

APPRENTICESHIP & CERTIFICATION

STUDY RELIEF AND SUPPORT
Guidance Suggested Through Counselling Sessions



How to make the most of documentation as an aid in preparation for the Red Seal Rewrite

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INTRODUCTION

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

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

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

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

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

SUB-TASKS

The Red Seal exam is written to test your knowledge and abilities regarding the **sub-tasks** listed in your trade's Task Profile Checklist shown in your Trade Specific Study Guide.

Refer to page 5 and 6 for a sample of what your Task Profile Checklist may look like as it outlines the BLOCKS or MWAs, tasks and sub-tasks for your trade. The chart can be used to review your current knowledge. You can review by placing a checkmark (✓) next to those you understand fully.

Place your focus on the sub-tasks you do not understand and study them until you are comfortable with the material. Think of possible questions in that particular content area.

The Red Seal Standard for your trade (a document the Red Seal exam is based on – being either the National Occupational Analysis (NOA) or the Red Seal Occupational Standard (RSOS)) also contains a list of “**supporting knowledge and abilities**” for each sub-task. They are the skills and knowledge you must have to perform a sub-task.

The supporting knowledge and abilities identified under each sub-task will be very helpful as you review. The list can be found in your trade specific document found on the Red Seal website at: <http://www.red-seal.ca/trades/tr.1d.2s.1.3st-eng.html>

- NEXT Click the link for your trade. You are now on the page that gives you the **Red Seal Exam Breakdown** for your trade. It may also be called **Exam Counseling Sheet**.
- NEXT Click on **Red Seal Exam Breakdown** (or **Exam Counseling Sheet**). This shows you each MWA or BLOCK Title and number of questions for each on the exam.
- YET If the **title** of the page is **Red Seal Exam Breakdown**, you can click on each of the MWAs or Blocks listed and you will see the list of tasks you are expected to know for the exam and how many questions per each task will be on the exam.
- OR If the **title** of the page is **Exam Counseling Sheet**, you will not be able to see how many questions per each task will be on the exam. It only shows at the MWA or Block level.
- NEXT To see the list of tasks and sub-tasks (further breakdown of tasks) in each MWA or Block, you must click the link just above the table, which will be either the **RSOS** or the **NOA**, depending on your trade.
- NEXT On the left side of the **RSOS** or **NOA** page, each MWA or Block is listed. Click on the title of a MWA or Block you want to view and the resulting page will list each task and sub-task as you scroll down, along with the skills and knowledge required for each sub-task.

SAMPLE ONE

This is what your "Task Profile CHECKLIST", in your Study Guide, will look like if your trade is based on the National Occupational Analysis (NOA)

BLOCK A: COMMON OCCUPATIONAL SKILLS

Task 1: Uses and maintains tools and equipment

- | | |
|------------------|---|
| <i>Sub-Tasks</i> | <ul style="list-style-type: none"><input checked="" type="checkbox"/> Maintains tools and equipment<input type="checkbox"/> Uses hoisting and lifting equipment<input checked="" type="checkbox"/> Operates access equipment<input type="checkbox"/> Uses personal protective equipment (PPE) and safety equipment |
|------------------|---|

Task 2: Performs general maintenance and inspections

- | | |
|------------------|---|
| <i>Sub-Tasks</i> | <ul style="list-style-type: none"><input type="checkbox"/> Maintains fluids<input checked="" type="checkbox"/> Services fasteners, sealing devices, adhesives and gaskets<input checked="" type="checkbox"/> Services hoses, tubing, piping and fittings<input checked="" type="checkbox"/> Services bearings and seals<input type="checkbox"/> Services safety features<input type="checkbox"/> Performs scheduled maintenance procedures<input checked="" type="checkbox"/> Identifies operational faults<input checked="" type="checkbox"/> Performs operational checkout |
|------------------|---|

Task 3: Organizes work

- | | |
|------------------|---|
| <i>Sub-Tasks</i> | <ul style="list-style-type: none"><input type="checkbox"/> Uses documentation and reference materials<input type="checkbox"/> Completes documentation<input type="checkbox"/> Communicates with others<input type="checkbox"/> Prepares job action plan<input type="checkbox"/> Maintains safe work environment |
|------------------|---|

Task 4: Performs routine trade activities

- | | |
|------------------|--|
| <i>Sub-Tasks</i> | <ul style="list-style-type: none"><input type="checkbox"/> Heats materials<input type="checkbox"/> Cools materials<input type="checkbox"/> Cuts materials<input type="checkbox"/> Welds materials<input type="checkbox"/> Cleans parts and materials |
|------------------|--|

SAMPLE TWO

This is what your "Task Profile CHECKLIST", in your Study Guide, will look like if your trade is based on the Red Seal Occupational Standard (RSOS)

MWA B: PERFORMS RIGGING AND HOISTING

Task 6: Plans lift

Sub-Tasks

- Determines load
- Performs per-lift analysis
- Selects rigging and hoisting equipment
- Secures lift area

Task 7: Rigs load

Sub-Tasks

- Inspects rigging equipment
- Fabricates rigging equipment
- Attaches rigging equipment to load

Task 8: Hoists load

Sub-Tasks

- Inspects hoisting equipment
- Assembles hoisting equipment
- Performs hoisting operation
- Secures load before rigging removal

Task 9: Performs post-lift activities

Sub-Tasks

- Conducts post-lift inspection
- Disassembles hoisting equipment
- Maintains rigging equipment

HOW TO STUDY USING THE 'TASK PROFILE CHECKLIST'

First read each subtask – for all the tasks listed under the BLOCK/MWA you are studying, then **check off** the ones you know or understand, and **circle** any you are not familiar with or do not understand (Refer to **SAMPLE ONE** on page 5 and **SAMPLE TWO** on page 6 and notice the **red check marks** and **green circles**).

Next, go back to the beginning of the subtasks in the BLOCK/MWA you are studying, and focus on **only** the ones you have **circled**. As you study each and feel well prepared and comfortable, just place a check mark showing it is now covered. Continue doing the same for all subtasks you have circled. Eventually, as your knowledge expands through studying, all the subtasks you had circled will become check marks.

Once the objectives circled have been studied, then review the objectives you first checked off again, to ensure you do understand them.

For each subtask you are about to study, ask yourself "**Would this be a Type 1, 2 or 3 question if given on the exam?**"

Using **SAMPLE #2** as an example, the MWA deals with RIGGING AND HOISTING.

The first task to study is "Plans lift". The related subtasks are listed. These are what you would need to know in preparation for the exam. Focus on those you circled.

Your textbooks should be open on the Chapter for "RIGGING AND HOISTING" as well.

HOW TO STUDY USING THE 'TASK PROFILE CHECKLIST' (Continued)

NEXT, you are beginning your studies with the task (in this case Task 6) called "**Plans lift**" so you need to ensure your chapter is open to the section that discusses anything related to planning the lift.

NEXT you need to read any information available to you that discusses the first **subtask** circled "**Determines Load**" then the next **subtask** circled "**Performs per-lift analysis**". With the information you read on each of the subtasks you will need to highlight anything you expect deals with Recall - Type 1 Questions using i.e. pink highlighter; anything you think deals with procedures - Type 2 Questions in yellow highlighter; and lastly anything you believe deals with Type 3 Questions being Formulas, Code Books, Diagrams in blue highlighter.

Once done, go back to what has been highlighted for Type 1 Questions and apply the study method of using Index Cards. Information related to, what you speculate to be, Type 2 Questions can be studied using the post-it-notes method. Lastly, anything highlighted that relates to formulas, Code books or Diagrams you will need to use the study method of practicing. (These study methods are explained on the next pages).

Remain focused and organized. Always ensure your books are opened on the chapter matching the Block/MWA you are studying. Then for each **subtask** find the section, within the chapter, that discusses that **subtask**.

STUDY METHODS

Your Task Profile Checklist is a self-assessment tool. Use it wisely. It includes everything that could be tested on your Red Seal Exam.

It is important to remember that you are writing a Red Seal exam so the questions relate to the scope of work in the entire country, not just Newfoundland and Labrador. If 70% of the country carries out a task within a specific trade, then questions related to that task can be asked on the exam.

TYPE 1 QUESTION - KNOWLEDGE//RECALL

Review the Terminology; Acronyms; as well as Tools and Equipment

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

Use Study Method: Index Cards

Write out definitions and acronyms you do not know on the index cards. A great way to stay organized and good practice method for study.

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

TYPE 2 QUESTION - MATHEMATICAL AND/OR PROCEDURAL

Review your Math Concepts

Know any math concepts that could be used in your trade nationally. Do not just familiarize yourself with what you have used but **ALL** concepts.

Use Study Method: YouTube Video

Excellent substitution for tutoring. If you have any math challenges with concepts such as decimals or fractions, you may find various videos that demonstrate how to apply the concepts you're having trouble with. Practice Practice Practice every day using scrap paper and your textbook.

TYPE 2 QUESTION - MATHEMATICAL AND/OR PROCEDURAL (Continued)

Study Procedures carried out for your trade nationally

Know all the procedures used in your trade nationally. Do not just familiarize yourself with the procedures you have carried out but **ALL** procedures.

Use Study Method: Post-it-Notes

You will use ONE post-it-note for each procedure you have to study, by writing the procedure title at the top, and list the steps involved under the title.

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

Write the color of the post-it-notes, used for the course you were working on, across from the course name on your results breakdown. A different color for each course should to be used.

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

TYPE 3 QUESTION - CRITICAL THINKING/PROBLEM SOLVING

Know your Code Book layout

Become extremely familiar with the location of codes in your book that can be used throughout nationally. Do not just familiarize yourself with the codes used at your workplace.

Use Study Method: Practice

Work with the codebook, when referenced in the sub-tasks of your 'Task Profile Checklist'. Repeat until you are very comfortable with the location of codes in your book.

TYPE 3 QUESTION - CRITICAL THINKING/PROBLEM SOLVING (Continued)

Know all Diagrams

Become extremely familiar with any diagrams used nationally. Do not just familiarize yourself with the drawings/specs/blueprints used at your workplace. You have to cover all that would apply across the country.

Use Study Method: Practice

Review all the diagrams, when referenced in the sub-tasks of your 'Task Profile Checklist'. Understand the path, direction, symbols, what the diagram means and the relationships. Use flash cards to help if desired.

Know all Formulas

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

Use Study Method: Bristol board

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

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

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

HOW TO ORGANIZE MATERIALS BEFORE STUDY BEGINS

- (1) Find a room in your home to study so you do not need to keep packing and unpacking resources.
- (2) Place your exam results breakdown and the 'Task Profile Checklist' from your Trade Specific Study Guide to the side. You will be using this regularly. This is what will keep you organized and on track.
- (3) Have resource books laid in front of you and use them regularly for study.
- (4) Have computer/laptop/iPad placed to the right.
- (5) Place your Bristol board of formulas on the wall in front of you.
- (6) Place your Glossary, Acronyms and Tools/Equipment lists by the computer.
- (7) Place post-it-notes on the desk/table as they will be used regularly (different color used for each Section/Block/MWA).

STUDY ROUTINE

- Look at your Exam Results Breakdown. Check to see which Section you should focus on first.
- Go to Task Profile Checklist, which should be placed next to your Exam Results Breakdown, and locate the Block/MWA you will be studying first.
 - Go directly to the list of tasks for the specific Block/MWA you are studying
 - Read each set of *sub-tasks* for the **Tasks** under the Block/MWA you are studying and – tick off what you know – circle what you do not know.
 - Go back to the beginning of the list again and focus/concentrate/study what you have circled.
- **REMEMBER:** Each set of sub-tasks you study will only relate to the Block/MWA you are focused on. So when studying from resource books make certain you are studying from the related chapter/unit/section.
- Read the first sub-task you have circled; try to identify with what type of question could be asked (one, two, or three). This determines which study method to use.
- Then open your resource/textbooks to the chapter or unit that discusses firstly the Block/MWA Title.
- Next, read the material within this chapter/unit that discusses anything to do with the sub-task. For example, if it says you need to know the procedures for **installation or repair** then that is exactly what you study. BUT remember, in this case, you would read only the procedures, for **installation or repair** (one of the sub-tasks listed in the 'Task Profile Checklist') and write each one on a post-it-note with the procedure title on top and steps directly under it.
- Check off each sub-task once you have studied it. Review the objectives you initially checked off just to ensure you do understand it.
- Once the Section/Block/MWA has been studied in full, place a tick mark next to the course name on your Exam Results Breakdown and write the color of the post-it-note you used to write up the procedures for that Section/Block/MWA.
- Check the breakdown for the next Section/Block/MWA recommended to focus on.
- Once each Block/MWA is studied then attempt a few sample tests using the resource links provided in your student package via email, index cards and post-it-notes (Great means for testing yourself on terms, tools/equipment, acronyms, procedures as well as formulas).
- Review what has already been studied.
- Take breaks for rest.

STRATEGIES THAT WORK

- Use post-it-notes as your memorization method.

- Use Bristol board for your formulas.

- Use flashcards for difficult things to remember, test you on diagrams, definitions or key concepts.

- READ/STUDY using your textbooks. It is necessary.

- Ask your employer and your co-workers for help in areas you feel weak in or less confident.

- Form a study group if possible.

- Try to tutor or teach another tradesperson, friend or co-worker. This method would require a good understanding of material but will help with staying active with your knowledge.