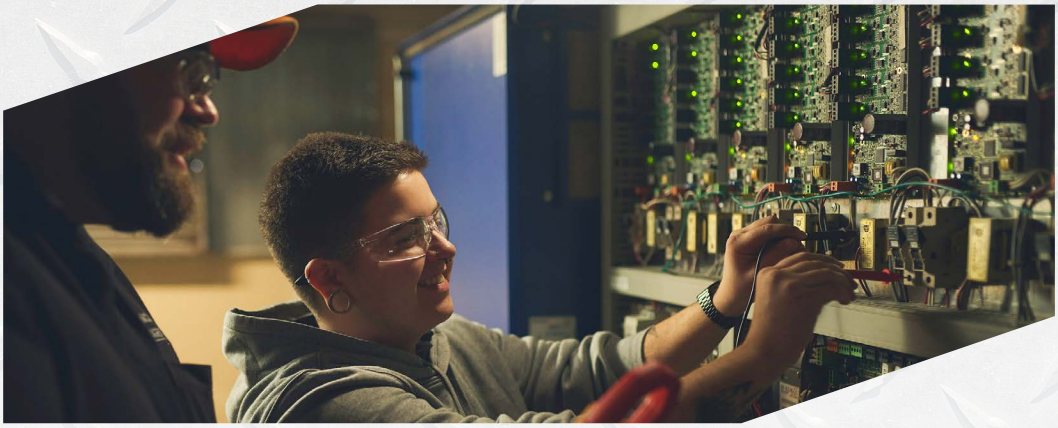
Curriculum Standard Plan of Training

Painter and Decorator

June 2013



Newfoundland & Labrador

PLAN OF TRAINING

PAINTER & DECORATOR

June 2013

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

Approved by:

Chairperson, Provincial Apprenticeship and Certification Board

Date: _____

Preface

This curriculum standard is based on the 2011 edition of the National Occupational Analysis (NOA) for the Painter and Decorator trade. It describes the curriculum content for the Painter and Decorator apprenticeship 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.

We offer a sincere thank you to the following:

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Document Status	Date Approved	Mandatory Implementation Date	Comments
New	June 2013	September 2014 – Pre-employment	
		September 2015 – Level 2	
Update	March 2019	September 2019 – Pre-employment	Updated Related Suite courses

Table of Contents

A. NOA Comparison Table

2011 NOA Tasks and sub-task		2013 Plan of Training	
Task 1 Performs safety-related functions.			
1.01	Uses personal protective equipment (PPE) and safety equipment	TS1510	Occupational Health and Safety
		TS1520	Workplace Hazardous Materials Information System (WHMIS
		TS1530	Standard First Aid
		PL1100	Workplace Safety
		PL1120	Tools and Equipment
		PL1130	Access Equipment
1.02	Maintains safe work environment	TS1510	Occupational Health and Safety
		TS1520	Workplace Hazardous Materials Information System (WHMIS
		TS1530	Standard First Aid
		PL1100	Workplace Safety
		PL1120	Tools and Equipment
		PL1130	Access Equipment
Task 2 Uses and maintains equipment and tools.			
2.01	Maintains tools and equipment.	PL1120	Tools and Equipment
2.02	Uses rigging, hoisting and lifting equipment	PL1130	Access Equipment
2.03	Uses access equipment	PL1130	Access Equipment
Task 3 Performs routine trade practices.			
3.01	Uses documentation	TS1520	Workplace Hazardous Materials Information System (WHMIS
		PL1110	Blueprint Reading and Interpretation
		PL1161	Surface Preparation 2 (Metal)
		AM1100	Math Essentials
3.02	Determines project requirements	PL1110	Blueprint Reading and Interpretation
		AM1100	Math Essentials
3.03	Plans job	PL1110	Blueprint Reading and Interpretation
		AM1100	Math Essentials
3.04	Protects surroundings	PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray Systems)
3.05	Handles materials	PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray Systems)
Task 4 Performs quality control assessments.			

2011 NOA Tasks and sub-task		2013 Plan of Training	
4.01	Assesses substrate conditions and deficiencies	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL2100	Painting 1 (Brush and Roller)
4.02	Assesses product conditions and deficiencies	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL2100	Painting 1 (Brush and Roller)
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		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL2100	Painting 1 (Brush and Roller)
Task 5 Performs general surface preparation.			
5.01	Removes existing paints and coatings	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
5.02	Removes existing wall coverings and adhesives	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)

2011 NOA Tasks and sub-task		2013 Plan of Training	
		PL1211	Paints and Coatings
5.03	Cleans surfaces	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
5.04	Primes surfaces	PL1150	Drywall Finishing
		PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
		PL2100	Painting 1 (Brush and Roller)
5.05	Sands surfaces	PL1150	Drywall Finishing
		PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
5.06	Applies caulking	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
Task 6 Prepares wood surfaces for paints, coatings and wall coverings.			
6.01	Treats wood surfaces	PL1190	Surface Preparation 5 (Wood)
6.02	Repairs imperfections in wood	PL1190	Surface Preparation 5 (Wood)

2011 NOA Tasks and sub-task		2013 Plan of Training	
Task 7 Prepares concrete and masonry surfaces.			
7.01	Mechanically treats concrete and masonry surfaces	PL1180	Surface Preparation 4 (Masonry)
7.02	Chemically treats concrete and masonry surfaces	PL1180	Surface Preparation 4 (Masonry)
7.03	Repairs concrete and masonry surfaces	PL1180	Surface Preparation 4 (Masonry)
Task 8 Prepares metal surfaces.			
8.01	Treats metal surfaces	PL1161	Surface Preparation 2 (Metal)
8.02	Repairs metal surfaces	PL1161	Surface Preparation 2 (Metal)
Task 9 Prepares plaster surfaces and drywall.			
9.01	Repairs existing plaster surfaces and drywall	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1150	Drywall Finishing
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
9.02	Finishes new drywall	PL1150	Drywall Finishing
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
Task 10 Prepares for application of residential, institutional and commercial paints and coatings.			
10.01	Prepares residential, institutional and commercial paints and coatings	PL1211	Paints and Coatings
		PL1220	Colour Theory and Mixing
10.02	Installs residential, institutional and commercial reinforcing mesh	PL1211	Paints and Coatings
Task 11 Applies residential, institutional and commercial paints and coatings.			
11.01	Applies residential, institutional and commercial paints and coatings with brushes	PL2100	Painting 1 (Brush and Roller)
11.02	Applies residential, institutional and commercial paints and coatings with rollers	PL2100	Painting 1 (Brush and Roller)
11.03	Applies residential, institutional and commercial paints and coatings with applicators (NOT COMMON CORE)	PL1211	Paints and Coatings
11.04	Applies residential, institutional and commercial paints and coatings with spray equipment	PL2110	Painting 2 (Spray Systems)
Task 12 Applies decorative/specialty finishes.			
12.01	Applies paints and coatings using decorative techniques	PL2140	Decorative and Specialty Finishes
12.02	Creates faux finishes	PL2140	Decorative and Specialty Finishes
12.03	Applies gilding	PL2140	Decorative and Specialty Finishes
12.04	Applies stencils and graphics	PL2140	Decorative and Specialty Finishes

2011 NOA Tasks and sub-task		2013 Plan of Training	
12.05	Creates textured finishes	PL1170	Surface Preparation 3 (Stucco)
		PL2140	Decorative and Specialty Finishes
12.06	Applies multi-spec coatings	PL2140	Decorative and Specialty Finishes
Task 13 Prepares for application of wall coverings.			
13.01	Treats surfaces for wall coverings	PL2000	Wallcovering
13.02	Lays out surface	PL2000	Wallcovering
13.03	Prepares wall coverings	PL2000	Wallcovering
Task 14 Applies wall coverings.			
14.01	Applies adhesives	PL2000	Wallcovering
14.02	Installs vinyl wall coverings	PL2000	Wallcovering
14.03	Installs fabric and natural material wall coverings	PL2000	Wallcovering
14.04	Installs rigid wall coverings	PL2000	Wallcovering
14.05	Repairs existing wall coverings	PL2000	Wallcovering
Task 15 Prepares for wood finishing applications.			
15.01	Conditions wood surfaces	PL2120	Wood Finishing
15.02	Applies wood fillers	PL2120	Wood Finishing
15.03	Seals wood surfaces	PL2120	Wood Finishing
15.04	Prepares wood finishing products	PL2120	Wood Finishing
Task 16 Finishes wood surfaces.			
16.01	Brushes on wood finishes	PL2120	Wood Finishing
16.02	Wipes on wood finishes	PL2120	Wood Finishing
16.03	Sprays on wood finishes	PL2120	Wood Finishing
Task 17 Prepares for application of industrial paints and coatings.			
17.01	Prepares industrial paints and coatings	PL1211	Paints and Coatings
		PL1220	Colour Theory and Mixing
17.02	Installs fibre reinforced plastics (FRP)	PL1211	Paints and Coatings
Task 18 Applies industrial paints and coatings.			
18.01	Applies industrial paints and coatings with hand tools	PL1211	Paints and Coatings
		PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray Systems)
18.02	Applies industrial paints and coatings with power tools	PL1211	Paints and Coatings
		PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray 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 a Pre-employment 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 in the Newfoundland and Labrador Curriculum Standard (NLCS).

Pre-Employment			
Course No.	**Course Name**	**Hours**	**Pre-Requisites**
TS1510	Occupational Health & Safety	6	None
TS1520	WHMIS	6	None
TS1530	Standard First Aid	14	None
PL1100	Workplace Safety	30	None
PL1110	Blueprint Reading & Interpretation	45	None
PL1120	Tools and Equipment	45	PL1100
PL1130	Access Equipment	30	PL1100
PL1140	Surface Preparation 1 (Previously Coated Drywall)	30	PL1120
PL1150	Drywall Finishing	120	PL1120
PL1161	Surface Preparation 2 (Metal)	40	PL1120
PL1170	Surface Preparation 3 (Stucco)	15	PL1120
PL1180	Surface Preparation 4 (Masonry)	15	PL1120
PL1190	Surface Preparation 5 (Wood)	15	PL1120
PL1200	Surface Preparation 6 (Plaster/ Veneer Plaster)	15	PL1120
PL1211	Paints and Coatings	75	PL1100

Pre-Employment			
Course No.	**Course Name**	**Hours**	**Pre-Requisites**
PL2100	Painting 1 (Brush and Roller)	75	PL1150 PL1161 PL1170 PL1180 PL1190 PL1200 PL1211
PL2110	Painting 2 (Spray Systems)	75	PL1150 PL1161 PL1170 PL1180 PL1190 PL1200 PL1211
PL1220	Colour Theory and Mixing	30	PL1100
AM1000	Introduction to Essential Skills	9	None
AP1102	Introduction to Apprenticeship	12	None
AM1101	Math Essentials	42	None
MC1062	Computer Essentials	15	None
CM2161	Communication Essentials	36	None
SD1761	Workplace Essentials	24	None
	Total Pre-Employment Hours	**819**	

*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

Level 2			
Course No.	**Course Name**	**Hours**	**Pre-Requisite(s)**
PL2120	Wood Finishing	60	Pre-Employment
PL2000	Wallcovering	60	Pre-Employment
PL2140	Decorative and Specialty Finishes	60	Pre-Employment
	Total Level 2 Hours	**180**	
	Total Course Credit Hours	**999**	

Pre-Employment

TS1510 Occupational Health and Safety

Learning Outcomes:

- Demonstrate knowledge of interpreting the Occupational Health and Safety Act, laws and regulations.
- Demonstrate knowledge of understanding the designated responsibilities within the laws and regulations such as the right to refuse dangerous work and the importance of reporting accidents.
- Demonstrate knowledge of how to prevent accidents and illnesses.
- Demonstrate knowledge of how to improve 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 and 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 corrective action
   vii. investigation of endangerment
   viii. committee recommendation
   ix. employer’s responsibility in taking corrective action

4. Examine right to refuse dangerous work.
   i. reasonable grounds for refusal
   ii. reporting endangerment to health
   iii. appropriate corrective action
   iv. investigation of endangerment
   v. committee recommendation
   vi. employer's responsibility to take appropriate corrective 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 WHIMIS
   - 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

Objectives and Content:

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

PL1100 Workplace Safety

Learning Outcomes:

- Demonstrate knowledge of safety regulations.
- Demonstrate knowledge of fire safety and equipment.
- Demonstrate knowledge of hazardous workplace materials.

Duration: 30 Hours

Pre-Requisite(s): None

Objectives and Content:

Identify and explain fire safety regulations.

Describe classes of fire and associated fire fighting equipment.

Identify regulations relevant to the safe use of chemicals.

Describe the precautions that should be followed when handling or using caustic, toxic or flammable materials.

Describe the Occupational Health and Safety Act and Regulations as they apply to the trade.

. employer and employee responsibilities
i. obstacles to health and safety
ii. personal protective equipment
iii. respiratory protective equipment including particle mask (organic vapor cartridge type) air supplied systems and air monitoring equipment.
iv. safe movement of workers
v. safe use of ladders, scaffolds and rigging

Describe safety measures for locking out equipment.

. lockout system
i. code of practice

Describe confined space working conditions and associated safety procedures.

. definitions
    confined space
    physical agent
i. safety procedures
    - concentrations of chemical agents
    - oxygen content more than 23%
    - electrical equipment

- preventative measures

ii. duty of employer and employees
iii. emergency intervention
iv. work permit
v. safety watch
vi. traffic control

Describe fall protection equipment and associated safety practices.

. fall protection plan
i. control zone and safety monitors
ii. lifelines and lanyards
iii. safety harnesses
iv. fall-arresting and shock absorbing devices
v. inspection and maintenance

Describe the safety measures related to electricity.

Describe procedures for adhering to manufacture's specifications and Material Safety Data Sheets (MSDS).

Describe the safety issues specific to the following environments.

. residential
i. commercial
ii. industrial

Describe, from the perspective of safety, the limitations of work and coordination with the work of other trades.

Describe medical monitoring practices when working with hazardous materials.

. asbestos
i. lead
ii. mold

Describe professional working practices.

. documentation
i. communication
ii. workplace behavior
iii. appearance
iv. care of tools and equipment
v. prevention of property damage
vi. quality control

Practical Requirements:

Refer to MSDS sheets to determine safe handling procedures.

Locate exits, fire alarms and ventilation systems.

PL1110 Blueprint Reading and Interpretation

Learning Outcome:

- Demonstrate knowledge of information contained in blueprints, specifications and contract documents.
- Demonstrate knowledge of information contained on blueprints and in specifications to prepare material estimates.
- Demonstrate knowledge of national, provincial and municipal building codes.

Duration: 45 Hours

Pre-Requisite(s): None

Objectives and Content:

Describe the purpose and importance of contract documents and agreements.

Define terminology, abbreviations and symbols associated with blueprints.

Identify the types of drawings and describe their use in the trade.

i. architectural
ii. structural
iii. mechanical
iv. plumbing
v. electrical
vi. detail
vii. section
viii. site plan
ix. floor plan
x. elevation

Describe the purposes and uses of sectional detail, symbols, specifications and schedules.

Identify and interpret the types of lines used on blueprints.

Explain the terms “scale” and “dimension”, their use and location on drawings.

Describe the purposes and uses of room finish schedules, opening schedules, and specifications.

Describe how to interpret detailed drawings for job application.

Describe the procedures used to perform calculations of area and material

estimates.

Practical Requirements:

Locate and interpret information from specifications.
i. colour schemes
ii. colour schedule
iii. application techniques
iv. special equipment, air circulation, heating, lighting, etc.
v. exterior finishes

Determine measurements from scaled drawings.

Prepare a material estimate.

Interpret architectural, structural and mechanical drawings.
i. floor plans
ii. details
iii. elevations

Identify and interpret information from drawings.
i. general building design
ii. control joints
iii. location of doors/windows, air intake/exhaust
iv. number of floors complete with elevations

Identify finishing details from specifications.
i. built-in components
ii. moldings and trim
iii. surface treatments

Interpret information from field revisions and alterations.

PL1120 Tools and Equipment

Learning Outcomes:

- Demonstrate knowledge of the selection, use and care of tools and equipment.

Duration: 45 Hours

Pre-Requisite(s): PL1100

Objectives and Content:

Identify the types of hand tools and describe their applications and procedures for safe use and care.

i. brushes

construction and characteristics
care and cleaning

ii. rollers

construction and characteristics
care and cleaning

iii. brush and roller spinners
iv. pot hooks
v. wet and dry film thickness gauges
vi. caulking guns
vii. scrapers
viii. putty knives and broad knives
ix. masking machines
x. chalk line
xi. measuring and leveling tools

moisture meter
mil gauge
micrometer

xii. cutting tools
xiii. smoothing tools
xiv. staple guns
xv. mixing tools
xvi. straight edge
xvii. seam roller
xviii. paste table
xix. protective equipment

drop clothes
masking tape

xx. pails
xxi. sponges
xxii. drywall finishing tools

xxiii. extension poles
xxiv. chemical sprayer

Identify the types of power tools and equipment and describe their applications and procedures for safe use and care.
i. abrasive blasting equipment
ii. water blasting equipment
iii. compressors
iv. grinders
v. heat gun
vi. paint agitators
vii. drills
viii. needle guns
ix. sanders
x. spray equipment
xi. vacuum cleaner

Practical Requirements:

Select the hand tool required to:
i. remove scaled paint
ii. repair defects in unpainted or new surfaces
iii. prepare surfaces for painting
iv. remove wall coverings
v. repair defects in previously painted surfaces

Select the brush to apply specific coatings.

Select the roller to apply specific coatings to smooth or textured surfaces.

Demonstrate cleaning procedures for brushes and rollers.

List equipment requirements for applying coatings.

Remove items from walls in preparation for re-finishing.
i. electrical plates
ii. picture hangings

Maintain a compressed air system.

PL1130 Access Equipment

Learning Outcomes:

- Demonstrate knowledge of safe assembly and use of scaffolding and staging.
- Demonstrate knowledge of ladders and their safe use.

Duration: 30 Hours

Pre-Requisite(s): PL1100

Objectives and Content:

Describe methods of counter-balancing.

Identity the types of ladders and describe their components and applications.
i. extension
ii. step
iii. straight
iv. trestle/stairwell

Describe safety factors to consider when using ladders.
i. tie off
ii. overlaps
iii. base to height ratio
iv. minimum/maximum extension
v. electrical hazards
vi. 3-point contact
vii. fall prevention

Identify the types of scaffolds and describe their components and applications.
i. stationary scaffolds
ii. rolling scaffolds
iii. boatswain's chair
iv. suspended scaffolds
v. swing
vi. hanging
vii. ladder jack
viii. self-propelled platform
- arial lifts

Describe the procedures used to safely erect, dismantle, maintain and inspect scaffolds.

Describe the procedures and equipment used for handling heavy objects.

Describe lifting hand signals and their associated meaning.

Identify common types of ropes, knots and slings and describe their applications and safe use.

Describe safe rigging practices.

Practical Requirements:

1. Install, inspect and maintain scaffolding.
   - i. recognize and use hand signals
   - ii. recognize capacity
   - iii. interpret occupational health and safety regulations
   - iv. recognize necessity for swing staging
   - v. erect section of tubular steel sectional scaffold
   - vi. erect adjustable tower scaffolding

2. Select, inspect and erect ladders.

3. Demonstrate the use of lifting equipment and their attachments.

4. Tie and inspect applicable knots.

PL1140 Surface Preparation 1 (Previously Coated Drywall)

Learning Outcomes:

- Demonstrate knowledge of different types of drywall substrates and preparation methods for previously coated surfaces.
- Demonstrate knowledge of the characteristics, categories and use of materials in previously coated surfaces.

Duration: 30 Hours

Pre-Requisite(s): PL1120

Objectives and Content:

1. Define terminology associated with drywall resurfacing.

2. Identify drywall substrates and describe their characteristics.

3. Describe the methods and materials used to resurface drywall substrates.
   i. previously painted surfaces
   ii. previously papered surfaces
   iii. textured surfaces

4. Describe the procedures used to remove wall coverings from drywall.
   i. using steam
   ii. using chemical strippers
   iii. using hand tools

5. Describe procedures to inspect drywall substrates, their possible defects and probable causes.

6. Describe corrective measures for drywall substrate defects.
   i. chemical
   ii. physical
   iii. sealing

7. Describe the characteristics, categories and safe use of materials in resurfacing drywall substrates.
   i. abrasives

sandpaper
steel wool

   ii. chemicals

cleaning
neutralizing

stripping (wallpaper)
iii. sealers
aluminum paint
shellac
stain blockers
iv. patching compounds
pre-mix
powders
putties

Practical Requirements:

1. Select and use the proper tools to repair defects and clean drywall surfaces.

2. Inspect existing surface prior to application of material.
   i. assess product compatibility with existing coating.

3. Remove wall coverings from substrates.
   i. using steam
   ii. using chemical strippers
   iii. using hand tools

PL1150 Drywall Finishing

Learning Outcomes:

- Demonstrate knowledge of preparing drywall for finishing.

Duration: 120 Hours

Pre-Requisite(s): PL1120

Objectives and Content:

Describe the effects of environmental conditions such as heat, humidity and poor lighting on surface preparation.

Identify the proper tools to tape and finish joints on drywall.

Identify the types of drywall tapes and describe their uses.

Describe the procedures used to apply corner beads.
i. metal
ii. plastic
iii. paper

Describe the procedures used to finish drywall.
i. embedding
ii. rough coat
iii. skim coat
iv. pre-fill

Identify the types of joint filler mixtures and describe their characteristics, applications and procedures for use.
i. pre-mixed
ii. powdered
iii. quick set

Describe the different sanding techniques and their applications.

Describe the procedures used to inspect final drywall finish.
i. light

Practical Requirements:

Select and use the appropriate tools to finish drywall surfaces.

Inspect new surface prior to application of material.

Apply corner beads.
i. metal
ii. plastic
iii. paper

Apply joint filler, pre-mixed and powdered.

Check consistency of joint filler.

Use electric drill for mixing joint filler.

Tape flat and angle joints by hand.
i. use different types of tapes
ii. prepare tapes for use
iii. tape in sequence
iv. coat angles in sequence
v. use technique to reduce amount of sanding needed
vi. prepare butt joints
vii. apply second and finish coats on flats
viii. select sandpaper
ix. perform sanding techniques
x. apply taping material
xi. store joint filler
xii. store taping material
xiii. perform touch ups

PL1161 Surface Preparation 2 (Metal)

Learning Outcomes:

- Demonstrate knowledge of the different types of metal substrates and preparation methods.
- Demonstrate knowledge of the characteristics, categories and use of materials in metal surface preparation.
- Demonstrate knowledge of the different types of mechanical treatments.

Duration: 40 Hours

Pre-Requisite(s): PL1120

Objectives and Content:

Define terminology associated with metal surface preparation.

Identify metal substrates and describe their characteristics.

Describe the methods and materials used to prepare metal substrates.
i. previously painted surfaces
ii. new surfaces

Describe procedures to inspect metal substrates.

Describe the characteristics, categories and safe use of materials in surface preparation.
i. abrasives
sandpaper
steel wool
blast media
ii. chemicals
cleaning
etching
neutralizing
stripping
iii. sealers
aluminum paint
shellac
stain blockers
iv. patching compounds
caulking
two-component
putties

Describe safe practices required when using mechanical treatment systems.
i. operator safety
ii. public safety
iii. regulations and standards
iv. NACE
v. SSPC

Identify the various types of mechanical treatment systems and describe their components and associated equipment.
i. abrasive blasting
ii. water blasting
iii. power cleaning tools

Describe the set-up and procedures for use of mechanical treatment equipment.

Describe the procedures used to inspect final metal finish.

Practical Requirements:

Select and use the appropriate tools to prepare metal surfaces.
i. abrasive blasting
ii. water blasting
iii. power cleaning tools

Inspect metal surface prior to application of material.

Inspect final metal finish.

PL1170 Surface Preparation 3 (Stucco)

Learning Outcomes:

- Demonstrate knowledge of the different types of stucco substrates and preparation methods.
- Demonstrate knowledge of the characteristics, categories and use of materials in stucco surface preparation.

Duration: 15 Hours

Pre-Requisite(s): PL1120

Objectives and Content:

0. Define terminology associated with stucco surface preparation.

1. Identify stucco substrates and describe their characteristics.

2. Describe the methods and materials used to prepare and apply interior and exterior insulated finish systems (EIFS) stucco substrates.
   . previously painted surfaces
   i. new surfaces

3. Describe the procedures used to inspect stucco substrates, their possible defects and probable causes.

4. Describe corrective measures for stucco substrate defects.
   . chemical
   i. physical
   ii. sealing

5. Describe the characteristics, categories and safe use of materials in surface preparation.
   . abrasives
      - sandpaper
      - steel wool
      - blast media
   i. chemicals
      cleaning
      etching
      neutralizing
   ii. sealers
      aluminum paint
      shellac

stain blockers

iii. patching compounds
- pre-mixed
- powdered
- putties
- caulking

Practical Requirements:

Select and use the appropriate tools to prepare interior and exterior stucco surfaces.

Inspect surface prior to application of material.

Inspect final stucco finish.

PL1180 Surface Preparation 4 (Masonry)

Learning Outcomes:

- Demonstrate knowledge of the different types of masonry substrates and preparation methods.
- Demonstrate knowledge of the characteristics, categories and use of materials in masonry surface preparation.

Duration: 15 Hours

Pre-Requisite(s): PL1120

Objectives and Content:

0. Define terminology associated with masonry surface preparation.

1. Identify masonry substrates and describe their characteristics.

2. Describe the methods and materials used to prepare interior and exterior masonry substrates.
   . previously painted surfaces
   i. new surfaces

3. Describe the procedures used to inspect masonry substrates, their possible defects and probable causes.

4. Describe corrective measures for masonry substrate defects.
   . chemical
   i. physical
   ii. sealing

5. Describe the characteristics, categories and safe use of materials in surface preparation.
   . abrasives

sandpaper
blast media

   i. chemicals
      - cleaning
      - etching
      - neutralizing
   ii. sealers

aluminum paint
shellac
stain blockers

block fillers

iii. patching compounds

pre-mixed
powdered
putties
caulking

Practical Requirements:

Select and use the appropriate tools to prepare interior and exterior masonry surfaces.

Inspect surface prior to application of material.

Inspect final masonry finish.

PL1190 Surface Preparation 5 (Wood)

Learning Outcomes:

- Demonstrate knowledge of the different types of wood substrates and preparation methods.
- Demonstrate knowledge of the characteristics, categories and use of materials in wood surface preparation.

Duration: 15 Hours

Pre-Requisite(s): PL1120

Objectives and Content:

0. Define terminology associated with wood surface preparation.

1. Identify wood substrates and describe their characteristics.

2. Describe the methods and materials used to prepare interior and exterior wood substrates.
   . previously painted surfaces
   i. previously papered surface
   ii. new surfaces

3. Describe procedures to inspect wood substrates, their possible defects and probable causes.

4. Describe corrective measures for wood substrate defects.
   . chemical
   i. physical
   ii. sealing

5. Describe the characteristics, categories and safe use of materials in surface preparation.
   . abrasives

powder
sandpaper
steel wool
blast media
chemical
   i. chemicals

cleaning
neutralizing
bleaching

stripping

ii. sealers

aluminum paint
shellac
stain blockers

iii. patching compounds

pre-mixed
powdered
putties
caulking

Practical Requirements:

Select and use the appropriate tools to prepare interior and exterior wood surfaces.

Inspect surface prior to application of material.

Inspect final wood finish.

PL1200 Surface Preparation 6 (Plaster/Veneer Plaster)

Learning Outcomes:

- Demonstrate knowledge of the different types of plaster substrates and preparation methods.
- Demonstrate knowledge of the characteristics, categories and use of materials in plaster surface preparation.

Duration: 15 Hours

Pre-Requisite(s): PL1120

Objectives and Content:

Define terminology associated with plaster and veneer plaster surface preparation.

Identify plaster and veneer plaster substrates and describe their characteristics.

Describe the methods and materials used to prepare plaster and veneer plaster substrates.

. previously painted surfaces
i. previously papered surface
ii. new surfaces

Describe procedures to inspect plaster and veneer plaster substrates, their possible defects and probable causes.

Describe corrective measures for plaster and veneer plaster substrate defects.

. chemical
i. physical
ii. sealing

Describe the characteristics, categories and safe use of materials in surface preparation.

. abrasives

sandpaper
steel wool

i. chemicals

cleaning
neutralizing

ii. sealers

aluminum paint
shellac

stain blockers

iii. patching compounds

pre-mixed
powdered
putties
caulking

Practical Requirements:

Select and use the appropriate tools to prepare plaster and veneer plaster surfaces.

Inspect surface prior to application of material.

Inspect final plaster and veneer plaster finish.

PL1211 Paints and Coatings

Learning Outcomes:

- Demonstrate knowledge of the different types of paints and coatings, their applications and safe use.

Duration: 75 Hours

Pre-Requisite(s): PL1100

Objectives and Content:

Define terminology associated with paints and coatings.

Describe practices appropriate to personal and environmental protection.

Identify the types of residential, institutional and commercial paints and coatings and describe their ingredients, characteristics, applications and safe use.

. resins
i. latex
ii. acrylics
iii. alkyds
iv. oils
v. lacquer base
vi. urethane
vii. varnish
viii. acoustical
ix. epoxies
x. spirits
xi. elastomerics
xii. water-borne coatings
xiii. emulsions
xiv. pigments
    color
    white
    extenders
    priming
    metallic
xv. binders
    natural
    - shellac
    - oils
    synthetics
xvi. thinners

- natural
- petroleum distillates

xvii. catalysts (curing agents)
xviii. driers
- cobalt
- Japan
- manganese

xix. additives

Identify the types of industrial paints and coatings and describe their ingredients, characteristics, application and use.

. non-metallic
water-borne
alkyds
thermoplastic
thermoset

i. metallic
zinc-rich
aluminum
red lead
galvanizing

ii. application
- hand tools
  - roller
  - brushes
  - trowel
  - squeege
- power tools
  - spray machines

Identify the types of special purpose paints and coatings and describe their ingredients, characteristics, applications and safe use.

. urethane
i. seamless flooring
ii. fire retardant
iii. fire proofing
iv. heat cured powder
v. texture
vi. tank lining systems
vii. high performance architectural
viii. metalizing (thermal spray powder and wire)
ix. galvanizing
x. barrier coat

Describe the application procedures and equipment used for fibreglass

reinforcing plastic.
. safety
i. surface preparation

Describe fire proofing industrial coatings and methods of application.
. safety
i. surface preparation

Describe the procedures and conditions for mixing paints and coatings, including:
. viscosity and its effect on application
i. temperature's effect on viscosity
ii. solvent's effect on viscosity
iii. plural components
iv. effect of agitation
v. coating/solvent ratios
vi. thixotropic and rheology control agents

Describe the causes and remedies of paint and coating failure.

Describe methods and procedures for applying residential, institutional and commercial reinforcing mesh.

Describe methods and procedures for applying residential, institutional and commercial paints and coatings using applicators.

Practical Requirements:

None.

PL2100 Painting 1 (Brush and Roller)

Learning Outcomes:

- Demonstrate knowledge of selecting and using brushes, rollers and associated equipment.
- Demonstrate knowledge of using various techniques to paint a variety of surfaces.
- Demonstrate knowledge of cleaning and storing materials and equipment after use.

Duration: 75 Hours

Pre-Requisite(s): PL1150, PL1161, PL1170, PL1180, PL1190, PL1200, PL1211

Objectives and Content:

1. Define terminology associated with painting.

2. Identify the required materials and describe the procedures used to prepare an area for painting.

3. Describe the use of paint additives and their effects.

4. Describe testing procedures to assess product compatibility with existing coating and solvents.

5. Describe the use of prime coats, undercoats, and finish coats and their importance to the finished product.

6. Describe the process involved in applying prime coats, undercoats and finish coats to a variety of substrates.

7. Describe the environmental conditions that will affect the quality of the finished product.

8. Describe the criteria for selecting paint brushes and rollers.
   . coating
   i. substrate
   ii. desired finish

9. Describe the procedures used to determine and adjust viscosity of paints.

10. Describe the techniques used to apply paints using a brush.
    . cutting in
    i. feathering out
    ii. laying off
    iii. brushing defects
    iv. stripe coating

11. Describe the techniques used to apply paints using a brush to:
    . windows
    i. doors
    ii. walls
    iii. ceilings

12. Describe the techniques used to apply paints using a roller.

13. Describe the procedures used to condition, clean and store brushes and rollers.

Practical Requirements:

Determine the best application method based on the specifics of the job.

Protect surfaces not to be coated.

Test existing coating to determine product compatibility.

Select coating for application to a variety of substrates.

Select proper brush, noting:
. brush size
i. bristle types
ii. handle types
iii. styles
iv. coating

Select proper roller, noting:
. pile depth
i. sleeve size
ii. sleeve type
iii. handles
iv. tray
v. coating

Determine coatings viscosity and adjust as required.

Apply coating to a variety of substrates using brushing and rolling techniques.

Store coatings and solvents.

Clean and maintain tools and equipment.

PL2110 Painting 2 (Spray Systems)

Learning Outcomes:

- Demonstrate knowledge of selecting and using spray painting equipment.
- Demonstrate knowledge of using spray painting techniques to paint a variety of surfaces.
- Demonstrate knowledge of cleaning and storing materials and equipment after use.

Duration: 75 Hours

Pre-Requisite(s): PL1150, PL1161, PL1170, PL1180, PL1190, PL1200, PL1211

Objectives and Content:

1. Define terminology associated with spray painting systems.

2. Describe practices appropriate to personal and environmental protection.

3. Identify the types of spray painting systems and describe their components, applications and procedures for safe use.
   . conventional
   i. airless
   ii. electrostatic
   iii. high volume low pressure (HVLP) spray equipment
   iv. thermal spray powder and wire (metalizing)
   v. plural spray
   vi. polyurea

4. Identify the required materials and describe the procedures used to prepare an area for spray painting.

5. Describe the treatment of coatings for use in spray painting systems.
   . viscosity testing and thinning
   i. mixing
   ii. straining

6. Describe testing procedures to assess product compatibility with existing coating and solvents.

7. Describe the use of prime coats, undercoats, barrier/intermediate coats and finish coats and their importance to the finished product.

8. Describe the process involved in applying prime coats, undercoats, barrier /

intermediate coats and finish coats to a variety of substrates.

9. Describe the techniques used to apply stripe coats.

10. Describe the environmental conditions that will affect the quality of the finished product.

11. Describe the setup and operation of spray systems.

12. Describe the different techniques used in spraying various kinds of regular and irregular surfaces.

13. Describe the procedures used to determine and adjust viscosity of coatings for spray systems.

14. Describe the procedures used to clean and store spray equipment.

Practical Requirements:

Protect surfaces not to be coated.

Test existing coating to determine product compatibility.

Select coating for application to a variety of substrates.

Determine coating viscosity and adjust as required.

Setup and adjust spray paint equipment.

Apply paint to a variety of substrates using spray paint equipment.

Clean worksite, clean, store and maintain tools and equipment.

Store coatings and solvents.

PL1220 Colour Theory and Mixing

Learning Outcomes:

- Demonstrate knowledge of colour theory and perception.
- Demonstrate knowledge of colour mixing.

Duration: 30 Hours

Pre-Requisite(s): PL1100

Objectives and Content:

Define terminology associated with colour and light.

Describe the source of colour.

Describe the effect of light on colour.
i. visual spectrum
ii. subtractive chart
iii. colours of the spectrum

Describe the relationship between the additive and subtractive theory of light.

Describe the colour wheel.
i. primary, secondary, tertiary, and intermediate colours
ii. colour schemes

Describe what additive colours will make secondaries / mixes.

Describe the use of colour in the trade.
i. decoration
ii. safety

Identity the tools and equipment used in mixing and matching paints and describe their applications and procedures for use.

Describe the procedures used to mix and match colours.
i. types of colouring agents
ii. conditions for accurate results
iii. tints, shades and tones of a specified colour

Describe the procedures used to calculate amounts and ratios.

Describe the properties of universal pigments and dyes.

i. light fastness
ii. alkali and acid resistance properties
iii. tinting strength

Describe the use of the manufacturer's data sheets.

Practical Requirements:

Draw and explain the additive chart of light.

Layout with pencil and compass:
i. a saturation chart
ii. a color wheel

Mix and match paint colours to wet and dry samples.

Mix specified colours using colourants.

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[1]
   ii. OLES Essential Skills Profiles[2]
   iii. OLES tools and support for apprentices and tradespersons[3]

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[4] and Essential Skills self-assessment for the trades[5]** 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 Education and Early Childhood Development
      - 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 I
     - 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
     - Red Seal
       - 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 Red Seal program.
   i. designated Red Seal trades
   ii. the Red Seal Occupational Standard (RSOS)
   iii. relationship of RSOS to Red Seal 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.
   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 II 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.

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.

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

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.
   . aims, objectives, and benefits of the Workplace Health, Safety and Compensation Commission
   i. role of the workers advisor
   ii. internal review process

4. Demonstrate an understanding of worker's rights.
   iii. labour standards
   iv. 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.
   iii. create folders
   iv. copy files and folders
   v. move files and folders
   vi. rename files and folders
   vii. 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.
   . e-mail etiquette
      - grammar and punctuation
      - privacy issues when sharing and forwarding e-mail
      - work appropriate content
      - awareness of employer policies

i. managing e-mail
   - using folders
   - deleting, forwarding, replying

ii. adding attachments to e-mail
iii. view e-mail attachments
iv. 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.

Level 2

PL2120 Wood Finishing

Learning Outcomes:

- Demonstrate knowledge of various wood products and their composition.
- Demonstrate knowledge of preparing wood surfaces for finish product application.
- Demonstrate knowledge of applying finish products to various types of wood surfaces.

Duration: 60 Hours

Pre-Requisite(s): Pre-Employment

Objectives and Content:

Define terminology associated with wood and wood finishing.

Describe the various wood types and their open and closed grains.
i. hardwood
ii. softwood
iii. engineered wood products

Describe the procedures used to determine moisture content and define acceptable levels.

Describe the different types of grain patterns found in wood and veneers.

Describe the procedures used to assess wood condition.

Identify the various wood finishes and describe their characteristics and applications.

Identify wood finishing materials and describe their purpose, safe use and procedures for application.
i. bleach
ii. wood filler
iii. wood stain
iv. wood sealer
v. varnish
vi. lacquer
vii. wax and oil finish
viii. shellac

ix. rubbing compounds
x. patching materials

Describe the procedures used to do touch-up and removal of old finishes.

Describe common finishing problems, probable causes and corrective action.

Practical Requirements:

Demonstrate recognition of hard and soft woods.
i. grain pattern
ii. colour
iii. open and close grained wood

Assess condition and moisture level of woods.

Apply.
i. bleach
ii. wash coats
iii. oil and water stains
iv. wood fillers
v. patching compounds
vi. sealers
vii. top coats
viii. wax finishes
ix. oil finishes

Select and use rubbing compounds.
i. synthetic minerals
ii. pumice stone
iii. rotten stone
iv. steel wool

Clean, store and maintain tools and equipment.

PL2000 Wallcovering

Learning Outcomes:

- Demonstrate knowledge of preparing walls to accept wallcoverings.
- Demonstrate knowledge of selecting and applying types of wallcovering for specific applications.
- Demonstrate knowledge of installing specialty wallcoverings.
- Demonstrate knowledge of estimating materials to complete a job.

Duration: 60 Hours

Pre-Requisite(s): Pre-Employment

Objectives and Content:

Define terminology associated with wallcoverings.

Describe the procedure used to remove old wallcovering and their adhesives.

Describe the procedures used to apply base coats.

Identify the types of wallcovering materials and describe their characteristics, dimensions and applications.

i. wallpaper
ii. vinyl
iii. fabric
iv. foil
v. cork
vi. carpet
vii. wood veneer
viii. exotic
ix. border
x. murals

Identify the types of pastes and adhesives and describe their characteristics and recommended uses.

Describe the procedures used to apply adhesives.

Describe the necessary environmental conditions associated with wall coverings.

Describe the procedures used to prepare materials estimates.

Identify the types of wallcovering patterns and describe the effect that patterns

play in material requirements.

Identify the tools and equipment required to install wallcoverings and describe their applications and use.

Describe the procedures used to install wallcoverings.

Describe the types of seams used in wallcoverings.
i. butt
ii. lap
iii. wire-edge

Describe the procedures used to apply wallcoverings to complex shapes.
i. sloped walls
ii. circular walls
iii. columns
iv. ovals
v. stairwells
vi. feature walls
vii. complete rooms
viii. ceilings

Describe the procedures used to maintain wallcoverings.
i. clean
ii. removal of blemishes
iii. grease and ink spots
iv. bleeding dyes
v. pencil marks

Describe the procedures used to clean and store tools and equipment.

Practical Requirements:

Prepare surfaces for wallcoverings.

Assess environmental conditions.

Select and apply appropriate base coat.

Apply wallcovering.
i. commercial vinyl

Clean work area.

PL2140 Decorative and Specialty Finishes

Learning Outcomes:

- Demonstrate knowledge of preparing various surfaces for decorative and specialty finishes.
- Demonstrate knowledge of selecting and applying decorative and specialty finishes.
- Demonstrate knowledge of estimating materials to complete a job.

Duration: 60 Hours

Pre-Requisite(s): Pre-Employment

Objectives and Content:

Define terminology associated with decorative and specialty finishes.

Describe the limitations and appropriate use of decorative finishes.

Identify common types of decorative/faux finishes and describe their purpose, required materials and application procedures.

i. antique glazing
ii. antique highlighting
iii. spatter finish
iv. multicolour/multi-spec spraying
v. stippling
vi. mottling
vii. woodgraining
viii. marbleizing
ix. stenciling and pouncing
x. graphics
xi. gilding
xii. texture paints
xiii. striping and lining
xiv. wall washing

Identify the tools used to obtain special decorative finishes and describe their applications and use.

Describe the use of textured finishes.

i. characteristics
ii. procedures
iii. use of abrasives
iv. consistency

Describe the effects of environmental conditions on decorative and specialty finishes.

Describe the brocade wall finish process.

Describe the procedures used to estimate materials.

Describe the procedures used to clean and maintain tools and equipment.

Practical Requirements:

Select the tools and material required to achieve the selected decorative finish.

Prepare a surface for decorative finishes.

Apply a variety of decorative finishes to prepared surfaces.

Clean and store tools used in decorative finishes.

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 Section14.

5.0 Apprenticeship Progression Schedule, Wage Rates and Advanced Training Criteria

Progression Schedule

Painter and Decorator - 5400 Hours			
Apprenticeship Level And Wages			
Level	Wage Rate	Requirements for Progression to Next Level	Next Level
1	60%	▪ Completion of Pre-Employment / Level 1 training ▪ Registration as an apprentice ▪ Pass Level I exam* ▪ Minimum 1800 hours of combined relevant work experience and training	2nd Year
2	90%	▪ Completion of Level 2 training ▪ Minimum 5400 hours of combined relevant work experience and training ▪ Sign-off of all workplace skills in apprentice logbook ▪ Pass certification exam	Journeyperson Certification

Wage Rates

- Rates are percentages of the prevailing journeyperson's wage rate in the place of employment of the apprentice.
- 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.
- Rates must not be less than the wage rate established by any collective agreement which may be in force at the apprentice's workplace.
- Employers are free to pay wage rates above the minimums specified.

Level Exams*

- This program may **not** currently contain level exams, in which case this requirement will be waived until such time as level exams are available.

Painter and Decorator - 5400 Hours		
Class Calls (After Apprenticeship Registration)		
Call Level	Requirements for Class Call	Hours awarded for In-School Training
Direct Entry Level 1	▪ Minimum of 1800 hours of relevant work experience ▪ Prior Learning Assessment (PLA) at designated college (if applicable)	To be determined by the number of courses completed after each class call
Level 2	▪ Minimum of 5220 hours of relevant work experience and training	180
Class calls at Minimum Hours: ▪ 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.		

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 Education and Early Childhood Development within 30 days of the decision.

D. Requirements for Red Seal Endorsement

1. Evidence 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 5400 hours.

   Or

   A total of 8100 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 Education and Early Childhood Development.

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 Red Seal 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.

Department of Education and Early Childhood Development
Apprenticeship and Trades Certification Division

Newfoundland & Labrador