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# RPL | SAMPLE PL-110 PACKAGE



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



**REQUEST FOR RECOGNITION OF PRIOR LEARNING  
APPRENTICESHIP ENTRY / ADVANCED LEVEL TRAINING PROGRAMS**

CONTACT INFORMATION	
Name (first, last)	<u>Gary Anderson</u>
Registration #:	<u>A-99-654321</u>
Address 1:	<u>26A Drydock Road</u>
Address 2:	_____
Town, Province:	<u>Peterview, NL</u>
Postal Code:	<u>A0H 0H0</u>
Primary Tel:	<u>709-555-9876</u>
e-mail:	<u>GaryAnderson@Peterviewmail.com</u>

PROGRAM INFORMATION (OFFICE USE)	
Occupation to be assessed:	<u>Cabinetmaker</u>
Start date:	<u>June 25, 2013</u>
Current apprenticeship level:	<u>1</u>
Blocks completed to date:	<input checked="" type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
POT Version for any prior training:	<u>Level 1 cabinetmaker in Ontario</u>
Previous Trades (name and POT version):	_____
	_____
	_____

**PRIOR FORMAL LEARNING TO BE ASSESSED**

Prior formal learning includes any learning received at a formal educational institution for which credit was received, but which does not have an articulation agreement with the Provincial Apprenticeship and Certification Division.

Remember to include your supporting documents. To prove prior formal learning, you must attach a certified transcript from the school where the learning was received. You must also include verifiable course documents (outlines, school calendars, etc.) which clearly identify the objectives and outcomes of each course you are submitting for assessment. If the course in the NL provincial curriculum for which you are seeking credit contains practical objectives, your outlines must clearly show practical objectives and assessment (testing) of those objectives. It is your responsibility to provide this information, not the assessors.

1. Name and address of School where learning was received

Unified Skilled Trades College, Box 1015, Kitchener, Ontario

1-888-555-1212

Who may we contact at this school to verify learning if necessary? (name and tel. number)

Manfred Schmidt – Program Coordinator

519-555-6543

Course Name & Number From Sending Institution	Course Name & Number in NL Provincial Curriculum	Place this letter on all documents which support this learning
CBNT1010 <i>Protect self and Others</i>	AK1130 <i>Construction Safety</i>	A
CBNT1020 <i>Materials</i>	AK1220 <i>Materials</i>	B
CBNT1030 <i>Hand Tools and Portable Power Tools</i>	AK1200, <i>Hand Tools</i> AK1230, <i>Portable Power Tools</i>	C
CBNT1040 <i>Stationary Machines and Production Sequences</i>	AK1240 <i>Common Stationary Equipment</i>	D
CBNT1050 <i>Cabinet Construction (Basic)</i>	AK1290 <i>Basic Casework</i>	E
MATH1470 <i>Applied Trade Calculations (Basic)</i>	AM1100 <i>Math Essentials</i>	F
		G
		H
		I
		J
		K
		L
		M

If you require further space to identify Prior formal learning, please copy this page and insert the copy with this form. Please re-letter the 3<sup>rd</sup> column **on the copy**.

**PRIOR INFORMAL LEARNING TO BE ASSESSED**

Informal learning includes any learning not associated with a formal learning institution. The sources of this learning include, but are not limited to:

- Work experience
- Non-credit training courses received at the workplace or through continuing education programs at colleges or universities
- Volunteer experience
- Acquired skills developed through life experiences

To receive credit for this informal learning, you will be evaluated using challenge methods. This means you will have to complete theoretical and possibly practical tests of your knowledge and abilities. The evaluation methods will be determined by your assessor, and outlined in the Assessment Plan (PL-200) which you will review and sign before beginning assessment.

You will be expected to demonstrate the same understanding and command of the learning objectives for each course you have identified as someone who has completed the course in a standard in-school training program.

Prior Learning Experience	Place this number on all Documents which support this learning <b>1</b>
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Please identify where this learning took place (workplace, volunteer organization, etc), and the approximate dates during which the learning occurred:

Where? Georgetown Cabinets Inc., 52 Browns Line, Georgetown, ON  
519-555-9999

When? May, 2010 – November, 2012

Please describe the nature of the activity, and how it provided you with skills, abilities and knowledge which are relevant to this occupation (trade). Be as descriptive as possible.

I worked at GTC for over two years, where I had the position of Laminate Technician. My job was to identify laminate requirements from project specs, prepare the laminate material for installation on various substrates and perform all tasks necessary to install the laminate on the substrate. This involved cutting, bending, gluing, clamping and layup. I would select the appropriate tools to use during preparation and installation.

When I started this job, I worked under the supervision of an experienced laminate technician, who helped guide me through my job tasks. During the first year, I started to work more independently, and after the first year, I performed most work independently. Unfortunately, this company did not have a Red Seal cabinetmaker on staff, so I could not serve an apprenticeship there.

Identify the course name(s) and number(s) in the NL Curriculum which you believe you could successfully challenge with the skills, knowledge and abilities acquired through this experience.

A	Course Name <i>Laminating</i>	Course Number <i>AK1260</i>
B	Course Name	Course Number
C	Course Name	Course Number

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Prior Learning Experience	Place this number on all Documents which support this learning	<b>2</b>
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Please identify where this learning took place (workplace, volunteer organization, etc), and the approximate dates during which the learning occurred:

Where? \_\_\_\_\_  
 \_\_\_\_\_

When? \_\_\_\_\_

Please describe the nature of the activity, and how it provided you with skills, abilities and knowledge which are relevant to this occupation (trade). Be as descriptive as possible.

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Identify the course name(s) and number(s) in the NL Curriculum which you believe you could successfully challenge with the skills, knowledge and abilities acquired through this experience.

<b>A</b>	Course Name	Course Number
<b>B</b>	Course Name	Course Number
<b>C</b>	Course Name	Course Number
<b>D</b>	Course Name	Course Number

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Prior Learning Experience	Place this number on all Documents which support this learning	<b>3</b>
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Please identify where this learning took place (workplace, volunteer organization, etc), and the approximate dates during which the learning occurred:

Where? \_\_\_\_\_  
 \_\_\_\_\_

When? \_\_\_\_\_

Please describe the nature of the activity, and how it provided you with skills, abilities and knowledge which are relevant to this occupation (trade). Be as descriptive as possible.

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<b>A</b>	Course Name	Course Number
<b>B</b>	Course Name	Course Number
<b>C</b>	Course Name	Course Number
<b>D</b>	Course Name	Course Number

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Prior Learning Experience

Place this number on all Documents which support this learning

**4**

Please identify where this learning took place (workplace, volunteer organization, etc), and the approximate dates during which the learning occurred:

Where? \_\_\_\_\_  
 \_\_\_\_\_

When? \_\_\_\_\_

Please describe the nature of the activity, and how it provided you with skills, abilities and knowledge which are relevant to this occupation (trade). Be as descriptive as possible.

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Identify the course name(s) and number(s) in the NL Curriculum which you believe you could successfully challenge with the skills, knowledge and abilities acquired through this experience.

<b>A</b>	Course Name	Course Number
<b>B</b>	Course Name	Course Number
<b>C</b>	Course Name	Course Number
<b>D</b>	Course Name	Course Number

If you require additional space to identify prior informal learning experiences, please copy one or more of the previous pages and attach to this document.

**SPECIAL NEEDS**

Volunteering information about any special accommodations you require or learning challenges you face is voluntary for the applicant, but may result in a better assessment outcome. Any information you provide will be shared with the Prior Learning Assessor. If you wish, please provide this information here (attach additional pages if necessary):

During my training at Unified in Kitchener I wrote my exams in a quiet room away from my classmates. This was a practice I carried over from my high school time. I do not have a doctor's note for this, but I did continue to receive this accommodation in college, it was very helpful in writing my exams

**ENDORSEMENT**

I declare the information included to be a true and accurate representation of my prior formal and informal learning experiences. I understand that intentionally submitting false or misleading information may result in termination / refusal of my apprenticeship.

I consent to the sharing of information related to my assessment and apprenticeship by and between the Department of Immigration, Population Growth and Skills and the Educational Agency I will be attending.

If I wish to withdraw my consent, I may do so at any time by contacting or writing to my local office of the Apprenticeship and Trades Certification Division of Immigration, Population Growth and Skills. If I have any questions or concerns about how my personal information will be used, I can contact my Apprenticeship Program Officer.

Gary Anderson  
Apprentice

July 23, 2013  
Date

**FOR DEPARTMENT USE**

Date received: \_\_\_\_\_

PDO Assigned: \_\_\_\_\_

Recommended for Assessment:  RPL PDO (Initial): \_\_\_\_\_

**FOR COLLEGE USE**

Assessor name: \_\_\_\_\_

Date received: \_\_\_\_\_

Date of initial meeting: \_\_\_\_\_

PL-200 Creation date: \_\_\_\_\_





A - F

# UNIFIED SKILLED TRADES COLLEGE

KITCHENER, ONTARIO  
1-888-555-1212

## TRANSCRIPT OF MARKS

Gary Anderson  
1234 Main Street  
Cambridge, Ontario N1A 1A1

Entry date: September 2, 2009  
Completion date: N/A

THE PASSING GRADE FOR ALL SKILLED TRADES COURSES IS 70%

Course #	Course Name	Level	Grade
CBNT1010	Protect Self and Others (Basic)	1	95
CBNT1020	Materials (Basic)	1	90
CBNT1030	Hand Tools and Portable Power Tools (Basic)	1	90
CBNT1040	Stationary Machines and Production Sequences (Basic)	1	85
CBNT1050	Cabinet Construction (Basic)	1	90
DRWG1240	Trade Drawings and Layout (Basic)	1	EX
MATH1470	Applied Trade Calculations (Basic)	1	85
CBNT2010	Cutting Tool Theory (Intermediate)	2	NC
CBNT2020	Materials (Intermediate)	2	NC
CBNT2030	Stationary Machines & Production Sequences (Intermediate)	2	NC
CBNT2040	Cabinet Constructions (Intermediate)	2	NC
CBNT2050	Finishing (Intermediate)	2	NC
DRWG2020	Trade Drawings and Layouts (Intermediate)	2	NC
CBNT3010	Stationary Machines (Advanced)	3	NC
CBNT3020	Cabinet Construction (Advanced)	3	NC
CBNT3030	Finishing (Advanced)	3	NC
CBNT3040	Production Sequences (Advanced)	3	NC
CBNT3050	Site Installation (Advanced)	3	NC
DRWG3080	Trade Drawings and Layouts (Advanced)	3	NC

NC = Not yet Completed  
INC = Incomplete, attempted but not successful  
TC = Transfer of credit  
EX = Exempt through RPL process

OFFICIAL TRANSCRIPT  
WHEN SEAL PRESENT



# CABINETMAKER PROGRAM

UNIFIED SKILLED TRADES COLLEGE

## CBNT1010 | Protect Self and Others

**Description:** Upon successful completion of this reportable subject, the apprentice is able to work safely, protecting self and others in accordance with government legislation, industry standards and equipment manufacturer's recommendations.

**Duration:** 15 Hours

### Learning Objectives:

1. Identify personal protective clothing and equipment.
2. Identify hearing protection, their types, applications and use.
3. Identify safety glasses, their types, applications and use.
4. Identify respiratory protection, their types, applications and use.
5. Identify body coverings, their types, applications and use.
6. Identify foot protection, their types, applications and use.
7. Identify hand protection, their types, applications and use.
8. Identify head protection, their types, applications and use.
9. Identify inspection and maintenance procedures for personal protective equipment.
10. Identify the hazards and precautions to be taken when working in a confined space.
11. Identify types of industrial health hazards.
12. Identify health hazards presented by building materials.

Note: This outline is intended for demonstration purposes only. It is not intended to accurately reflect the content of any skilled trades training program in the province of Ontario.

# CABINETMAKER PROGRAM

UNIFIED SKILLED TRADES COLLEGE

CBNT1020 | Materials (Basic)

**Description:** Upon successful completion of this course the apprentice is able to describe the types, characteristics, processing and applications of lumber and wood materials used in the trade in accordance with the National Hardwood Lumber Association standards and Canadian Softwood Guidelines.

**Duration:** 30 Hours

**Objectives and Content:**

1. Identify and classify the different types of solid wood common to the Cabinetmaker trade.
  - i. hardwoods (deciduous)
  - ii. softwoods (coniferous)
2. Describe the different common methods of producing lumber.
3. Describe the relative commercial values of lumber.
4. Identify the structure and growth properties of wood.
5. Describe the cell structure of wood and how different properties are affected by it.
6. Identify properties of common wood species.
7. Identify the different types of wood grains.
8. Identify common grades and the criteria used for grading softwood and hardwood lumber.
9. Describe the common defects and flaws related to growth and machining.
10. Describe the nominal and actual dimensions of softwood and hardwood lumber.
11. Describe seasoning and storage processes.

Note: This outline is intended for demonstration purposes only. It is not intended to accurately reflect the content of any skilled trades training program in the province of Ontario.

12. Describe the method used to identify the moisture content in wood samples.
13. Describe flaws and defects related to improper drying and storage.
14. Describe the procedures to calculate board, lineal and square feet.
15. Identify the different types of veneers used in industry.
16. Describe the storage and handling of veneers.
17. Discuss relative commercial values of veneers by cost, type, size and waste factors.
18. Identify manufactured wood products.
19. Identify the core-types commonly used.
20. Describe the advantages of core-type woods over solid woods.
21. Describe the advantages and disadvantages of various composite core materials.
22. Describe how different moisture-conditions affect composite core materials.
23. Describe the use of sheet material.
24. Describe common sizes and types of solid surface materials.
25. Identify types of glass and describe their properties, thickness and use.
26. Describe the procedures used to cut glass, smooth and webering edges.
27. Describe installation requirements for glass and mirrors.
28. Describe the materials and methods used to control sound.
29. Use knowledge gained to identify and select materials to construct a cabinet according to project specifications.

# CABINETMAKER PROGRAM

UNIFIED SKILLED TRADES COLLEGE

## CBNT1030 | Hand and Portable Power Tools (Basic)

**Description:** Upon successful completion of this course, the apprentice is able to use and maintain hand tools and portable power tools in accordance with government safety regulations, manufacturers' recommendations and industry standards.

**Duration:** 42 Hours

### Objectives and Content:

1. Identify the main types of hand tools and describe their applications, accessories, care and use.
2. Describe the procedures used to sharpen hand tools.
3. Identify pneumatic power sources and connections.
4. Identify the types of portable power and pneumatic tools and describe their applications, safety accessories, care and use.
5. Describe the importance of matching accessories for portable power tools to their intended use.
6. Describe the use and care of extension cords and air hoses.
7. Describe the use and care of low velocity powder-actuated tools.
8. Use hand and portable power tools to construct shop projects as specified by your instructor.

Note: This outline is intended for demonstration purposes only. It is not intended to accurately reflect the content of any skilled trades training program in the province of Ontario.

# CABINETMAKER PROGRAM

UNIFIED SKILLED TRADES COLLEGE

## CBNT1040 | Stationary Machines and Production Sequences (Basic)

**Description:** Upon successful completion of this course, the apprentice is able to set-up, operate and perform production sequences on stationary machines in accordance with government safety regulations, manufacturers' recommendations and industry standards

**Duration:** 42 Hours

### Objectives and Content:

1. Describe safety precautions for electrical power sources.
2. Identify the types of common stationary equipment and describe their applications, safety accessories, care and use.
3. Identify accessories for common stationary equipment, and their intended uses.
4. Describe the requirements for maintenance and log keeping.
5. Describe the principles involved in joining wood.
6. Identify and describe the different forces affecting joints.
7. Identify the types of woodworking joints and describe their characteristics and applications.
8. Describe the procedures used to fabricate and assemble joints.
9. Set up and operate common stationary machinery to fabricate a cabinet component according to project specifications.

Note: This outline is intended for demonstration purposes only. It is not intended to accurately reflect the content of any skilled trades training program in the province of Ontario.

# CABINETMAKER PROGRAM

UNIFIED SKILLED TRADES COLLEGE

## CBNT1050 | Cabinet Construction (Basic)

**Description:** Upon successful completion of this reportable subject, the apprentice is able to perform basic cabinet design and construction procedures in accordance with government safety regulations and acceptable industry standards.

**Duration:** 51 Hours

### Objectives and Content:

1. Identify the accepted heights and spacing of wall mounted units.
2. Describe how studs or backings can be found in framed walls.
3. Describe the proper method of securing materials.
4. Identify various types and characteristics of counter-top surface materials.
5. Describe procedures for the sequence of assembly, including leveling, plumbing, shimming, scribing, coordinating with other trades, and temporarily protecting product after installation.
6. Describe the checks for ease of operation following installation of doors, drawers, slides, etc.
7. Install cabinetry according to specifications and drawings.

Note: This outline is intended for demonstration purposes only. It is not intended to accurately reflect the content of any skilled trades training program in the province of Ontario.

# CABINETMAKER PROGRAM

UNIFIED SKILLED TRADES COLLEGE

## MATH1470 | Applied Trade Calculations (Basic)

**Description:** Upon successful completion of this course, the apprentice is able to solve trade related calculations in accordance with requirements of the specified trade related task.

**Duration:** 30 Hours

**Objectives and Content:**

*These objectives are to be completed using trade specific demonstrations and practical application.*

1. Perform whole number operations.
2. Apply the order of operations in math problems.
3. Perform fraction and mixed number operations.
4. Perform decimal operations.
5. Perform percent/decimal/fraction conversion and comparison.
6. Perform percentage operations.
7. Perform ratio and proportion operations.
8. Use the imperial and metric measurement systems in math problems.

Note: This outline is intended for demonstration purposes only. It is not intended to accurately reflect the content of any skilled trades training program in the province of Ontario.



## Cabinetmaker (Apprenticeship)

**Credential:** Ontario College Certificate  
**Program Code:** 0705  
**School:** [Engineering & Information Technology](#)  
**Academic Year:** 2009 / 2010

### About the Program

Students learn the theoretical knowledge of all aspects of Cabinet Making together with the practical training necessary to compliment the student's on-the-job training experience.

See Apprenticeship - General Information.

### Program Facts

**Length:** 720-hour Ontario College Certificate program delivered in three components  
**Location:** Doon (Kitchener)  
**Start:** Varies

Fees set by MTCU as per offer of classroom training

\*Books, parking fees are additional.

\*Applicants are registered on a first-come, first-served basis.

\*You are not required to pay classroom fees while participating in OYAP.

### Apprenticeship Training - General Information Becoming a Journeyperson

Skilled workers (journeypersons) are in high demand in a broad range of occupations and make an important contribution to Canada's economic growth. If you are interested in becoming a journeyperson you must first complete an apprenticeship. Women are encouraged to investigate the significant benefits of a career in a skilled occupation.

### What is Apprenticeship?

Apprenticeship is an agreement between an individual who wants to learn a skill and an employer who needs a skilled worker. It is a combination of in-school training and on-the-job experience. An apprenticeship can last 2-5 years, depending on the program. As an apprentice, about 90% of your time is spent learning practical skills on the job, while supervised by a qualified journeyperson. The rest is spent learning theoretical and technical aspects of your trade. Over time, the apprenticeship system of training has proven to be one of the world's most successful ways to learn.

### On-the-Job Experience

Once you have decided which occupation best suits your interests and talents, it is up to you to find an employer willing to employ you as an apprentice.

### In-School Training

Unified Skilled Trades College provides the in-school training portion for a variety of skilled trades. You will be released from work to attend trade school either in a block or one day a week format, depending on the trade and delivery options.

## Program Objectives

- Identify and apply safety principles related to the Industrial Woodworking trade.
- Complete all necessary trade calculations.
- Recognize and apply basic principles of the identification and classification of lumber, veneer, plywood, particleboard, composition boards and laminates.
- Read drawings and understand basic production blueprints and layout procedures.
- Select and safely use trade related hand tools and portable power tools.
- Recognize the safe operation and correct applications of trade related machines.
- Identify the types and applications of joints and fastenings used in Industrial Woodworking.
- Construct woodworking projects to accepted trade standards.
- Select and apply finishing materials while maintaining a safe work environment.

## Admission Requirements

- Prospective students must be registered apprentices under the Apprenticeship and Certification Act (ACA) or the Trades Qualification and Apprenticeship Act (TQAA) with the Ministry of Training, Colleges and Universities (M.T.C.U.) in the industrial woodworking trade.

### Note:

- Information related to this apprenticeship program may be obtained from the local Apprenticeship and Client Services Office at 519-653-5758 or 1-866-877-0099.
- **Unified Skilled Trades College** delivers the "in-school" component of this apprenticeship program as required by the Ministry of Training, Colleges and Universities. In addition, (M.T.C.U.) requires employers to deliver the greater proportion of apprenticeship training on-the-job.
- Students are required to demonstrate the same attention to punctuality and attendance as would be required by the business or industry in which they are employed or expect to be employed.

## Pre-Certification of Qualification

If you have more than 5 years experience working in a trade specific area from outside of Canada or within Canada, you may want to pursue challenging your Certificate of Qualification. For more information on eligibility criteria or to arrange to speak to an Apprenticeship Training Consultant contact the Ministry of Training, Colleges and Universities office at 519-653-5758 or 1-866-877-0099. Many Ontario Colleges offer pre-certification courses in a variety of trade areas that assist you in preparing to write or re-write your certification exam, it is also an excellent refresher course.

For more information on part-time pre-certification programs to assist you in preparing for the Certificate of Qualification examination check out the Unified Skilled Trades College Continuing Education offerings.

## Exemption Testing

Apprentices may challenge the in-school portion of apprenticeship levels from a variety of trade-specific apprenticeship programs depending on their level of expertise and time spent on the job. Non-apprentices can likewise challenge the in-school portion of the program starting first at level one.

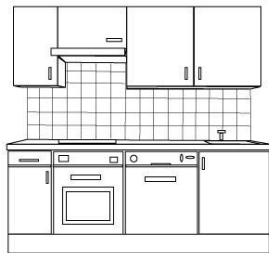
**Disclaimer:** *The College reserves the right to alter information including requirements and fees and to cancel at any time a program, course, or program major or option; to change the location and/or term in which a program or course is offered; to change the program curriculum as necessary to meet current competencies in the job market or for budgetary reasons; or to withdraw an offer of admission both prior to and after its acceptance by an applicant or student because of insufficient applications or registrations, over-acceptance of offers of admission, budgetary constraints, or for other such reasons. In the event the College exercises such a right, the College's sole liability will be the return of monies paid by the applicant or student to the College.*

## Cabinetmaker (Apprenticeship)

**Credential:** Ontario College Certificate  
**Program Code:** 0705  
**School:** [Engineering & Information Technology](#)  
**Academic Year:** 2009 / 2010

### Course Information

Course #	Courses
<b>Level One</b>	
<a href="#">CBNT1010</a>	<a href="#">Protect Self and Others (Basic)</a>
<a href="#">CBNT1020</a>	<a href="#">Materials (Basic)</a>
<a href="#">CBNT1030</a>	<a href="#">Hand Tools and Portable Power Tools (Basic)</a>
<a href="#">CBNT1040</a>	<a href="#">Stationary Machines and Production Sequences (Basic)</a>
<a href="#">CBNT1050</a>	<a href="#">Cabinet Construction (Basic)</a>
<a href="#">DRWG1240</a>	<a href="#">Trade Drawings and Layout (Basic)</a>
<a href="#">MATH1470</a>	<a href="#">Applied Trade Calculations (Basic)</a>
<b>Level Two</b>	
<a href="#">CBNT2010</a>	<a href="#">Cutting Tool Theory (Intermediate)</a>
<a href="#">CBNT2020</a>	<a href="#">Materials (Intermediate)</a>
<a href="#">CBNT2030</a>	<a href="#">Stationary Machines &amp; Production Sequences (Intermediate)</a>
<a href="#">CBNT2040</a>	<a href="#">Cabinet Constructions (Intermediate)</a>
<a href="#">CBNT2050</a>	<a href="#">Finishing (Intermediate)</a>
<a href="#">DRWG2020</a>	<a href="#">Trade Drawings and Layouts (Intermediate)</a>
<b>Level Three</b>	
<a href="#">CBNT3010</a>	<a href="#">Stationary Machines (Advanced)</a>
<a href="#">CBNT3020</a>	<a href="#">Cabinet Construction (Advanced)</a>
<a href="#">CBNT3030</a>	<a href="#">Finishing (Advanced)</a>
<a href="#">CBNT3040</a>	<a href="#">Production Sequences (Advanced)</a>
<a href="#">CBNT3050</a>	<a href="#">Site Installation (Advanced)</a>
<a href="#">DRWG3080</a>	<a href="#">Trade Drawings and Layouts (Advanced)</a>



# GEORGETOWN CABINETS INC.

52 Browns Line, Georgetown, ON N2N 2N2

[www.georgetowncabinets.ca](http://www.georgetowncabinets.ca)

519-999-9999

January 28, 2013

To whom it may concern,

RE: Gary Anderson

I am writing this letter to confirm the employment of Mr. Gary Anderson as a Laminate Technician with our company from the dates of May 7, 2010 to November 16, 2012. He worked a total of 5,850 hours with our shop during that time, including 4 weeks of paid vacation, and various statutory holidays.

During his time with us, Gary worked exclusively in our lamination shop. He began as a laminate helper assisting our senior technician, Brad Carter. By the time Gary was in the shop for 9 months, he had demonstrated great competency in his job, and became a full laminate technician working independently on most of his projects. Gary's duties were to use project specifications to determine laminate requirements, prepare various laminate materials for installation, and install the laminate materials to cabinet substrate surfaces. Gary performed all of these duties in a highly competent manner under minimal supervision.

Gary was a competent, valued employee whose contribution to our shop is missed. We were sorry to hear that he was leaving for work in another province.

If you should have any questions about his work, please do not hesitate to contact me at the above number.

Sincerely,

*Jocelyn Brushell*

Jocelyn Brushell  
Production Manager

cc. Alison Finder, HR specialist

RECORD OF EMPLOYMENT (ROE)

<b>1</b> SERIAL NO. W00000000	<b>2</b> SERIAL NO. OF ROE AMENDED OR REPLACED	<b>3</b> EMPLOYER'S PAYROLL REFERENCE NO. 125946	<b>4</b> EMPLOYER'S NAME AND ADDRESS Division 27 355 North River Rd 2nd Floor Ottawa, ON Canada	<b>5</b> CRA BUSINESS NUMBER (BN) 000 000 000RP0000	<b>6</b> PAY PERIOD TYPE B - Bi-weekly																																																																																																																																																																											
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