

# APPRENTICESHIP & CERTIFICATION

**STUDY RELIEF AND SUPPORT**  
**Guidance Suggested Through Counselling Sessions**



How to Make the Most of Documentation as an Aid in Preparation  
 for the Block/Level Exam Re-write

**Newfoundland & Labrador**

## TABLE OF CONTENTS

Introduction .....	2
Exam Results Breakdown .....	3
Course Outline Description.....	3
Objective Description .....	3
Types of Exam Questions and Study Methods Used .....	4
Type 1: Knowledge/Recall .....	4
(Study Method): <b>Index Cards</b>	
Type 2: Math/Procedural .....	5
(Study Method): <b>YouTube Video and Post-It-Notes</b>	
Type 3: Problem Solving/Critical Thinking .....	6
(Study Method): <b>Practice and Bristol Board</b>	
Sample of 'How to Study Learning Objectives' in a Course.....	7
Approach to Organize Materials Before Study Begins .....	8
Study Routine.....	9
Strategies that Work.....	11

## INTRODUCTION

KEEP IN MIND that when it is time to register you need to speak with your Apprenticeship Program Officer and make him aware that you need special accommodations when writing the exam. Ensure s/he understands specifically what your needs are i.e. assistive technology (Kurzweil), extra time, room alone.

As you prepare for your exam, it is important to plan a schedule. Copies of the tables are in the Block Exam Study Guide.

The **“Weekly Study Plan.”** In this table, list the areas you will focus your study on each day. You should include items you only need to review as well as items you need to study more in depth. Remember, more time is needed for study in areas you find difficult, whereas you may only need a short time to review areas more familiar to you.

The **“Study Time Schedule.”** It is important to create a study schedule where you determine the best days of the week and times of day for you to study.

Print several copies of these tables and fill in one of each for every week. Try your best to stick to your study schedule.

## **EXAM RESULTS BREAKDOWN (Place on study desk)**

Your Exam Results Breakdown will help you focus on the **sections** of the exam identified as your weakest areas. The column furthest to the right, labeled 'FOCUS' indicates which sections to study first, second, third and last. These **course/sections** make up your block/level exam.

## **COURSE OUTLINES (Place on study desk)**

Your Block/Level is made up of all **courses** completed for the semester you are currently studying.

Print the course outlines for all courses in your Block/Level. Page numbers to print are shown in the Plan of Training's Table of Contents for your current Block/Level.

## **OBJECTIVES**

- Each Course Outline includes **Objectives**.
- Objectives:
  - ✓ Clarify what the apprentice is expected to understand, have knowledge of and perform.
  - ✓ What the Block/Level exam questions are based on.
    - Use the objectives in each outline as a self-assessment tool, by checking off the objectives where you have the knowledge and circling the objectives where you have little or no knowledge.
    - Focus your study completely on ONLY the objectives circled.
    - Once you have studied the topic(s) for one objective then change the circle for that objective on the course outline to a check mark.
    - Once you repeat this for all objectives on one of the course outlines, you then need to go back to the beginning of the objectives.
    - Review what you **originally checked** off to re-familiarize yourself and ensure you are on the right track with your thoughts in those topic areas.

## **TYPES OF EXAM QUESTIONS AND STUDY METHODS USED**

### **KNOWLEDGE//RECALL QUESTION (TYPE 1)**

#### **REVIEW Terminology, Acronyms, Tools and Equipment**

Know the definitions, what the acronyms stand for and the purposes/use of your trade tools and equipment. Know items that would need to be recalled quickly in order to perform another task for example.

#### **Use Study Method: Index Cards**

Write out definitions and acronyms you do not know on the index cards.

You can also write the information out a few times, read it using your outer voice a couple of times and/or dictate it on a voice recorder and play it over.

## MATHEMATICAL AND/OR PROCEDURAL QUESTION (TYPE 2)

### **REVIEW Math Concepts**

You should know any math concepts used in your Block/Level across the province; not only ones **you** have used but ALL concepts for the Block/Level.

#### **Use Study Method: YouTube Video**

YouTube videos are an excellent substitution for tutoring. If you have any challenges with math concepts such as decimals or fractions, you may find various videos that demonstrate how to apply the concepts you are having trouble with.

Practice, practice, practice every day using scrap paper and your textbook.

### **STUDY Procedures**

Know all the procedures used in your Block/Level across the province. Do not just familiarize yourself with the procedures you have carried out but ALL procedures.

#### **Use Study Method: Post-it-Notes**

Use ONE post-it-note for each procedure you have to study, by writing the procedure title at the top, and listing the steps involved under the title. Use different color post-it notes for each course. Write the color of the post-it-notes used for each course across from the course name on your results breakdown.

Once you have prepared all your post-it-notes for procedures related to the learning objectives in a specific course, post them on a wall in a room you walk by or go through every day. Read each note aloud by stating the title of the procedure and then the steps that are involved. Do this at least twice a day. If you do this for at least 30 days or up to a maximum of 90 days, you will have repeated every single procedure and the steps involved at least 60, or at most 180 times.

Have someone test you on the procedures at the end of every week. S/he could simply give you the name of the procedure and you tell them what the steps are involved. You can also have the individual read the steps to a procedure for you and you identify what the procedure is.

## CRITICAL THINKING/PROBLEM SOLVING QUESTION (TYPE 3)

### Know your CODE BOOK Layout

Become very familiar with the location of any codes used in your Block/Level; not only the codes used at your workplace, but all codes for your block/level.

#### Use Study Method: Practice

Whenever a code section is referenced in the learning objectives of the course during your studies, look up the section of code in the codebook. Repeat until you are very comfortable with the location of the codes in your book.

### Know all DIAGRAMS

Become extremely familiar with the diagrams related to topics in your Block/Level. Do not just familiarize yourself with the drawings/specs/blueprints used at your workplace. You have to cover all that would apply across the province for your Block/Level.

#### Use Study Method: Practice

Review all diagrams to understand the path, direction, symbols, what the diagram means and the relationships. Use flash cards to help if desired.

### Know all FORMULAS

The key to knowing your formulas is all about recognizing which formula should be used in the right situation. In other words when to use the right formula.

#### Use Study Method: Bristol board

On the Bristol board, write out every single formula that may be used in your Block/Level for the trade. Remember NOT just what you have used but what could be used. Place the Bristol board on the wall in front of you, in the room where you will be studying.

Before you start your studies each day AND when you finish each day, take a piece of paper and write out one formula at a time. As you write out the formula, you need to understand each step and what it is attempting to achieve as the result. Next, understand why that formula you are writing out would be used and in what situation. Your trade textbooks will help you understand this.

Practice is key because, as you may be aware, no two situations are alike. Therefore, it is incredibly important to understand the formulas in detail and in what situation each would be used.

## SAMPLE OF HOW TO STUDY LEARNING OBJECTIVES IN A COURSE

### Block 2      **Drive Axle Assemblies**

#### Objectives

- (1) Define terminology associated with drive axle assemblies.
- (2) Identify hazards and describe safe work practices pertaining to drive axle assemblies.
- (3) Identify specialty tools and equipment used to service and repair drive axle assemblies.
- (4) Describe procedures used to inspect/maintain drive axle assemblies & components.
- (5) Describe the procedures used to diagnose drive axle assemblies.
- (6) Describe the procedures used to repair and adjust drive axle assemblies.

SAMPLE

**When studying objective #1 (because it has been circled) remember to ask yourself, "Would this be a Type 1, 2 or 3 question if asked on the exam?"**

Because Objective #1 deals with recalling an item (Terminology/Glossary) description and its information, it is a Type 1 Question. Here you should use **Study Method - Index Cards**.

Open your textbooks to the chapter for 'Drive Axle Assemblies'. NEXT, you are studying Objective #1 so you would scan the chapter for any TERMS related to 'Drive Axle Assemblies'. Once found you would write the term on one side of the index card and the description on the other side.

**When studying objective #5 (because it has been circled) again ask yourself, "Would this be a Type 1, 2 or 3 question if asked on the exam?"**

Because Objective #5 relates to procedures for 'diagnostics', you should use **Study Method - Post-it-Notes**.

The objective deals with the diagnoses of 'Drive Axle Assemblies' only. Scan the chapter and read the information related to all the PROCEDURES for 'Diagnoses of Drive Axle Assemblies'.

You will need to create a Post-it-Note for every procedure that is discussed in the Chapter on Diagnostics. Remember; use the same color post-it-notes for all procedures in one course. New course = New color.

Remain focused and organized. Always ensure your books are opened on the chapter matching the course title. Then for each objective, find the section within the chapter that discusses that objective.

## APPROACH TO ORGANIZE MATERIALS BEFORE STUDY BEGINS

- (1) Find a room in your home to study so you do not need to keep packing and unpacking resources.
- (2) Place your exam results breakdown and course outlines to the side. You will be using this regularly. This is what will keep you organized and on track.
- (3) Have resource books laid in front of you.
- (4) Have computer/laptop/iPad placed to the right.
- (5) Place your Bristol board of formulas on the wall in front of you.
- (6) Take your Glossary, Acronyms and Tools/Equipment lists and place them by the computer.
- (7) Place post-it-notes with the resource books (different colors used for each course).

## STUDY ROUTINE

- o Look at your Exam Breakdown. Check to see which course you focus on first.
- o Pull out the Course Outline for the course you are going to focus on first (outlines should already be printed and placed next to your results breakdown).
- o Go directly to the objectives listed on the outline.
- o Read the objectives – tick off what you know – circle what you do not know.
- o Go back to the beginning of the list again and focus on/study what you have circled.
- o REMEMBER: Each set of objectives you study will only relate to the course (outline) to which they belong. So when studying from resource books make certain you are studying from the related chapter/unit/section.
- o Read the first objective you have circled; try to identify with what type of question could be asked (one, two, or three). This determines which study method to use.
- o Then open your resource/textbooks to the chapter or unit that discusses the course/subject.
- o Next, read the material within this chapter/unit that discusses anything to do with the objective. For example, if it says you need to know **procedures** for installation or repair then that is exactly what you study. Nevertheless, remember, in this case, you would read the procedures, in the chapter, for installation or repair and write each one on a post-it-note with the procedure title on top and steps directly under it.
- o Check off each objective once you have studied it, and then move to the next circled objective.

## **STUDY ROUTINE (Continued)**

- o Once all circled objectives have been studied, review the objectives you initially checked off just to ensure you do understand them.
- o Once a course has been studied in full, place a tick mark next to the course name on your exam breakdown and write the color of the post-it-note you used for the procedures in that course.
- o Check the breakdown for the next course suggested that you focus on.
- o Once each course is studied then attempt a few sample tests using your index cards and post-it-notes (Great means for testing yourself on terms, tools/equipment, acronyms, procedures as well as formulas).
- o Review what you have already studied.
- o Make sure you take breaks for rest

## STRATEGIES THAT WORK

- Use post-it-notes as your memorization method.
- Use Bristol board for your formulas.
- Use flashcards for difficult things to remember, test you on diagrams, definitions or key concepts.
- READ/STUDY using your textbooks. It is necessary.
- Ask your employer and your co-workers for help in areas you feel weak in or less confident.
- Form a study group if possible.
- Try to tutor or teach another tradesperson, friend or co-worker. This method would require a good understanding of material but will help with staying active and alert through your knowledge base.