
Pre-Employment Plan of Training Cabinetmaker



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

March 2022

PLAN OF TRAINING

Pre-Employment

Cabinetmaker

April 2022



**Government of Newfoundland and Labrador
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Apprenticeship and Trades Certification Division**

Approved by:

A handwritten signature in cursive script, appearing to read "Lorna Hornum".

Chairperson, Provincial Apprenticeship and Certification Board

Date: April 6, 2022

Preface

This curriculum standard is aligned with the 2021 edition of the Red Seal Occupational Standard (RSOS) for the Cabinetmaker trade. It describes the curriculum content for the Cabinetmaker Pre-employment training program.

Acknowledgements

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

We offer a sincere thank you.

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Document Status

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A. RSOS Comparison Chart

A Red Seal Occupational Standard (RSOS) comparison chart is located in the Newfoundland and Labrador Curriculum Standard (NLCS).

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 educational agency, as long as pre-requisite conditions are satisfied.

Upon completion of an entry level 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 Levels 2, 3 & 4 in the NLCS.

Pre-employment				
Course No.	AACS No.	Course Name	Hours	Pre-Requisite(s)
TS1510		OH&S	6	None
TS1520	-	WHMIS	6	None
TS1530	-	Standard First Aid	14	None
AK1131	-	Construction Safety	42	TS1520, TS1530
AK1201	-	Hand Tools	42	AK1131
AK1235	-	Portable Power Tools	60	AK1201
AK1241	-	Common Stationary Equipment	90	AK1235
AK1140	-	Introduction to Materials	48	AK1131
AK1150	-	Prints and Drawings	72	None
AK1160	-	Introduction to CAD	60	AK1150
AK1170	-	Cabinet Fundamentals	96	AK1150
AK1211	-	Fasteners and Adhesives	48	AK1201

Pre-employment				
Course No.	AACS No.	Course Name	Hours	Pre-Requisite(s)
AK1251	-	Joint Fabrication and Assembly	78	AK1241
AK1180	-	Basic Wood Finishing	42	AK1235
AK1190	-	Basic Lamination	76	AK1251
AM1000	-	Introduction to Essential Skills	9	None
AM1101	-	Math Essentials*	42	None
AM1121	-	Cabinetmaker Math Fundamentals	42	AM1101
CM2161	-	Communication Essentials	36	None
SD1761	-	Workplace Essentials	24	None
MC1062	-	Computer Essentials	15	None
AP1102	-	Introduction to Apprenticeship	12	None
Total Hours			960	

Required Work Experience

*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.

Level 1

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 remedial action
 - vii. investigation of endangerment
 - viii. committee recommendation
 - ix. employer's responsibility in taking remedial action

4. Examine right to refuse dangerous work.
 - i. reasonable grounds for refusal
 - ii. reporting endangerment to health
 - iii. appropriate remedial action
 - iv. investigation of endangerment
 - v. committee recommendation
 - vi. employer's responsibility to take appropriate remedial action
 - vii. action taken when employee does not have reasonable grounds for refusing dangerous work
 - viii. employee's rights
 - ix. assigning another employee to perform duties
 - x. temporary reassignment of employee to perform other duties
 - xi. collective agreement influences
 - xii. wages and benefits

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

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

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

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

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

Practical Requirements:

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

TS1520 Workplace Hazardous Materials Information System (WHMIS)

Learning Outcomes:

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

Duration: 6 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Define WHMIS safety.
 - i. rationale and key elements
 - ii. history and development of WHMIS
 - iii. WHMIS legislation
 - iv. WHMIS implementation program
 - v. definitions of legal and technical terms

2. Examine hazard identification and ingredient disclosure.
 - i. prohibited, restricted and controlled products
 - ii. classification and the application of WHMIS information requirements
 - iii. responsibilities for classification
 - the supplier
 - the employer
 - the worker - Classification: rules and criteria
 - information on classification
 - classes, divisions and subdivision in WHMIS
 - general rules for classification
 - class A - compressed gases
 - class B - flammable and combustible materials
 - class C - oxidizing material
 - class D - poisonous and infectious material
 - class E - corrosive material
 - class F - dangerously reactive material
 - iv. products excluded from the application of WHMIS legislation
 - consumer products
 - explosives
 - cosmetics, drugs, foods and devices
 - pest control products
 - radioactive prescribed substances
 - wood or products made of wood
 - manufactured articles

- tobacco or products of tobacco
 - hazardous wastes
 - products handled or transported pursuant to the Transportation of Dangerous Goods (TDG) Act
 - v. comparison of classification systems - WHMIS and TDG
 - vi. general comparison of classification categories
 - vii. detailed comparison of classified criteria
- 3. Explain labeling and other forms of warning.
 - i. definition of a WHMIS label
 - supplier label
 - workplace label
 - other means of identification
 - ii. responsibility for labels
 - supplier responsibility
 - employer responsibility
 - worker responsibility
 - iii. introduce label content, design and location
 - supplier labels
 - workplace labels
 - other means of identification
- 4. Introduce material safety data sheets (MSDS).
 - i. definition of a material safety data sheet
 - ii. purpose of the data sheet
 - iii. responsibility for the production and availability of data sheets
 - supplier responsibility
 - employer responsibility
 - workers responsibility

Practical Requirements:

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

TS1530 Standard First Aid

Learning Outcomes:

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

Duration: 14 Hours

Pre-Requisite(s): None

Practical Requirements:

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

AK1131 Construction Safety

Learning Outcomes:

- Demonstrate knowledge of safety regulations for industry, employers and employees.
- Demonstrate knowledge of hazards, safe work practices and good housekeeping on the job site and in the workshop environment.
- Demonstrate knowledge of personal protective equipment (PPE) and fall arrest systems, and their care and use.

Duration: 42 Hours

Pre-Requisite(s): TS1520, TS1530

Objectives and Content:

1. Identify personal protective clothing and equipment, their use, inspection and maintenance.
 - i. hearing
 - ii. eye
 - iii. respiratory
 - iv. body
 - foot
 - hand
 - head
2. Identify types of fall prevention equipment and describe their use and care.
 - i. arrest
 - ii. restraint
 - iii. prevention
3. Identify types of fall prevention systems and their use and care.
 - i. guardrails system
 - ii. floor opening protection
 - iii. wall openings
4. Identify fire control equipment, its applications and procedures for use.
 - i. fire extinguisher classification (A, B, C)
 - ii. fire blankets
5. Describe safety precautions for electrical power sources.
 - i. single and three phase connections
 - ii. voltage and amperage/line loss
 - iii. signs of overload in motors

- iv. lockout procedures
 - v. switches
6. Identify types of industrial health hazards.
- i. solid (dusts)
 - ii. liquid
 - iii. fumes
 - iv. electrical
 - v. ergonomics
7. Identify health hazards presented by building materials.
- i. wood preservatives
 - ii. dusts
 - iii. heavy metals
 - iv. off-gassing
 - v. fibers
 - vi. asbestos
 - vii. exotic woods

Practical Requirements:

- 1. Select and demonstrate the proper use of personal protective equipment.

AK1201 Hand Tools

Learning Outcomes:

- Demonstrate knowledge of trade related hand tools.

Duration: 42 Hours

Pre-Requisite(s): AK1131

Objectives and Content:

1. Identify the main types of hand tools and describe their applications, accessories, care and use.
 - i. measuring
 - ii. layout
 - iii. alignment
 - iv. levels
 - v. sanders
 - vi. edge-cutters (hand planes & chisels)
 - vii. saws
 - viii. clamps
 - ix. sharpeners
2. Describe the procedures used to sharpen hand tools.

Practical Requirements:

1. Maintain hand tools and demonstrate sharpening procedures.
2. Demonstrate the safe use of hand tools.
3. Demonstrate the storage of hand tools.

AK1235 Portable Power Tools

Learning Outcomes:

- Demonstrate an understanding of the operation of portable power tools.

Duration: 60 Hours

Pre-Requisite(s): AK1201

Objectives and Content:

1. Identify the types of portable power and pneumatic tools and describe their applications, safety accessories, care and use.
 - i. saws
 - circular
 - jig
 - mitre
 - ii. drills
 - iii. planer
 - iv. sanders
 - belt
 - finish (random orbital)
 - v. routers and trimmers
 - vi. nailers and staplers
 - pneumatic
 - electric
 - vii. portable compressors
 - viii. joiners
 - biscuit
 - domino
 - ix. heat guns
2. Describe the importance of matching accessories for portable power tools to their intended use.
 - i. blades
 - ii. fences
 - iii. knives
 - iv. template guides
 - v. cutters
 - vi. depth gauges
 - vii. bits
3. Describe the use and care of extension cords and air hoses.

4. Describe powder-actuated tools (low velocity), their applications, care and use.
 - i. types
 - ii. safety
 - iii. codes and regulations
 - iv. fasteners and charges
 - v. misfires
 - vi. pins, charges and materials

5. Describe the procedures to perform common tasks with portable power tools.
 - i. edge profiles
 - ii. flush trimming
 - iii. sanding

Practical Requirements:

1. Set up and use a portable power tool.

AK1241 Common Stationary Equipment

Learning Outcomes:

- Demonstrate an understanding of the operation of common stationary equipment.

Duration: 90 Hours

Pre-Requisite(s): AK1235

Objectives and Content:

1. Identify the types of common stationary equipment and describe their applications, safety accessories, care and use.
 - i. saws
 - table
 - band
 - radial-arm
 - panel (vertical and sliding)
 - ii. edge-bander
 - iii. sanders
 - disk
 - stroke
 - edge
 - spindle
 - drum/wide belt
 - iv. mortisers
 - oscillating slot
 - chisel
 - v. drill presses
 - vi. planers
 - vii. jointers
 - viii. shapers
 - ix. hinge borers
 - x. bench grinders
 - xi. dust collectors
 - xii. CNC machining centre
 - xiii. compressor and air dryer
2. Describe the importance of matching accessories for common stationary equipment to their intended use.
 - i. blades
 - ii. knives
 - iii. cutters

- iv. bits
 - v. jigs
3. Describe the procedures to perform common tasks with stationary equipment.
- i. break out lumber
 - ii. dress lumber

Practical Requirements:

- 1. Set-up and operate a stationary tool.
- 2. Change a blade, bit or cutter.

AK1140 Introduction to Materials

Learning Outcomes:

- Demonstrate knowledge of materials used in cabinetmaking.

Duration: 48 Hours

Pre-Requisite(s): AK1131

Objectives and Content:

1. Identify and classify the different types of solid wood common to the Cabinetmaker trade.
 - i. hardwoods (deciduous)
 - birch
 - maple
 - oak
 - walnut
 - mahogany
 - cherry
 - poplar
 - ii. softwoods (coniferous)
 - basswood
 - pine
 - cedar
 - spruce
2. Describe the different common methods of producing lumber.
 - i. plain sawn/flat grained
 - ii. quarter sawn/edge grained
 - iii. rift sawn/rift grained
3. Describe the relative commercial values of lumber.
 - i. costs
 - ii. types
 - iii. sizes
 - iv. waste factor
4. Identify properties of common wood species.
 - i. density
 - ii. color
 - iii. odor
 - iv. structure
 - v. growth patterns

- vi. strength
 - vii. aesthetics
 - viii. bending qualities
 - ix. effects of light regarding discoloration
5. Identify types of wood grains.
- i. straight
 - ii. irregular
 - iii. curly
 - iv. spiral
 - v. interlocked
 - vi. open and closed
6. Identify common softwood and hardwood grades.
7. Describe common defects and flaws related to growth and machining.
- i. shakes
 - ii. pitch pockets
 - iii. knots
 - iv. stress
 - v. birds eyes
 - vi. burls
 - vii. rot
8. Describe the nominal and actual dimensions of softwood and hardwood lumber.
9. Describe seasoning and storage processes.
- i. moisture content
 - ii. equilibrium moisture content
 - iii. relative humidity
10. Describe drying methods.
- i. air
 - ii. kiln (types of kilns)
11. Describe flaws and defects related to improper drying and storage.
- i. checks
 - ii. warpage
 - iii. honeycomb
 - iv. stains
 - stickers
 - molds
12. Describe the procedures to measure hardwood lumber.
- i. board feet
 - ii. length and thickness

13. Identify manufactured wood products.
 - i. plywood (interior, exterior and specialty)
 - ii. other core materials
 - veneer
 - lumber
 - particle board
 - fibre-board
 - combination
 - balanced construction (laminates, veneers, etc.)
14. Describe the advantages of core-type woods over solid woods.
15. Describe the manufacturing methods of face veneers.
 - i. rotary
 - ii. flat sliced
16. Describe the advantages and disadvantages of various composite core materials.
 - i. particle-board
 - ii. fibre-board densities
17. Describe how different moisture-conditions affect composite core materials and storage.
18. Describe the types and uses of plastic laminate sheet material.
 - i. grades
 - ii. sizes
 - iii. brands
 - iv. properties
19. Describe standard types of molding.

Practical Requirements:

None

AK1150 Prints and Drawings

Learning Outcomes:

- Demonstrate knowledge of construction drawings, specifications, regulations and codes.

Duration: 72 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Identify the different types of drawings and describe their use.
 - i. architectural
 - elevation
 - floor
 - section
 - detail
 - three dimensional
 - Isometric
 - oblique
 - ii. shop drawings / work orders
 - iii. manufacturers supplied drawings
2. Identify architectural specifications and describe their purpose and use.
3. Identify construction regulations, codes and standards.
 - i. National Building Code
 - ii. Newfoundland Labrador Construction Safety Association
 - iii. Architectural Woodwork Manufacturers Association of Canada
 - iv. Buildings Accessibility Act and Regulations
4. Describe the alphabet of lines.
 - i. object
 - ii. broken
 - iii. extension
 - iv. dimension
 - v. centre
 - vi. leader
 - vii. break
 - viii. cutting plane
5. Identify and describe blueprint symbols and abbreviations.
 - i. wall symbols

- ii. exterior
 - iii. interior
 - iv. mechanical
 - v. masonry
 - vi. scale
6. Identify and describe information on construction drawings.
- i. lines
 - ii. symbols
 - iii. dimensions
 - iv. elevations
 - v. plan views
 - vi. abbreviations
 - vii. window/door schedules
 - viii. section views
 - ix. finish schedules
7. Explain the purpose of sketching.
- i. communication
 - ii. visualization
 - iii. explaining details
8. Describe freehand sketching techniques.
- i. lines
 - ii. proportion
 - iii. circles
 - iv. irregular shapes

Practical Requirements:

- 1. Develop a freehand sketch.
- 2. Produce a scaled manual drawing.
- 3. Produce a full scaled layout.

AK1160 Introduction to CAD

Learning Outcomes:

- Demonstrate knowledge of Computer Aided Design (CAD) to produce basic shop drawings.

Duration: 60 Hours

Pre-Requisite(s): AK1150

Objectives and Content:

1. Identify the types of CAD software.
2. Describe the procedures to use CAD software.
 - i. room layout
 - ii. material selection
 - iii. cabinet placement
 - iv. parameter setup
 - v. view selection
 - vi. saving and printing

Practical Requirements:

1. Design an efficient kitchen-cabinet layout.

AK1170 Cabinet Fundamentals

Learning Outcomes:

- Demonstrate the ability to identify and install hardware used in basic cabinets.
- Demonstrate the ability to layout and assemble basic cabinets.

Duration: 96 Hours

Pre-Requisite(s): AK1150

Objectives and Content:

1. Identify common types of hinges and describe their characteristics, applications and procedures to install.
 - i. butt
 - ii. surface mounted
 - iii. concealed
 - iv. piano
2. Identify the types of handles, pulls, knobs and accessories and describe their characteristics, applications and procedures to install.
3. Identify the types of catches, locks and latches and describe their characteristics, applications, location and procedures to install.
4. Identify types of hardware used for sliding cabinet doors and drawers and describe their characteristics, applications and procedures to install.
 - i. shop made (wood on wood)
 - ii. manufactured
 - metal
 - nylon
 - iii. pocket
 - iv. tambour
5. Identify types of hardware for adjustable/non-adjustable shelves and describe their characteristics, applications, spacing and procedures to install.
 - i. standards
 - ii. pins
 - iii. brackets
 - iv. cleats
6. Identify types of special purpose hardware and describe their characteristics, applications, location and procedures to install.
 - i. tray-lift

- ii. turning shelf
 - iii. lid stays
 - iv. grommets (cable holes)
 - v. blind corners
7. Describe jigs and templates used for location and installation of hardware.
8. Identify types of ready to assemble (RTA) fittings and describe their characteristics, applications, location and procedures to install.
9. Describe the 32mm system.
10. Describe the procedures used to fabricate framed and frameless casework.
 - i. shop drawings
 - ii. cutting lists/optimizing
 - iii. planning
 - sectional
 - knockdown
 - shop/site assembled
 - iv. selection of materials
 - solid stock
 - sheet materials
 - allowance for waste
 - v. sanding and pre-finishing (before final assembly)
 - vi. pre-assembly
 - vii. assembly
11. Describe cabinet components.
 - i. gables
 - ii. tops
 - iii. bottoms
 - iv. doors
 - panel
 - slab
 - tambour
 - v. drawers
12. Describe the procedures used to fabricate and construct basic cabinet doors.
 - i. planning
 - sizes
 - clearances
 - ii. selection of materials
 - iii. construction
 - iv. installation and adjustment of hardware
13. Describe the procedures used to fabricate and construct basic cabinet drawers.

- i. planning
- ii. selection of materials
- iii. construction
- iv. installation and adjustment of hardware

Practical Requirements:

- 1. Fabricate a case with a door and a drawer.
 - i. produce cutting list
 - ii. optimize materials
 - iii. install hardware

AK1211 Fasteners and Adhesives

Learning Outcomes:

- Demonstrate the ability to select and use fasteners and adhesives.

Duration: 48 Hours

Pre-Requisite(s): AK1201

Objectives and Content:

1. Identify the main types of fasteners and describe their characteristics, applications and procedures to install.
 - i. nails
 - ii. screws
 - iii. biscuits
 - iv. dowels
 - v. staples
 - vi. wall inserts
 - vii. RTA hardware
 - viii. tight joint fasteners
 - ix. angle brackets
2. Identify the coatings used on fasteners and describe their characteristics and applications.
3. Identify the main types of adhesives and describe their characteristics, applications and procedures for use and storage.
 - i. hide glue
 - ii. casein glue
 - iii. standard and cross-linking polyvinyl resins
 - iv. urea-resin
 - v. resorcinol
 - vi. epoxy
 - vii. contact cements
 - viii. hot-melts
4. Identify and describe the most suitable adhesive for specific applications.
 - i. shelf-life,
 - ii. pot-life
 - iii. assembly times
 - iv. moisture conditions,
 - v. temperatures
 - vi. undesirable staining of materials

- vii. coloring of glue
- viii. type of material to be glued

Practical Requirements:

1. Select and install a fastener for a specified task.
2. Select and apply an adhesive for a specified task.

AK1251 Joint Fabrication and Assembly

Learning Outcomes:

- Demonstrate the ability to fabricate and assemble joints.

Duration: 78 Hours

Pre-Requisite(s): AK1241

Objectives and Content:

1. Identify types of abrasives, their characteristics and applications.
 - i. garnet
 - ii. aluminum oxide
 - iii. silicon carbide
2. Identify and describe the different forces affecting joints.
 - i. shear
 - ii. tensile
 - iii. compression
3. Identify the types of woodworking joints and describe their characteristics, applications and the procedures to fabricate and assemble.
 - i. butt
 - ii. mitre
 - iii. lap joints
 - iv. dado
 - v. rabbet joint
 - vi. dowel joint
 - vii. tongue and groove joints
 - viii. spline joints
 - ix. mortise and tenon joints
 - x. dovetail joints
 - xi. biscuit or plate joint
 - xii. coped joint
 - xiii. finger
 - xiv. scarf
 - xv. pocket screwed joints

Practical Requirements

1. Layout, fabricate, and assemble a joint from solid wood using hand tools, and a joint from solid wood using power tools.

2. Layout, fabricate and assemble a joint from manufactured material using power tools.
3. Using sanding techniques, prepare both solid wood and sheet material for finishing.

AK1180 Basic Wood Finishing

Learning Outcomes:

- Demonstrate knowledge of finishing products and wood preparation.
- Demonstrate the ability to apply finishing products.

Duration: 42 Hours

Pre-Requisite(s): AK1235

Objectives and Content:

1. Describe pre-finishing procedures.
 - i. glue removal
 - ii. surface repairs
 - iii. final sanding & inspection
 - iv. filling
2. Identify the types of finishing products and describe their characteristics, applications and procedures for use.
 - i. lacquers
 - ii. varnishes
 - iii. oils
 - iv. water based finishes
3. Identify compatible solvents and thinners for finishing products.
4. Describe methods of applying finishing coats.
 - i. spraying
 - ii. brushing
5. Identify the types of spray equipment and describe their applications, adjustments, care and use.
 - i. airless and air assisted airless
 - ii. high volume - low pressure
 - iii. spray booths
6. Describe hazards posed by the use, storage and disposal of finishing products and harmful materials.
 - i. oily rags
 - ii. lighting and ventilation systems
 - iii. solvents and vapors
 - skin and eye contact
 - respiratory protection

Practical Requirements:

1. Prepare a section of solid wood or sheet material for finishing.
2. Apply a top coat using spray equipment.

AK1190 Basic Lamination

Learning Outcomes:

- Demonstrate the ability to identify different types of laminates.
- Demonstrate the ability to perform laminating procedures.

Duration: 76 Hours

Pre-Requisite(s): AK1251

Objectives and Content:

1. Identify types of laminating and describe their characteristics and applications.
 - i. wood
 - ii. plastic
2. Describe gluing, assembling and clamping systems.
 - i. growth rings and grain direction
 - ii. special milling of components
3. Describe the procedures used to perform a straight lamination using solid wood.
 - i. grain direction & growth rings
 - ii. clamping methods
4. Describe the procedures to apply plastic laminates to straight surfaces.
5. Describe sizing and dressing of a solid wood lamination. glued up solid wood units.

Practical Requirements:

1. Prepare, apply, trim and finish plastic laminate on a straight surface.
2. Prepare, laminate and dress solid wood.

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 content¹
 - ii. OLES Essential Skills Profiles²
 - iii. OLES tools and support for apprentices and tradespersons³
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 Indicator⁴** and **Essential Skills Self-Assessment for the Trades⁵** 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 Trades Certification.

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 percentages
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.

AM1121 Cabinetmaker Math Fundamentals

Learning Outcomes:

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

Duration: 42 Hours

Pre-Requisite(s): AM1101

Objectives and Content:

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

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

- ii. circle calculations
7. Identify math processes used to complete administrative trade tasks.
- i. material estimation
 - ii. material costing
 - iii. time & labour estimates
 - iv. taxes & surcharges
 - v. markup & projecting revenue

Practical Requirements:

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

Note: This course is **non-transferable** to other trades programs, and **not eligible for prior learning assessment**. Students completing training in this trade program are required to complete this math course. Apprentice transfers under Provincial / Territorial Mobility agreements may be exempt from this requirement.

CM2161 Communication Essentials

Learning Outcomes:

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

Duration: 36 Hours

Pre-Requisite(s): None

Objectives and Content:

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

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

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

- v. teleconferencing / videoconferencing for meetings and interviews
 - vi. social networking
 - vii. other emerging technologies
9. Demonstrate an understanding of effective job search techniques.
- i. employment trends, opportunities, and sources of employment
 - ii. job ads and the importance of fitting qualifications to job requirements
 - iii. resumes
 - characteristics of effective resumes
 - types of resumes
 - principles of resume formatting
 - iv. effective cover letters
 - v. job interview process
 - pre-interview preparation
 - interview conduct
 - post-interview follow up

Practical Requirements:

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

SD1761 Workplace Essentials

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

Learning Outcomes:

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

Duration: 24 Hours

Pre-Requisite(s): None

Objectives and Content:

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

1. Identify personal responsibilities and attitudes that contribute to on-the-job success.
 - i. asking questions
 - ii. working safely
 - iii. accepting constructive feedback
 - iv. time management & punctuality
 - v. respect for authority
 - vi. stewardship of materials, tools and properties
2. Define unions and identify their role in the workplace.
 - i. purpose of unions
 - ii. common union structure
 - iii. unions in this trade
3. Demonstrate an understanding of the Worker's Compensation process.
 - i. aims, objectives, and benefits of the WorkplaceNL
 - ii. role of the workers advisor
 - iii. internal review process
4. Demonstrate an understanding of worker's rights.
 - i. labour standards
 - ii. regulations, including:
 - hours of work & overtime
 - termination of employment
 - minimum wages & allowable deductions

- statutory holidays, vacation time, and vacation pay
5. Demonstrate an understanding of human rights issues.
- i. awareness of the Human Rights Code and the role of the Human Rights Commission
 - ii. categories of discrimination and strategies for prevention
 - direct
 - systemic
 - adverse effect
 - iii. types of discrimination
 - race
 - ethnic origin
 - colour
 - religion
 - age
 - gender identify
 - sexual orientation
 - marital status
 - family status
 - disability
 - criminal conviction that has been pardoned
 - iv. conduct that constitutes harassment and discrimination
 - objectionable conduct
 - comments or displays made either on a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to the recipient
 - v. the value of diversity in the workplace
 - culture
 - gender identify
 - sexual orientation
6. Demonstrate an understanding of quality customer service.
- i. importance of quality service
 - ii. barriers to quality service
 - physical and physiological
 - cultural
 - technological
 - iii. customer needs & common methods for meeting them
 - iv. characteristics & importance of a positive attitude
 - v. interactions with challenging customers
 - vi. addressing complaints and resolve conflict

Practical Requirements:

None

MC1062 Computer Essentials

Course 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
 - vii. adjust desktop settings such as screen savers, screen resolution, and backgrounds
 - viii. shut down a computer
4. Identify the skills necessary to perform file management commands.
 - i. create folders

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

9. Describe computer use for online learning.
 - i. online training
 - ii. level exams
 - iii. study guides
 - iv. practice exams

Practical requirements:

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

AP1102 Introduction to Apprenticeship

Learning Outcomes:

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

Duration: 12 Hours

Pre-Requisite(s): None

Objectives and Content:

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

4. Explain the steps in the registered apprenticeship process.
 - i. meet entrance requirements
 - education
 - employment
 - Recognition of Prior Learning (RPL) - if applicable
 - ii. complete the registration process
 - application
 - required documents
 - iii. complete the Memorandum of Understanding (MOU)
 - contract responsibilities
 - probation period
 - cancellation
 - iv. maintain Record of Occupational Progress (Logbook)
 - sign off skills
 - record hours
 - update Apprenticeship Program Officer (APO) on progress
 - v. class calls
 - hour requirements
 - EI eligibility
 - training schedule
 - vi. level examinations - if applicable
 - vii. progression schedule
 - apprenticeship level
 - wage rates
 - viii. certification examinations
 - Provincial
 - Interprovincial
 - written
 - practical - if applicable
 - ix. certification
 - Certificate of Apprenticeship
 - Certificate of Qualification
 - Provincial journeyman - Blue Seal
 - Interprovincial journeyman - Red Seal endorsement (RSE)
5. Identify the Conditions Governing Apprenticeship.
6. Discuss cancellation of apprenticeship.
 - i. failure to notify of address change
 - ii. extended periods of unemployment
 - iii. lack of contact with an APO for an extended period
 - iv. failure to respond to class calls
 - v. declining of multiple class calls
7. Explain the Interprovincial Standards Red Seal program.

- i. designated Red Seal trades
 - ii. the Red Seal Occupational Standard (RSOS)
 - iii. relationship of RSOS to IP examination
 - iv. national qualification recognition and mobility
8. Identify the current financial incentives available to apprentices.
- i. Federal
 - ii. Provincial
9. Explain the Provincial / Territorial Apprentice Mobility Guidelines.
- i. temporary mobility
 - ii. permanent mobility
10. Describe Atlantic and National Harmonization initiatives.

Practical Requirements:

1. Use the Provincial Apprenticeship and Trades Certification website at www.gov.nl.ca/atcd/
 1. locate, download, and complete the Application for Apprenticeship and Memorandum of Understanding (MOU)
 2. locate the address of the Industrial Training office closest to this campus
 3. locate the training schedule and identify the start date of the next class call for this trade
 4. locate and review the learning resources applicable to this trade
 - Study Guide
 - Exam Preparation Guide
 - Plan of Training
2. Use the Plan of Training applicable to this trade.
 - i. locate the hours for the trade
 - total in-school
 - total required for certification
 - ii. locate the number of levels
 - iii. locate the courses in each level
 - iv. locate the hours required for progression to a Level 2 apprentice and the wage percentage of that level

C. Conditions Governing Apprenticeship Training

1.0 General

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

2.0 Entrance Requirements

2.1 Entry into the occupation as an apprentice requires:

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

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

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

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

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

3.0 Probationary Period

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

4.0 Termination of a Memorandum of Understanding

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

5.0 Apprenticeship Progression Schedule, Wage Rates and Advanced Training Criteria

Cabinetmaker - 7200 Hours			
Apprenticeship Level and Wages			
Level	Wage Rate	Requirements for Progression to Next Level	Next Level
1 st	60%	<ul style="list-style-type: none"> ▪ Completion of Pre-Employment training ▪ Registration as an apprentice ▪ Minimum 1800 hours of combined relevant work experience and training 	2 nd Year
2 nd	70%	<ul style="list-style-type: none"> ▪ Completion of Level 2 training ▪ Pass Level 2 exam* ▪ Minimum 3600 hours of combined relevant work experience and training 	3 rd Year
3 rd	80%	<ul style="list-style-type: none"> ▪ Completion of Level 3 training ▪ Pass Level 3 exam* ▪ Minimum 5400 hours of combined relevant work experience and training 	4 th Year
4 th	90%	<ul style="list-style-type: none"> ▪ Completion of Level 4 training ▪ Pass Level 4 exam* ▪ Minimum 7200 hours of combined relevant work experience and training ▪ Sign-off of all workplace skills in apprentice logbook ▪ Pass certification exam 	Journeyman Certification
<p>Wage Rates</p> <ul style="list-style-type: none"> ▪ Rates are percentages of the prevailing journeyman'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. <p>*Level Exams</p> <ul style="list-style-type: none"> ▪ This program may not currently contain level exams, in which case this requirement will be waived until such time as level exams are available. 			

Cabinetmaker - 7200 Hours		
Class Calls (After Apprenticeship Registration)		
Call Level	Requirements for Class Call	Hours Awarded for In-School Training
Direct Entry Level 1	<ul style="list-style-type: none"> ▪ Minimum of 1800 hours of relevant work experience ▪ Prior Learning Assessment (PLA) at designated college (if applicable) 	360
Level 2	<ul style="list-style-type: none"> ▪ Minimum of 3000 hours of relevant work experience and training 	210
Level 3	<ul style="list-style-type: none"> ▪ Minimum of 5000 hours of relevant work experience and training 	210
Level 4	<ul style="list-style-type: none"> ▪ Minimum of 7020 hours of relevant work experience and training 	180
<p>Class calls at Minimum Hours</p> <ul style="list-style-type: none"> ▪ 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 Immigration, Population Growth and Skills 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 7200 hours.

Or

A total of 10800 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 journeyman.
- obtains the required hand tools as specified by the PACB for each period of training of the apprenticeship program.

The Employer:

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

The Training Institution:

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

The Apprenticeship and Trades Certification Division:

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

The Provincial Apprenticeship and Certification Board:

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