

Apprenticeship and Certification Study Guide



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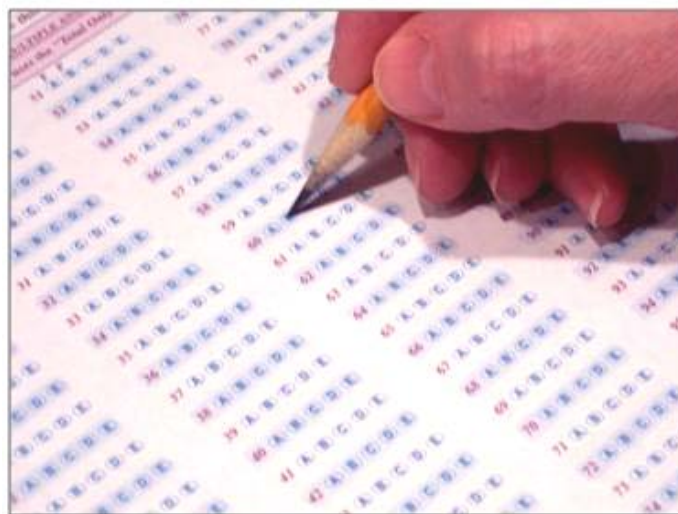
Introduction

This Study Guide has been developed by the Newfoundland and Labrador Department of Education and Early Childhood Development, Apprenticeship and Trades Certification Division, to assist apprentices and trade qualifiers as they prepare to write the Red Seal Exam. Red Seal Exams are available for all Red Seal trades. For a list of Red Seal trades please refer to the Department of Education and Early Childhood Development website: <https://www.gov.nl.ca/atcd/designated-trades/list-of-designated-trades/>

Some of the specific goals of this guide are:

- ⇒ to help you understand the skills and knowledge that might be covered on the exam
- ⇒ to help you identify your strengths and weaknesses
- ⇒ to provide organization and structure for a course of study
- ⇒ to provide a list of resources to help you with your study plan
- ⇒ to support and supplement the teaching and learning process

This study guide outlines the theoretical portion of the program. The intent is not to replace technical training provided under the guidance of instructors. Rather, it is a tool to be used in conjunction with formal training.



Exam Process

Before the Exam

You must contact the nearest Apprenticeship and Trades Certification Divisional office to make request to write the Red Seal exam (*See Appendix A for a list of regional offices*). Upon approval, the Apprenticeship Program Officer (APO) will notify you of your eligibility to write the exam, and provide you with scheduling information. . If you require special accommodations due to a disability or language barrier, please contact your regional office for information on applying for this service.

During the Exam

You must bring:

- personal identification such as a photo or signature ID or valid Newfoundland and Labrador driver's license
- your notification letter

The following will be provided:

- a calculator (*see Appendix B for calculator information*)
- all other items required such as pencils, scrap paper, etc.

Important Note:

Personal cell phones, calculators, or other electronic equipment are NOT allowed into the exam room. If you do bring them, they will be stored away and returned to you when you have completed the exam.

After the Exam

Results will be mailed to you approximately seven to ten days after completion of the exam. All necessary instructions and information will be provided in the results letter.

The percentage mark you obtained will be provided. You will also be given a section by section breakdown, showing how many questions were in each section, as well as the number of questions in each section you completed successfully.

If you are successful in obtaining a 70% or more on your exam, you will be issued a Newfoundland and Labrador Certificate of Qualification with a Red Seal endorsement.

Exam Format

All Red Seal exams are written in multiple-choice format. Each exam has between 100 and 150 questions. A multiple choice question consists of a stem (a complete question) followed by four options (A, B, C, D). The stem contains all the information necessary to answer the question. The options consist of the one correct answer and three “distracters.” Distracters are incorrect. (See Appendix C for a sample answer sheet).

Red Seal exams contain three types of questions:

Level 1 Knowledge and Recall

Questions at this level test your ability to recall and understand definitions, facts, and principles.

Level 2 Procedural and Application

Questions at this level test your ability to apply your knowledge of procedures to a new situation.

Level 3 Critical Thinking

Questions at this level test your ability to interpret data, solve problems and arrive at valid conclusions.

On the following pages, examples of each of the three types of questions are provided.

Level 1 Examples:

1. Which type of brush is used to apply bleaches?
 - A. Pure bristle.
 - B. Camel hair.
 - C. Nylon.
 - D. Synthetic fibre.



2. Which solvent, in conjunction with steel wool, is used to remove wax from a surface?

- A. Methyl hydrate.
- B. Mineral spirits.
- C. Alcohol.
- D. Kerosene.



3. Which type of bristle is generally found in a brush used to apply an alkyd enameling?

- A. Pure bristle.
- B. Horse hair.
- C. Nylon bristle.
- D. Squirrel hair.



Level 2 Examples:

1. The cost of a paint brush, which originally sold for \$16.00, has increased by 17%. How many brushes can be purchased for \$224.64?

- A. 12.
- B. 14.
- C. 16.
- D. 18.



2. What are the initial safety steps to follow before beginning an abrasive blast on site?

- A. Check dead-man's valve and test relief valve.
- B. Check dead-man's valve and job site lighting.
- C. Confirm quality of breathable air and check relief valve.
- D. Confirm quality of breathable air and check dead-man's valve.



3. How is the percentage of rust on a painted steel surface evaluated?

- A. By referring to SSPC-SP 5.
- B. By referring to SSPC-Vis 2.
- C. By using a profile comparator.
- D. By measuring with a depth micrometer.



Level 3 Examples:

1. What is the combined area of the ceiling and walls of a room 9m x 11m (30 ft. x 36 ft.), with a wall height of 2.1 m (7 ft.)?

METRIC

- A. 84 m².
- B. 99 m².
- C. 141 m².
- D. 183 m².

IMPERIAL

- A. 924 sq. ft.
- B. 1 080 sq. ft.
- C. 1 542 sq. ft.
- D. 2 004 sq. ft.



2. After using an oil stain on a maple slab door, the overall tone appears darker than required. How is a lighter tone achieved?

- A. By sanding while stain is wet.
- B. By sanding after stain has dried.
- C. By wiping with compatible solvent
- D. By removing wet stain and starting over.



3. How is the color olive obtained?

- A. Mix 1Y – 1B – 1R.
- B. Mix 1Y – 1B – 2R.
- C. Mix 2B – 1Y - 1R.
- D. Mix 2Y – 1B – 1R.



Source of questions:

www.red-seal.ca/s.1mpl.2.2x.1mQ.5.2st.3.4ns-eng.html?tid=170

Exam Content

Understanding the *Red Seal Occupational Standard (RSOS)*

The Red Seal model has historically been based on the development of the National Occupational Analysis (NOA) which supports the development of multiple-choice format examinations.

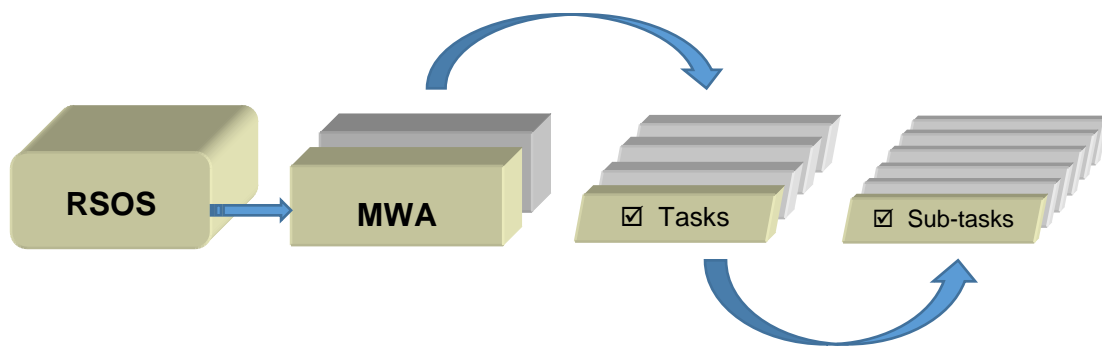
The RSOS was introduced in 2015 and is now taking the place of the NOA. Each RSOS or NOA sets the standard for a Red Seal trade. The Red Seal Examination is based on the Red Seal Standard.

The new standards provide greater consistency in learning resources and allow for increased industry involvement in the development of these standards. This new model places increased emphasis on apprenticeship training and assessing skills with industry learning objectives, outcomes and performance criteria.

The RSOS for each trade describes the tasks and sub-tasks; skills and knowledge requirements; summary of names of tools and equipment; acronyms; learning objectives and outcomes; industry expected performance and essential skills related to each sub-task.

The RSOS is an excellent tool to use as you study for the Red Seal exam. RSOSs can be found at <http://www.red-seal.ca/resources/n.4.1-eng.html>

RSOS material is organized into the following categories: **MWA (Major Working Activity)**. The MWAs are further broken down into **TASKS** (*describes activities within an MWA*) and **SUB-TASKS** (*describe activities within a task – This is what the exam is based on*).

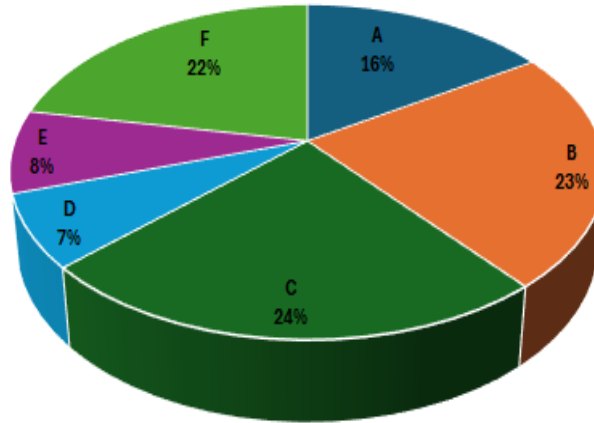


The NOA will continue to be used as the occupational standard for trades that do not yet have an RSOS developed.

RSOS Pie Chart

The RSOS Pie Chart presents the MWA percentages in the form of a pie chart which tells you the approximate number of questions from each MWA. For example, 16% of the questions on the **Painter and Decorator** Exam will be based on **MWA A**.

Painter and Decorator



MWA Titles			
MWA A	Performs Common Occupational Skills	MWA D	Prepares and Applies Wall Coverings
MWA B	Prepares Surfaces	MWA E	Prepares and Applies Wood Finishes
MWA C	Prepares and Applies Residential, Institutional and Commercial Paints, Coatings, and Finishes	MWA F	Prepares & Applies Industrial Paints & Coatings

Exam Breakdown

The **Painter and Decorator** Red Seal Exam has 130 questions. The following table shows a breakdown of the approximate number of questions that come from each RSOS MWA. It is important to note that the number of questions can change at any time. When you are ready to write your exam, you may contact your regional office to verify the number of questions (See Appendix A).

		# of Questions
MWA A	Performs Common Occupational Skills	20
Task 1	Performs safety-related functions	
Task 2	Uses and maintains tools and equipment	
Task 3	Performs routine trade practices	
Task 4	Performs quality control assessments	
Task 5	Uses communication and mentoring techniques	
MWA B	Prepares Surfaces	30
Task 6	Performs general surface preparation	
Task 7	Prepares wood surfaces for paints, coatings and wall coverings	
Task 8	Prepares concrete and masonry surfaces	
Task 9	Prepares metal surfaces	
Task 10	Prepares plaster surfaces and drywall	
MWA C	Prepares & Applies Residential, Institutional & Commercial Paints, Coating, & Finishes	31
Task 11	Prepares for application of residential, institutional and commercial paints and coatings	
Task 12	Applies residential, institutional and commercial paints and coatings	
Task 13	Applies decorative/specialty finishes	
MWA D	Prepares and Applies Wall Coverings	9
Task 14	Prepares for application of wall coverings	
Task 15	Applies wall coverings	
MWA E	Prepares and Applies Wood Finishes	11
Task 16	Prepares for wood finishing applications	
Task 17	Finishes wood surfaces	
MWA F	Prepares and Applies Industrial Paints and Coatings	29
Task 18	Prepares for application of industrial paints and coatings	
Task 19	Applies industrial paints and coatings	
	Total	130

RSOS Sub-tasks

The following RSOS *Task Profile Checklist* outlines the MWAs, tasks and sub-tasks for your trade. The Red Seal exam is written to test your knowledge and abilities regarding the sub-tasks in the RSOS. This chart can be used to review your current knowledge. You can review by placing a check mark (✓) next to those you understand fully.

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

The 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 the RSOS for your trade.

**Task Profile Checklist
Based on 2021 RSOS
Painter and Decorator**

MWA A: Performs Common Occupational Skills

Task 1: Performs Safety-Related Functions

Sub-Tasks

- Uses personal protective equipment (PPE) and safety equipment
- Maintains safe work environment

Task 2: Uses and Maintains Tools and Equipment

Sub-Tasks

- Maintains tools and equipment
- Uses rigging, hoisting and lifting equipment
- Uses access equipment

Task 3: Performs Routine Trade Practices

Sub-Tasks

- Uses documentation
- Determines project requirements
- Plans job
- Protects surroundings
- Handles materials

Task 4: Performs Quality Control Assessments

Sub-Tasks

- Assesses substrate conditions and deficiencies
- Assesses product conditions and deficiencies
- Assesses quality of painted or coated surfaces and wall coverings.

Task 5: Uses Communication and Mentoring Techniques

Sub-Tasks

- Uses communication techniques
- Uses mentoring techniques

MWA B: Prepares Surfaces

Task 6: Performs General Surface Preparation

Sub-Tasks

- Removes existing paints and coatings
- Removes existing wall coverings and adhesives
- Cleans surfaces
- Primes surfaces
- Sands surfaces
- Applies caulking

Task 7: Prepares Wood Surfaces for Paints, Coatings and Wall Coverings

Sub-Tasks

- Treats wood surfaces
- Repairs imperfections in wood

Task 8: Prepares Concrete and Masonry Surfaces

Sub-Tasks

- Mechanically treats concrete and masonry surfaces
- Chemically treats concrete and masonry surfaces
- Repairs concrete and masonry surfaces

Task 9: Prepares Metal Surfaces

Sub-Tasks

- Treats metal surfaces
- Repairs metal surfaces

Task 10: Prepares Plaster Surfaces and Drywall

Sub-Tasks

- Repairs existing plaster surfaces and drywall
- Finishes new drywall

MWA C: Prepares & Applies Residential, Institutional & Commercial Paints, Coatings & Finishes

Task 11: Prepares for Application of Residential, Institutional and Commercial Paints and Coatings

- Sub-Tasks*
- Prepares residential, institutional and commercial paints and coatings
 - Installs residential, institutional and commercial reinforcing mesh

Task 12: Applies Residential, Institutional and Commercial Paints and Coatings

- Sub-Tasks*
- Applies residential, institutional and commercial paints and coatings with brushes
 - Applies residential, institutional and commercial paints and coatings with rollers
 - Applies residential, institutional and commercial paints and coatings with applicators
 - Applies residential, institutional and commercial paints and coatings with spray equipment

Task 13: Applies Decorative/Specialty Finishes

- Sub-Tasks*
- Applies paints and coatings using decorative techniques
 - Creates faux finishes
 - Applies gliding
 - Applies stencils and graphics
 - Creates textured finishes
 - Applies multi-spec coatings

MWA D: Prepares and Applies Wall Coverings

Task 14: Prepares for Application of Wall Coverings

Sub-Tasks

- Treats surfaces for wall coverings
- Lays out surface
- Prepares wall coverings

Task 15: Applies Wall Coverings

Sub-Tasks

- Applies adhesives
- Installs vinyl wall coverings
- Installs fabric and natural material wall coverings
- Installs rigid wall coverings
- Repairs existing wall coverings

MWA E: Prepares and Applies Wood Finishes

Task 16: Prepares for Wood Finishing Applications

Sub-Tasks

- Conditions wood surfaces
- Applies wood fillers
- Seals wood surfaces
- Prepares wood finishing products

Task 17: Finishes Wood Surfaces

Sub-Tasks

- Brushes on wood finishes
- Wipes on wood finishes
- Sprays on wood finishes

MWA F: Prepares and Applies Industrial Paints and Coatings

Task 18: Prepares for Application of Industrial Paints and Coatings

Sub-Tasks

- Prepares industrial paints and coatings
- Installs fibre reinforced plastics (FRP)

Task 19: Applies Industrial Paints and Coatings

Sub-Tasks

- Applies industrial paints and coatings with hand tools
- Applies industrial paints and coatings with spray equipment

Create a Study Plan

As you prepare for your exam, it is important to plan a schedule. The following two tables will help you stay on track.

The first table is a **“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 will be needed for study in areas you find difficult, whereas you may only require review in areas you are more familiar with. As you work through the RSOS sub-task list you can start to fill in this table.

The second table is a **“Study Time Table.”** 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 out for each week of study. It is important to stick to your study schedule.

Weekly Study Plan for Week of: _____

	Area of Study 1	Area of Study 2	Area of Study 3	Area of Study 4	Area of Study 5	Area of Study 6
Mon.						
Tues.						
Wed.						
Thu.						
Fri.						
Sat.						
Sun.						

Study Time Table for Week of: _____

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8:00 AM - 9:00 AM							
9:00 AM - 10:00 AM							
10:00 AM - 11:00 AM							
11:00 AM - 12:00 Noon							
12:00 Noon - 1:00 PM							
1:00 PM - 2:00 PM							
2:00 PM - 3:00 PM							
3:00 PM - 4:00 PM							
4:00 PM - 5:00 PM							
5:00 PM - 6:00 PM							
6:00 PM - 7:00 PM							
7:00 PM - 8:00 PM							

Resources - Websites

Study information can be drawn from a variety of sources. A sample list of study materials (websites and books) is provided below. These and other helpful resources may be found in a local college bookstore, on the internet, or at your place of employment. You may also be able to borrow them from an apprentice or journeyman in your trade.

Study Strategies and Exam Preparation Guide

The *Study Strategies & Exam Preparation Guide* is meant to be used in conjunction with this study guide. It provides direction and information on such areas as study habits, test preparation and test taking techniques.

<https://www.gov.nl.ca/atcd/apprentices-youth/self-study/study-guides/>

Plan of Training (POT)

A *Provincial Plan of Training* details the full scope of learning for a particular occupation, including both technical training competencies and industry experiences necessary to write a Red Seal exam (and complete the requirements for Red Seal Certification), or to write a provincial examination. The Plan of Training is based on the RSOS.

<https://www.gov.nl.ca/atcd/designated-trades/pots-aacs/>

Red Seal Website

Red Seal is a program that sets common standards to evaluate the skills of tradespeople across Canada. It is a partnership between the Federal Government and the provinces/territories.

The Red Seal model has been based on the National Occupational Analyses (NOA) which supports the development of multiple-choice examinations. A new Red Seal Occupational Standard (RSOS) was introduced in 2015 and is taking the place of the NOA.

<http://www.red-seal.ca/>

Painter and Decorator PRACTICE Exam

This is **NOT** a Red Seal exam. This is a practice exam provided by the Red Seal Standards Program. It was developed using similar question types to that of a Red Seal exam. The exam is intended to be used for self-assessment in preparation for writing a Red Seal Exam.

<https://www.red-seal.ca/eng/s.1mpl.2.2x.1mQ.5.2st.3.4ns.shtml?tid=170>

Red Seal Exam Self-Assessment Guide

Use this self-assessment tool to rate your own understanding and experience with the tasks of the trade that are on the Red Seal examination:

https://www.red-seal.ca/_conf/assets/custom/docms/painter-decorator/self-assessment.pdf

Acronyms

The Red Seal website lists Acronyms which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/paintdeco/app-a.shtml>

Tools and Equipment

The Red Seal website lists Tools and Equipment which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/paintdeco/app-b.shtml>

Glossary

The Red Seal website lists a Glossary which will be helpful in preparing for your Red Seal exam:

<https://www.red-seal.ca/eng/trades/paintdeco/app-c.shtml>

Resources – Book List

The books listed below can be used to help you obtain information on specific topics. It is not necessary to use these books specifically, as you may find others that will be equally beneficial.

If you wish to obtain any of the resources listed above, here is the reference information:

- Painting and Decorating Craftsman's Manual and Textbook*, 8th edition, Painting & Decorating Contractors of America, 1995, ISBN 978-0915050000
- Handi-GUIDE to Newfoundland & Labrador's Occupational Health & Safety Act, Regulations and Code. Hazard and Alert Training.* <https://workplacenl.ca/resources/policies-procedures-legislation/>
- Goodheart Willcox Painting and Decorating Encyclopedia*, Goodheart-Willcox Publishing, 1982, Brushwell, W., ISBN 978-0870064043
- The Use of Hand Woodworking Tools*, 2nd edition, Delmar Publishing, 1978, Leo P. McDonnell and Alson I. Kaumehiwa, ISBN 978-0827310988
- The Use of Portable Power Tools*, Van Nostrand Reinhold Publishing, 1977, Leo P. McDonnell and Alson I. Kaumehiwa, ISBN 978-0442252724
- The Gypsum Construction Handbook*, 6th edition, CGC Centennial Edition, RSMMeans Publishing, 2009, R. S. Means, ISBN 978-0876292587

Disclaimer

Various external resources (websites, textbooks) have been listed in this study guide to assist an individual in preparing to write a Red Seal Exam. This does not mean the Department of Education and Early Childhood Development, Newfoundland and Labrador endorse the material or that these are recommended as the best resources. There may be other resources of equal or greater value to an individual preparing for a Red Seal exam. The Department of Education and Early Childhood Development has no control over the content of external textbooks and websites listed, and no responsibility is assumed for the accuracy of the material.

Conclusion

We hope this guide has provided you with some useful tools as you prepare for your Red Seal exam. If you have any questions regarding your Red Seal exam please contact your regional office (*see Appendix A for a list of regional offices*).

We appreciate your comments and feedback regarding the usefulness of this study guide. If you have any comments or suggestions, we welcome your feedback. The feedback form at the end of this guide can be used for this purpose.

Appendix A: Regional Offices

If you have any questions regarding your Red Seal exam, please contact one of the following regional offices:

Department of Education and Early Childhood Development
Apprenticeship and Trades Certification Division
Toll Free: 1-877-771-3737

<https://www.gov.nl.ca/atcd/contact-us/staff-listing-and-office-locations/>

Corner Brook

1-3 Union Street
Aylward Building, 2nd Floor
Corner Brook, NL A2H 5M7

Telephone: (709) 637-2366
Facsimile: (709) 637-2519

Grand Falls-Windsor

42 Hardy Avenue
Grand Falls-Windsor, NL
A2A 2J9

Telephone: (709) 292-4215
Facsimile: (709) 292-4502

Clarenville

45 Tilley's Road
Clarenville, NL
A5A 1Z4

Telephone: (709) 466-3982
Facsimile: (709) 466-3987

St. John's

P.O. Box 8700
1170 Topsail Road
Mount Pearl, NL A1B 4J6

Telephone: (709) 729-2729
Facsimile: (709) 729-5878

Happy Valley-Goose Bay

163 Hamilton River Road
Burse Building
Happy Valley-Goose Bay, NL
AOP 1E0

Telephone: (709) 896-6348
Facsimile: (709) 896-3733

Wabush

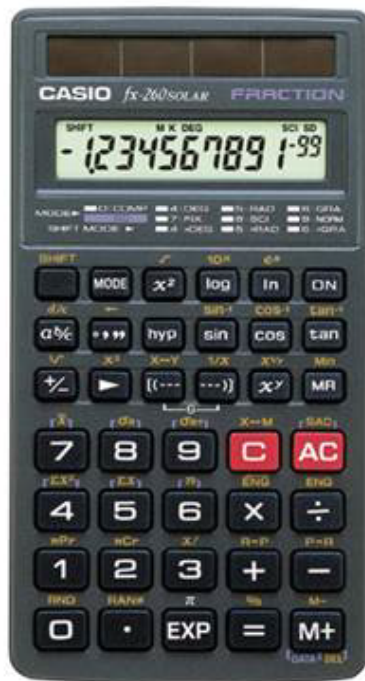
1D Grenfell Drive
P.O. Box 160
Wabush, NL
AOR 1B0

Telephone: (879) 382-1920
Facsimile: (709) 282-3007

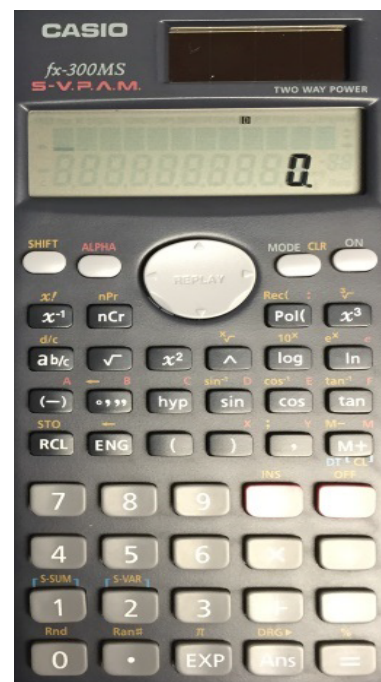
Appendix B: Calculator Use

The picture below shows a calculator with the same functions as the one you will be provided with during your exam. It is advisable to borrow or purchase one with similar functions so that you can familiarize yourself with it before you write your exam.

Casio FX-260



Casio FX-300 MS



Appendix C: Answer Sheet Example

With your exam you will be given an answer sheet like the one below. When answering multiple choice questions be sure to fill the circle completely and fill the circle that corresponds to the question on the exam.

Dual readhead scanner required to score this sheet

KEY ID
 A B C D

SCORING & PRINTING OPTIONS:
 RESCORE MULTIPLE ANSWER SCORING
 This sheet always uses the "Total Only" scoring option.

1 T F A B C D E
 2 A B C D E
 3 A B C D E
 4 A B C D E
 5 A B C D E
 6 A B C D E
 7 A B C D E
 8 A B C D E
 9 A B C D E
 10 A B C D E
 11 A B C D E
 12 A B C D E
 13 A B C D E
 14 A B C D E
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 19 A B C D E
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 21 A B C D E
 22 A B C D E
 23 A B C D E
 24 A B C D E
 25 A B C D E

26 T F A B C D E
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51 T F A B C D E
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 92 A B C D E
 93 A B C D E
 94 A B C D E
 95 A B C D E
 96 A B C D E
 97 A B C D E
 98 A B C D E
 99 A B C D E
 100 A B C D E

ANSWER KEY INFO.
 # OF KEYS
 ITEM COUNT

0	0	0	2
1	1	1	3
2	2	2	4
3	3	3	5
4	4	4	6
5	5	5	7
6	6	6	8
7	7	7	9
8	8	8	9
9	9	9	9

PERFORMANCE ASSESSMENT
 % OF TOTAL SCORE
 POINTS EARNED

100 = 200%			
0	0	0	0
1	1	1	1
2	2	2	2
3	3	3	3
4	4	4	4
5	5	5	5
6	6	6	6
7	7	7	7
8	8	8	8
9	9	9	9

Bar Code

NUMBER CORRECT
 PERCENT CORRECT
 ROSTER NUMBER
 SCORE
 RESCORE

COMBINED POINTS EARNED
 COMBINED PERCENT CORRECT
 LETTER GRADE
 SCORE
 RESCORE

200 ITEM

MARKING INSTRUCTIONS
 Use a No. 2 Pencil
 Fill oval completely
 Erase cleanly

STUDENT ID NUMBER

0	0	0	0	0	0	0	0	0	0
1	1	1	1	1	1	1	1	1	1
2	2	2	2	2	2	2	2	2	2
3	3	3	3	3	3	3	3	3	3
4	4	4	4	4	4	4	4	4	4
5	5	5	5	5	5	5	5	5	5
6	6	6	6	6	6	6	6	6	6
7	7	7	7	7	7	7	7	7	7
8	8	8	8	8	8	8	8	8	8
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NAME _____
 SUBJECT _____
 PERIOD _____ DATE _____

Feedback Form

Study Guide – Painter and Decorator

Please answer the following:

- (1) This Study Guide is a useful tool for exam preparation.
 strongly agree agree disagree strongly disagree
- (2) The topics contained in the guide are arranged in a logical order.
 strongly agree agree disagree strongly disagree
- (3) The design and format of the guide caught my attention.
 strongly agree agree disagree strongly disagree
- (4) The instructions throughout the guide are clear and to the point.
 strongly agree agree disagree strongly disagree
- (5) The resources listed in this guide are suitable and valuable.
 strongly agree agree disagree strongly disagree
- (6) The guide should contain more information.
 strongly agree agree disagree strongly disagree

Suggested information/resources to include:

Additional Comments:

Please complete this form and return via fax or mail to the following:

Department of Education and Early Childhood Development
Apprenticeship & Trades Certification Division
Standards and Curriculum Unit
45 Tilley's Road, Clarendville, NL A5A 1Z4
Fax: (709) 466-3987

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

