/fraction conversions and comparisons in trade specific situations.
2. Describe ratios and proportions as they relate to trade specific problems.
3. Describe the use of the Imperial and Metric measurement systems in trade specific applications.
4. Describe Imperial and Metric conversions in trade specific situations.
  - i. convert between imperial and metric measurements
  - ii. convert to another unit within the same measurement system
5. Describe how to manipulate formulas using cross multiplication, dividing throughout, elimination, and substitution to solve trade specific problems.
  - i. right angle triangles
  - ii. area
  - iii. volume
  - iv. perimeter
  - v. density

6. Identify calculations involving geometry that are relevant to the trade.
  - i. angle calculations
  - ii. circle calculations
7. Identify math processes used to complete administrative trade tasks.
  - i. material estimation
  - ii. material costing
  - iii. time & labour estimates
  - iv. taxes & surcharges
  - v. markup & projecting revenue

**Practical Requirements:**

1. To emphasize or further develop specific knowledge objectives, students will be asked to complete practical demonstrations, which confirm proper application of mathematical theory to job skills.

**Note:** This course is **Non-Transferable** to other trades programs, and **Not Eligible for Prior Learning Assessment**. Students completing training in this trade program are required to complete this math course. Apprentice transfers under Provincial / Territorial Mobility agreements may be exempt from this requirement.

## CM2161 Communication Essentials

### **Learning Outcomes:**

- Demonstrate knowledge of the importance of well-developed writing and oral communication skills in the workplace.
- Demonstrate knowledge of the principles of effective workplace writing.
- Demonstrate knowledge of the purpose of various types of workplace documentation and workplace meetings.
- Demonstrate knowledge of the importance of effective interpersonal skills in the workplace.
- Demonstrate knowledge of effective job search techniques

**Duration:** 36 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Define communications terminology used in the trade.
2. Identify the principles of effective workplace writing.
  - i. grammar, punctuation, mechanics
  - ii. sentence and paragraph construction
  - iii. tone, language, and word choice
  - iv. the writing process
    - planning
    - writing
    - editing/revising
3. Identify sources of information used to communicate in the workplace.
  - i. regulations
  - ii. codes
  - iii. OH&S requirements
  - iv. prints, drawings and specifications
  - v. company and client documentation

4. Identify types and purposes of informal workplace documents.
  - i. reports
    - incident
    - process
    - progress
  - ii. common trade specific forms
  - iii. primary and secondary methods of information gathering
  - iv. accuracy and completeness in reports and forms
5. Demonstrate an understanding of interpersonal communications in the workplace.
  - i. recognize group dynamics
  - ii. contribute information and expertise
  - iii. individual learning styles
    - audible
    - visual
    - experiential
    - theoretical
  - iv. recognize respectful and open communication
  - v. accept and provide feedback
  - vi. interpret non-verbal communication cues
    - body language
    - signals
6. Demonstrate an understanding of effective oral communication skills.
  - i. listening
    - receiving, understanding, remembering, reflecting, evaluating, paraphrasing, and responding
  - ii. speaking
    - using clear and proper words
    - tone, style, and vocabulary
    - brevity
  - iii. common workplace oral communication situations
    - introducing self and others
    - telephone conversations
    - tool box/safety talks
    - face-to-face conversations
    - communicating with co-workers, supervisors, clients, and other trades people
7. Identify common practices related to workplace meetings.
  - i. meeting formats
  - ii. meeting preparation
  - iii. agendas and minutes
  - iv. roles, responsibilities, and etiquette of meeting participants

8. Identify acceptable workplace use of communication technologies.
  - i. cell / smart phone etiquette
  - ii. voice mail
  - iii. e-mail
  - iv. texting / messaging through social media
  - v. teleconferencing / videoconferencing for meetings and interviews
  - vi. social networking
  - vii. other emerging technologies
  
9. Demonstrate an understanding of effective job search techniques.
  - i. employment trends, opportunities, and sources of employment
  - ii. job ads and the importance of fitting qualifications to job requirements
  - iii. resumes
    - characteristics of effective resumes
    - types of resumes
    - principles of resume formatting
  - iv. effective cover letters
  - v. job interview process
    - pre-interview preparation
    - interview conduct
    - post-interview follow up

**Practical Requirements:**

1. Write a well-developed, coherent, unified paragraph.
2. Complete a trade-related form.
3. Prepare an agenda for a toolbox safety talk.
4. Participate in a simulated oral workplace communication situation.
5. Prepare a resume.

## SD1761 Workplace Essentials

Note: It is recommended that SD1761 be delivered in the second half of Pre-employment training.

### **Learning Outcomes:**

- Demonstrate knowledge of workplace requirements in the areas of personal responsibility, unions, workers compensation, workers' rights, and human rights.
- Demonstrate knowledge of quality customer service.

**Duration:** 24 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

Wherever possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Identify personal responsibilities and attitudes that contribute to on-the-job success.
  - i. asking questions
  - ii. working safely
  - iii. accepting constructive feedback
  - iv. time management & punctuality
  - v. respect for authority
  - vi. stewardship of materials, tools and properties
2. Define unions and identify their role in the workplace.
  - i. purpose of unions
  - ii. common union structure
  - iii. unions in this trade
3. Demonstrate an understanding of the Worker's Compensation process.
  - i. aims, objectives, and benefits of the Workplace Health, Safety and Compensation Commission
  - ii. role of the workers advisor
  - iii. internal review process

4. Demonstrate an understanding of worker's rights.
  - i. labour standards
  - ii. regulations, including:
    - hours of work & overtime
    - termination of employment
    - minimum wages & allowable deductions
    - statutory holidays, vacation time, and vacation pay
5. Demonstrate an understanding of human rights issues.
  - i. awareness of the Human Rights Code and the role of the Human Rights Commission
  - ii. categories of discrimination and strategies for prevention
    - direct
    - systemic
    - adverse effect
  - iii. types of discrimination
    - race
    - ethnic origin
    - colour
    - religion
    - age
    - gender identify
    - sexual orientation
    - marital status
    - family status
    - disability
    - criminal conviction that has been pardoned
  - iv. conduct that constitutes harassment and discrimination
    - objectionable conduct
    - comments or displays made either on a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to the recipient
  - v. the value of diversity in the workplace
    - culture
    - gender identify
    - sexual orientation

6. Demonstrate an understanding of quality customer service.
  - i. importance of quality service
  - ii. barriers to quality service
    - physical and physiological
    - cultural
    - technological
  - iii. customer needs & common methods for meeting them
  - iv. characteristics & importance of a positive attitude
  - v. interactions with challenging customers
  - vi. addressing complaints and resolve conflict

**Practical Requirements:**

None.

## MC1062 Computer Essentials

### **Learning Outcomes:**

- Demonstrate knowledge of desktop/laptop and mobile computers and their operation.
- Demonstrate knowledge of word processing and spreadsheet software, internet browsers and their applications.
- Demonstrate knowledge of e-mail applications and procedures.
- Demonstrate an awareness of security issues related to computers.
- Demonstrate an awareness of online learning using computers.

**Duration:** 15 Hours

**Pre-Requisite(s):** None

### **Objectives and Content:**

When possible, the instructor is expected to use trade specific examples to reinforce the course objectives.

1. Identify computer types used in the workplace, and the characteristics of each.
  - i. desktop/laptop computers
  - ii. tablets
  - iii. smartphones
2. Identify common desktop and mobile operating systems.
  - i. Windows
  - ii. Mac OS
  - iii. iOS
  - iv. Android
3. Describe the use of Windows operating system software.
  - i. start and end a program
  - ii. use the help function
  - iii. use the find function
  - iv. maximize and minimize a window
  - v. open and scroll through multiple windows
  - vi. use the task bar
    - adjust desktop settings such as screen savers, screen resolution, and backgrounds
  - vii. shut down a computer

4. Identify the skills necessary to perform file management commands.
  - i. create folders
  - ii. copy files and folders
  - iii. move files and folders
  - iv. rename files and folders
  - v. delete files and folders
5. Describe the use of word processing software to create documents.
  - i. enter & edit text
  - ii. indent and tab text
  - iii. change text attributes
    - bold
    - underline
    - font
  - iv. change layout format
    - margins
    - alignment
    - line spacing
  - v. spell check and proofread
  - vi. save, close & reopen a document
  - vii. print document
6. Describe the use of spreadsheet software to create documents.
  - i. enter data in cells
  - ii. format data in cells
  - iii. create formulas to add, subtract, multiply and divide
  - iv. save, close & reopen a spreadsheet
  - v. print spreadsheet
7. Describe the use of the internet in the workplace.
  - i. web browsers
  - ii. search engines
  - iii. security issues
  - iv. personal responsibility for internet use at work
8. Describe the role of e-mail.
  - i. e-mail etiquette
    - grammar and punctuation
    - privacy issues when sharing and forwarding e-mail
    - work appropriate content
    - awareness of employer policies

- ii. managing e-mail
  - using folders
  - deleting, forwarding, replying
- iii. adding attachments to e-mail
- iv. view e-mail attachments
- v. printing e-mail

9. Describe computer use for online learning.

- i. online training
- ii. level exams
- iii. study guides
- iv. practice exams

**Practical Requirements:**

1. Create, save and print a document using word processing software.
2. Create, save and print a document using spreadsheet software.
3. Send and receive an e-mail with an attachment.

**OT1161 Workplace Exposure**

**Learning Outcomes:**

- Demonstrate knowledge of theory and practical applications of trade skills, safe work practices, appropriate workplace behaviour, and time management through exposure to the trade in an authentic work environment.

**NOTE:** The Pre-apprentice must be supervised at the workplace. Supervision staff must be appropriately qualified to undertake that role - preferably a certified Journeyperson for the trade.

**Duration:** 60 Hours

**Pre-Requisite(s):** None.

## Level 2

### OL2632 Underground Distribution Systems

#### **Learning Outcomes:**

- Demonstrate knowledge of underground systems, their characteristics and applications.
- Demonstrate knowledge of underground system construction principles.
- Demonstrate knowledge of the procedures used to install, splice and terminate conductors and cables.
- Demonstrate knowledge of the procedures used to install, connect, inspect maintain, troubleshoot, repair and test underground system components and accessories.

**Duration:** 120 Hours

**Pre-Requisite(s):** Level 1

#### **Objectives and Content:**

1. Define terminology associated with underground systems.
2. Identify hazards and describe safe work practices pertaining to underground systems.
3. Interpret codes, standards and regulations pertaining to underground systems.
4. Interpret information pertaining to underground systems found on drawings and specifications.
5. Identify tools and equipment relating to underground systems and describe their applications and procedures for use.
6. Identify types of underground systems and describe their applications.
  - i. radial
  - ii. loop
  - iii. network

7. Identify components and accessories used in underground systems and describe their characteristics and applications.
  - i. cables
    - concentric neutral
    - non-shielded
    - shielded
  - ii. cable protection
  - iii. handling cable
  - iv. system grounds
  - v. duct systems
  - vi. direct-buried systems
  - vii. pad-mounted transformers
8. Explain the principles of underground system construction.
9. Describe the operating procedures for underground systems.
10. Describe the procedures used to install and connect underground systems, their components and accessories.
11. Describe the procedures used to troubleshoot underground systems, their components and accessories.
12. Describe the procedures used to inspect and maintain underground systems, their components and accessories.
13. Describe the procedures used to repair and test underground systems, their components and accessories.
14. Describe the procedures used to fish and install conductors and cables and their associated components and accessories.
15. Describe the procedures used to splice conductors and cables.
16. Describe the procedures used to cut, strip and terminate conductors and cables.

**Practical Requirements:**

1. Install duct systems.
2. Install primary and secondary underground cables and conductors.
3. Perform splices and terminations on underground cables and conductors.
4. Install underground residential distribution systems.
5. Operate and maintain residential distribution systems.
6. Perform operating procedures for switching in an underground system.
7. Use cable locating equipment.
8. Use fault locating equipment.
9. Operate and replace bay-o-net fuses.

## OL2521 Three-Phase Circuits

### **Learning Outcomes:**

- Demonstrate knowledge of three-phase circuits, their characteristics and applications.
- Demonstrate knowledge of three-phase connections.
- Demonstrate knowledge of three-phase electricity calculations.

**Duration:** 60 Hours

**Pre-Requisite(s):** Level 1

### **Objectives and Content:**

1. Define terminology associated with three-phase circuits.
2. Identify hazards and describe safe work practices pertaining to three-phase circuits.
3. Identify units of measure and symbols pertaining to three-phase power.
4. Explain three-phase power generation.
5. Identify the components of three-phase circuits and describe their applications and operation.
6. Identify types of three-phase connections and describe their applications and operation.
  - i. delta
  - ii. wye
7. Explain the relationship between voltage and current in three-phase connections.
8. Describe the procedures used to measure three-phase power.
9. Perform calculations for balanced and unbalanced loads.
10. Perform calculations pertaining to three-phase power.
  - i. true power
  - ii. apparent power
  - iii. reactive power
  - iv. power factor

**Practical Requirements:**

1. Use electrical test instruments to measure volts, amps and watts.
2. Use line test instruments to measure voltage and current on primary systems.

## OL2532 Transformer Banking

### **Learning Outcomes:**

- Demonstrate knowledge of transformer connection types, their applications and implications.
- Demonstrate knowledge of transformer fusing principles.
- Demonstrate knowledge of the procedures used to install, parallel and test transformer banks.

**Duration:** 60 Hours

**Pre-Requisite(s):** OL2521

### **Objectives and Content:**

1. Define terminology associated with transformer banking.
2. Identify hazards and describe safe work practices pertaining to transformer banking.
  - i. single phase circuits
  - ii. operating single phase transformers in parallel
  - iii. three-phase circuits
  - iv. transformer bank with a delta primary
  - v. transformer bank with an open-delta primary
  - vi. transformers paralleled for single-phase service
  - vii. single-phase transformers on a delta system
  - viii. transformers connected wye-delta, isolated neutral
  - ix. transformers connected open wye – open delta
  - x. transformers connected wye-wye
  - xi. single-phase transformers on a wye primary
  - xii. accidental energization (back feed)
  - xiii. electromagnetic coupling
  - xiv. electrostatic charge
3. Interpret codes, standards and regulations pertaining to transformer banking.
4. Interpret information pertaining to transformer banking found on nameplates, drawings and specifications.
5. Identify tools and equipment relating to transformer banking and describe their applications and procedures for use.
6. Identify the considerations for selecting transformers to satisfy clients' needs.

7. Identify types of transformer connections and describe their applications.
  - i. delta-delta
  - ii. wye-wye
  - iii. delta-wye
  - iv. wye-delta
  - v. open wye-open delta
    - transformer capacity
8. Explain transformer fusing principles and their applications relating to transformer banking.
9. Describe the procedures used for paralleling three-phase transformer banks.
10. Describe the procedures used to install transformer banks.
11. Identify types of tests pertaining to transformer banking.
  - i. phase rotation
12. Describe the procedures used to perform tests on transformer banks.

**Practical Requirements:**

1. Connect and test various transformer connections.
2. Install and connect various transformer banks.
3. Use various measuring instrument.
4. Select proper transformer fusing.
5. Troubleshoot various transformer connections.

## Level 3

### OL3700 Live Line Work

#### **Learning Outcomes:**

- Demonstrate knowledge of the principles of live line work.
- Demonstrate knowledge of the procedures used to perform live line work.

**Duration:** 240 Hours

**Pre-Requisite(s):** Level 2

#### **Objectives and Content:**

1. Define terminology associated with live line work.
2. Identify hazards and describe safe work practices pertaining to live line work.
3. Interpret codes, standards and regulations pertaining to live line work.
4. Interpret information pertaining to live line work found on drawings and specifications.
5. Identify tools and equipment used for live line work and describe their applications and procedures for use.
  - i. rigging
  - ii. tension stringing equipment
6. Interpret information and perform calculations pertaining to live line rigging.
  - i. weights and tensions
  - ii. working load limits (WLL)/ safe working loads (SWL)
7. Identify types of live line work and describe their applications.
  - i. hot stick
  - ii. rubber glove
  - iii. bare hand
8. Identify line protection requirements relating to live line work.
9. Describe principles of live line work.

10. Describe the procedures used to perform live line work.
  - i. cover-up
  - ii. hot stick
  - iii. rubber glove
  - iv. bare hand

**Practical Requirements:**

1. Perform a Tailboard Conference.
2. Perform vehicle and equipment checks.
3. Perform insulator changes on various structure types using proper hot stick live line procedures.
4. Perform cross-arm changes on various structure types using proper hot stick live line procedures.
5. Set up and use rigging and hoisting equipment specific to hot stick live line procedures.
6. Perform dielectric boom leakage test on aerial device for using rubber glove live line procedures.
7. Layout and set up proper rubber protective equipment, rigid cover-up as required, hot line tools, and proper rubber gloves.
8. Perform insulator changes on various structure types using proper rubber glove live line procedures.
9. Perform cross-arm changes on various structure types using proper rubber glove live line procedures.

## Level 4

### OL4000 Power Transformers

#### **Learning Outcomes:**

- Demonstrate knowledge of power transformer operating principles.
- Demonstrate knowledge of power transformer components, their applications and operation.
- Demonstrate knowledge of the procedures used to install, inspect and maintain power transformers.

**Duration:** 25 Hours

**Pre-Requisite(s):** Level 3

#### **Objectives and Content:**

1. Define terminology associated with power transformers.
2. Identify hazards and describe safe work practices pertaining to power transformers.
3. Interpret codes, standards and regulations pertaining to power transformers.
4. Interpret information pertaining to power transformers found on nameplates, drawings and specifications.
5. Identify tools and equipment relating to power transformers and describe their applications and procedures for use.
6. Identify types of power transformers and describe their applications.
  - i. stationary
  - ii. mobile
7. Identify power transformer components and describe their functions.
8. Identify types of power transformer connections and describe their applications.
  - i. two-winding
  - ii. autotransformer
  - iii. tertiary
9. Explain power transformer operating principles and their applications.

10. Describe the procedures used to install power transformers.
11. Describe the procedures used to inspect and maintain power transformers.

**Practical Requirements:**

None.

## OL4010 Three-Phase Metering

### **Learning Outcomes:**

- Demonstrate knowledge of three-phase meters, their components and applications.
- Demonstrate knowledge of metering procedures.
- Demonstrate knowledge of the procedures used to remove and install three-phase meters.

**Duration:** 30 Hours

**Pre-Requisite(s):** Level 3

### **Objectives and Content:**

1. Define terminology associated with three-phase meters.
2. Identify hazards and describe safe work practices pertaining to three-phase meters.
3. Interpret codes, standards and regulations pertaining to three-phase meters.
4. Interpret information pertaining to three-phase meters found on drawings and specifications.
5. Identify tools and equipment relating to three-phase meters and describe their applications and procedures for use.
6. Identify types of three-phase meters and describe their applications.
  - i. primary
  - ii. secondary
  - iii. self-contained
  - iv. transformer rated
    - current transformers (CT)
    - potential transformers (PT)
    - test switches
7. Identify three-phase meter components and describe their functions.
8. Explain three-phase metering procedures.
9. Describe the procedures used to remove and install three-phase meters.
10. Describe the procedures to parallel three-phase systems.

**Practical Requirements:**

1. Perform various measurement tests at a meter test switch.
2. Perform various paralleling system procedures.

## OL4020 Voltage Regulation and Control Devices

### **Learning Outcomes:**

- Demonstrate knowledge of voltage regulation and control devices, their characteristics and applications.
- Demonstrate knowledge of the procedures used to install and operate voltage regulation and control devices.

**Duration:** 30 Hours

**Pre-Requisite(s):** Level 3

### **Objectives and Content:**

1. Define terminology associated with voltage regulation and control devices.
2. Identify hazards and describe safe work practices pertaining to voltage regulation and control devices.
3. Interpret codes, standards and regulations pertaining to voltage regulation and control devices.
4. Interpret information pertaining to voltage regulation and control devices found on drawings and specifications.
5. Identify tools and equipment relating to voltage regulation and control devices and describe their applications and procedures for use.
6. Identify voltage regulation and control devices and accessories and describe their characteristics and applications.
  - i. shunt capacitors
  - ii. series capacitors
  - iii. tap changers
    - on-load
    - off-load
  - iv. voltage regulators
    - induction
    - step
  - v. auto boosters

7. Identify the considerations and requirements for selecting voltage regulation devices and accessories.
8. Describe the procedures used to install and operate voltage regulation and control devices, their components and accessories.

**Practical Requirements:**

1. Operate a regulator control panel.
2. Perform switching procedures to place a regulator 'in' service.
3. Perform switching procedures to remove a regulator 'from' service.
4. Perform voltage checks at a regulator control panel to determine proper operation.

## OL4030 Line Protective Devices

### **Learning Outcomes:**

- Demonstrate knowledge of protective devices, their characteristics and applications.
- Demonstrate knowledge of operating principles of protective devices.
- Demonstrate knowledge of the procedures used to install, operate, troubleshoot and inspect protective devices.

**Duration:** 60 Hours

**Pre-Requisite(s):** Level 3

### **Objectives and Content:**

1. Define terminology associated with protective devices.
2. Identify hazards and describe safe work practices pertaining to protective devices and those contained in substations.
3. Interpret codes, standards and regulations pertaining to protective devices.
4. Interpret information pertaining to protective devices found on drawings and specifications.
5. Identify tools and equipment relating to protective devices and describe their applications and procedures for use.
6. Identify types of protective devices and describe their characteristics and applications.
  - i. air break devices (load breaking and non-load breaking)
    - fuses
    - sectionalizers
    - power fuses
  - ii. oil devices
    - electronic reclosers
    - sectionalizers
  - iii. vacuum devices
  - iv. de-ionizing gas devices (SF6, circuit breaker)
  - v. lightning arrestors
  - vi. current limiting fuses

7. Identify protective device components and accessories and describe their characteristics and applications.
8. Explain the operating principles of protective devices.
9. Explain protective principles and their applications relating to line protection.
10. Explain the principles relating to protective device coordination.
11. Identify the considerations and requirements for selecting protective devices and accessories.
12. Describe the procedures used to install and operate protective devices, their components and accessories.
13. Describe the procedures used to troubleshoot protective devices, their components and accessories.
14. Describe the procedures used to inspect protective devices, their components and accessories.

**Practical Requirements:**

1. Perform a Tailboard Conference.
2. Operate various switches and protective devices as per manufacturer procedures.
3. Perform operations to remove switches and protective devices from service.
4. Perform proper operating procedures necessary to:
  - i. place an EOR “in” service
  - ii. remove an EOR “from” service
  - iii. pick up “cold load” with an EOR
5. Close an EOR manually with the manual closing tool.
6. Place an EOR in “non-reclose” for a “hold-off” using both electronic and manual procedures.

## OL4040 Line Capacitors

### **Learning Outcomes:**

- Demonstrate knowledge of line capacitors, their characteristics and applications.
- Demonstrate knowledge of the procedures used to install, operate, protect, inspect and test line capacitors.
- Demonstrate knowledge of operating principles of line capacitors.

**Duration:** 20 Hours

**Pre-Requisite(s):** Level 3

### **Objectives and Content:**

1. Define terminology associated with line capacitors.
2. Identify hazards and describe safe work practices pertaining to line capacitors.
3. Interpret codes, standards and regulations pertaining to line capacitors.
4. Interpret information pertaining to line capacitors found on drawings and specifications.
5. Identify tools and equipment relating to line capacitors and describe their applications and procedures for use.
6. Identify types of line capacitors and describe their characteristics and applications.
  - i. shunt connection
  - ii. series connection
7. Identify line capacitor components and accessories and describe their characteristics and applications.
8. Describe the operating principles of line capacitors.
9. Identify the considerations and requirements for selecting line capacitors and accessories.
10. Describe the procedures used to install and operate line capacitors, their components and accessories.

11. Describe the procedures used to protect line capacitors, their components and accessories.
12. Describe the procedures used to inspect line capacitors, their components and accessories.
13. Describe the procedures used to test line capacitors, their components and accessories.

**Practical Requirements:**

1. Install capacitors in parallel and series connection.
2. Use proper procedures to remove capacitors from service.

## OL4050 Substations, Switching Stations and Terminals

### **Learning Outcomes:**

- Demonstrate knowledge of substations, switching stations and terminals, their characteristics and applications.
- Demonstrate knowledge of the procedures used to inspect and maintain substations, switching stations and terminals.

**Duration:** 60 Hours

**Pre-Requisite(s):** Level 3

### **Objectives and Content:**

1. Define terminology associated with substations, switching stations and terminals.
2. Identify hazards and describe safe work practices pertaining to substations, switching stations and terminals.
3. Interpret codes, standards and regulations pertaining to substations, switching stations and terminals.
4. Interpret information pertaining to substations, switching stations and terminals found on drawings and specifications.
5. Identify tools and equipment relating to substations, switching stations and terminals and describe their applications and procedures for use.
6. Identify types of substations, switching stations and terminals and describe their characteristics and applications.
7. Identify substation, switching station and terminal components and accessories and describe their operation.
8. Describe the procedures used to inspect and maintain substations, their components and accessories.
9. Describe the procedures used to inspect and maintain switching stations, their components and accessories.

10. Describe the procedures used to inspect and maintain terminals, their components and accessories.
11. Describe the procedures used to provide personnel protection while performing switching duties.

**Practical Requirements:**

1. Perform switching procedures, create switching orders and apply lock out / tag out procedures as required.

## OL4060 Single-Phase Metering

### **Learning Outcomes:**

- Demonstrate knowledge of single-phase meters, their components and applications.
- Demonstrate knowledge of metering procedures.
- Demonstrate knowledge of the procedures used to remove and install single-phase meters.

**Duration:** 15 Hours

**Pre-Requisite(s):** Level 3

### **Objectives and Content:**

1. Define terminology associated with single-phase meters.
2. Identify hazards and describe safe work practices pertaining to single-phase meters.
3. Interpret codes, standards and regulations pertaining to single-phase meters.
4. Interpret information pertaining to single-phase meters found on drawings and specifications.
5. Identify tools and equipment relating to single-phase meters and describe their applications and procedures for use.
6. Identify types of single-phase meters and describe their applications.
  - i. primary
  - ii. secondary
  - iii. self-contained
  - iv. transformer rated
7. Identify single-phase meter components and describe their functions.
8. Explain single-phase metering procedures.
9. Describe the procedures used to remove and install single-phase meters.

**Practical Requirements:**

1. Perform voltage checks.
2. Install, read, disconnect and reconnect meters.

## C. Conditions Governing Apprenticeship Training

### 1.0 General

The following general conditions apply to all apprenticeship training programs approved by the Provincial Apprenticeship and Certification Board (PACB) in accordance with the **Apprenticeship Training and Certification Act (1999)**. If an occupation requires additional conditions, these will be noted in the specific Plan of Training for the occupation. In no case should there be a conflict between these conditions and the additional requirements specified in a certain Plan of Training. All references to Memorandum of Understanding will also apply to Letter of Understanding (LOU) agreements.

### 2.0 Entrance Requirements

#### 2.1 Entry into the occupation as an apprentice requires:

Indenturing into the occupation by an employer who agrees to provide the appropriate training and work experiences as outlined in the Plan of Training.

2.2 Notwithstanding the above, each candidate must have successfully completed a high school program or equivalent, and in addition may be required to have completed certain academic subjects as specified in a particular Plan of Training. Mature students, at the discretion of the Director of Apprenticeship and Trades Certification, may be registered. A mature student is defined as one who has reached the age of 19 and who can demonstrate the ability and the interest to complete the requirements for certification.

2.3 At the discretion of the Director of Apprenticeship and Trades Certification, credit toward the apprenticeship program may be awarded to an apprentice for previous work experience and/or training as validated through prior learning assessment.

2.4 An Application for Apprenticeship form must be duly completed along with a Memorandum of Understanding as applicable to be indentured into an Apprenticeship. The Memorandum of Understanding must contain signatures of an authorized employer representative, the apprentice and an official representing the Provincial Apprenticeship and Certification Board to be valid.

2.5 A new Memorandum of Understanding must be completed for each change in an employer during the apprenticeship term.

### **3.0 Probationary Period**

The probationary period for each Memorandum of Understanding will be six months or 900 employment credit hours. Within that period the memorandum may be terminated by either party upon giving the other party and the PACB one week notice in writing.

### **4.0 Termination of a Memorandum of Understanding**

After the probationary period referred to in Section 3.0, the Memorandum of Understanding may be terminated by the PACB by mutual consent of the parties involved, or cancelled by the PACB for proper and sufficient cause in the opinion of the PACB, such as that stated in Section 14.

### **5.0 Apprenticeship Progression Schedule, Wage Rates and Advanced Training Criteria**

## Progression Schedule

Powerline Technician - 7200 Hours			
Apprenticeship Level And Wages			
Level	Wage Rate	Requirements for Progression to Next Level	Next Level
1	60%	<ul style="list-style-type: none"> <li>▪ Completion of Pre-Employment / Level 1 training</li> <li>▪ Registration as an apprentice</li> <li>▪ Pass Level 1 exam*</li> <li>▪ Minimum 1800 hours of combined relevant work experience and training</li> </ul>	2 <sup>nd</sup> Year
2	70%	<ul style="list-style-type: none"> <li>▪ Completion of Level 2 training</li> <li>▪ Pass Level 2 exam*</li> <li>▪ Minimum 3600 hours of combined relevant work experience and training</li> </ul>	3 <sup>rd</sup> Year
3	80%	<ul style="list-style-type: none"> <li>▪ Completion of Level 3 training</li> <li>▪ Pass Level 3 exam*</li> <li>▪ Minimum 5400 hours of combined relevant work experience and training</li> </ul>	4 <sup>th</sup> Year
4	90%	<ul style="list-style-type: none"> <li>▪ Completion of Level 4 training</li> <li>▪ Minimum 7200 hours of combined relevant work experience and training</li> <li>▪ Pass Level 4 exam*</li> <li>▪ Sign-off of all workplace skills in apprentice logbook</li> <li>▪ Pass certification exam</li> </ul>	Journeyperson Certification
<p><b>Wage Rates</b></p> <ul style="list-style-type: none"> <li>▪ Rates are percentages of the prevailing journeyperson's wage rate in the place of employment of the apprentice.</li> <li>▪ Rates must not be less than the wage rate established by the Labour Standards Act (1990), as now in force or as hereafter amended, or by other order, as amended from time to time replacing the first mentioned order.</li> <li>▪ Rates must not be less than the wage rate established by any collective agreement, which may be in force at the apprentice's workplace.</li> <li>▪ Employers are free to pay wage rates above the minimums specified.</li> </ul> <p><b>Level Exams*</b></p> <ul style="list-style-type: none"> <li>▪ This program may <b>not</b> currently contain level exams, in which case this requirement will be waived until such time as level exams are available.</li> </ul>			

Powerline Technician - 7200 Hours		
Class Calls (After Apprenticeship Registration)		
Call Level	Requirements for Class Call	Hours awarded for In-School Training
Direct Entry Level 1	<ul style="list-style-type: none"> <li>▪ Minimum of 1800 hours of relevant work experience</li> <li>▪ Prior Learning Assessment (PLA) at designated college (if applicable)</li> </ul>	To be determined by the number of courses completed after each class call
Level 2	<ul style="list-style-type: none"> <li>▪ Minimum of 3000 hours of relevant work experience and training</li> </ul>	240
Level 3	<ul style="list-style-type: none"> <li>▪ Minimum of 5200 hours of relevant work experience and training</li> </ul>	240
Level 4	<ul style="list-style-type: none"> <li>▪ Minimum of 7000 hours of relevant work experience and training</li> </ul>	240
Class Calls at Minimum Hours <ul style="list-style-type: none"> <li>▪ Class calls may not always occur at the minimum hours indicated. Some variation is permitted to allow for the availability of training resources and apprentices.</li> </ul>		

## 6.0 Tools

Apprentices shall be required to obtain their own hand tools applicable for the designated occupation of registration or tools as specified by the PACB.

## 7.0 Periodic Examinations and Evaluation

- 7.1 Every apprentice shall submit to such occupational tests and examinations as the PACB shall direct. If after such occupational tests and examinations the apprentice is found to be making unsatisfactory progress, his/her apprenticeship level and rate of wage shall not be advanced as provided in Section 5 until his/her progress is satisfactory to the Director of Apprenticeship and Trades Certification and his/her date of completion shall be deferred accordingly. Persistent failure to pass required tests shall be a cause for revocation of his/her Memorandum of Understanding.
- 7.2 Upon receipt of reports of accelerated progress of the apprentice, the PACB may shorten the term of apprenticeship and advance the date of completion accordingly.

- 7.3 For each and every course, a formal assessment is required for which 70% is the pass mark. A mark of 70% must be attained in both the theory examination and the practical project assignment, where applicable as documented on an official transcript.
- 7.4 Course credits may be granted through the use of a PACB approved matrix which identifies course equivalencies between designated trades and between current and historical Plans of Training for the same trade.

## **8.0 Granting of Certificates of Apprenticeship**

Upon the successful completion of apprenticeship, the PACB shall issue a Certificate of Apprenticeship.

## **9.0 Hours of Work**

Any hours employed in the performance of duties related to the designated occupation will be credited towards the completion of the term of apprenticeship. Appropriate documentation of these hours must be provided.

## **10.0 Copies of the Registration for Apprenticeship**

The Director of Apprenticeship and Trades Certification shall provide copies of the Registration for Apprenticeship form to all signatories to the document.

## **11.0 Ratio of Apprentices to Journeypersons**

Under normal practice, the ratio of apprentices to journeypersons shall not exceed two apprentices to every one journeyperson employed. Other ratio arrangements would be determined and approved by the PACB.

## **12.0 Relationship to a Collective Bargaining Agreement**

Where applicable in Section 5 of these conditions, Collective Agreements take precedence.

## **13.0 Amendments to a Plan of Apprenticeship Training**

A Plan of Training may be amended at any time by the PACB.

## **14.0 Employment, Re-Employment and Training Requirements**

- 14.1 The Plan of Training requires apprentices to regularly attend their place of employment.

- 14.2 The Plan of Training requires apprentices to attend training for that occupation as prescribed by the PACB.
- 14.3 Failure to comply with Sections 14.1 and/or 14.2 will result in cancellation of the Memorandum of Understanding. Apprentices may have their MOUs reinstated by the PACB but would be subject to a commitment to complete the entire program as outlined in the General Conditions of Apprenticeship. Permanent cancellation in the said occupation is the result of non-compliance.
- 14.4 Cancellation of the Memorandum of Understanding to challenge journeyperson examinations, if unsuccessful, would require an apprentice to serve a time penalty of two (2) years before reinstatement as an apprentice or qualifying to receive a class call to training as a registered Trade Qualifier. Cancellation must be mutually agreed upon by the employer and the apprentice.
- 14.5 An employer shall ensure that each apprentice is under the direct supervision of an approved journeyperson supervisor who is located at the same worksite as the apprentice, and that the apprentice is able to communicate with the journeyperson with respect to the task, activity or function that is being supervised.
- 14.6 Under the Plan of Training the employer is required to keep each apprentice employed as long as work is available, and if the apprentice is laid off due to lack of work, to give first opportunity to be hired before another is hired.
- 14.7 The employer will permit each apprentice to attend training programs as prescribed by the PACB.
- 14.8 Apprentices who cannot acquire all the workplace skills at their place of employment will have to be evaluated in a simulated work environment at a PACB authorized training institution and have sign-off done by instructors to meet the requirements for certification.

## **15.0 Appeals to Decisions Based on Conditions Governing Apprenticeship Training**

Persons wishing to appeal any decisions based on the above conditions must do so in writing to the Minister of Immigration, Population Growth and Skills within 30 days of the decision.

**D. Requirements for Red Seal Endorsement**

1. Evidence that the required work experiences outlined in this Plan of Training have been obtained. This evidence must be in a format clearly outlining the experiences and must be signed by an appropriate person or persons attesting that these experiences have been obtained to the level required.
2. Successful completion of all required courses in the program.
3. A combination of training from an approved training program and suitable work experience totaling 7200 hours.

**Or**

A total of 10,800 hours of suitable work experience.

4. Completion of a National Red Seal examination, to be set at a place and time determined by the Apprenticeship and Trades Certification Division.

## E. Roles and Responsibilities of Stakeholders in the Apprenticeship Process

The apprenticeship process involves a number of stakeholders playing significant roles in the training of apprentices. This section outlines these roles and the responsibilities resulting from them.

### **The Apprentice:**

- completes all required technical training courses as approved by the PACB.
- finds appropriate employment.
- completes all required work experiences in combination with the required hours.
- ensures work experiences are well documented.
- approaches apprenticeship training with an attitude and commitment that fosters the qualities necessary for a successful career as a qualified journeyperson.
- obtains the required hand tools as specified by the PACB for each period of training of the apprenticeship program.

**The Employer:**

- provides high quality work experiences in an environment conducive to learning.
- remunerates apprentices as set out in the Plan of Training or Collective Agreements.
- provides feedback to training institutions, Apprenticeship and Trades Certification Division and apprentices in an effort to establish a process of continuous quality improvement.
- where appropriate, releases apprentices for the purpose of returning to a training institution to complete the necessary technical courses.
- ensures work experiences of the apprentice are documented.
- ensures a certified journeyperson is currently on staff in the same trade area as the apprentice and whose certification is recognized by the NL Department of Immigration, Skills and Labour.

**The Training Institution:**

- provides a high quality learning environment.
- provides the necessary student support services that will enhance an apprentice's ability to be successful.
- participates with other stakeholders in the continual updating of programs.

**The Apprenticeship and Trades Certification Division:**

- establishes and maintains program advisory committees under the direction of the PACB.
- promotes apprenticeship training as a viable career option to prospective apprentices and other appropriate persons involved, such as career guidance counsellors, teachers, parents, etc.
- establishes and maintains a protocol with training institutions, employers and other appropriate stakeholders to ensure the quality of apprenticeship training programs.
- ensures all apprentices are appropriately registered and records are maintained as required.
- schedules all necessary technical training periods for apprentices to complete requirements for certification.
- administers level, provincial and interprovincial examinations.

**The Provincial Apprenticeship and Certification Board:**

- sets policies to ensure the provisions of the **Apprenticeship and Certification Act (1999)** are implemented.
- ensures advisory and examination committees are established and maintained.
- accredits institutions to deliver apprenticeship training programs.
- designates occupations for apprenticeship training and/or certification.