
Plan of Training

Painter and Decorator



**Government of Newfoundland and Labrador
Department of Advanced Education and Skills
Apprenticeship and Trades Certification Division**

June 2013

PLAN OF TRAINING
PAINTER & DECORATOR

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Approved by:

A handwritten signature in black ink, appearing to read "Paul Boyd", written over a horizontal line.

Chairperson, Provincial Apprenticeship and Certification Board

Date: _____

Preface

This Apprenticeship Standard is based on the 2011 edition of the National Occupational Analysis for the Painter and Decorator.

This document describes the curriculum content for the Painter and Decorator apprenticeship training program and outlines each of the technical training units necessary for the completion of apprenticeship.

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A. Profile Chart

Common Occupational Skills			
TS1510 Occupational Health and Safety	TS1520 Workplace Hazardous Materials Information System (WHMIS)	TS1530 Standard First Aid	PL1100 Workplace Safety
PL1120 Tools and Equipment	PL1130 Access Equipment	PL1110 Blueprint Reading and Interpretation	PL1220 Colour Theory and Mixing
AM1100 Math Essentials	PL2100 Painting 1 (Brush and Roller)	PL2110 Painting 2 (Spray Systems)	PL1140 Surface Preparation 1 (Previously Coated Drywall)
PL1161 Surface Preparation 2 (Metal)	PL1170 Surface Preparation 3 (Stucco)	PL1180 Surface Preparation 4 (Masonry)	PL1190 Surface Preparation 5 (Wood)
PL1200 Surface Preparation 6 (Plaster/Veneer Plaster)			
Surface Preparation			
PL1140 Surface Preparation 1 (Previously Coated Drywall)	PL1161 Surface Preparation 2 (Metal)	PL1170 Surface Preparation 3 (Stucco)	PL1180 Surface Preparation 4 (Masonry)
Surface Preparation 5 (Wood)	PL1200 Surface Preparation 6 (Plaster/Veneer Plaster)	PL1211 Paints and Coatings	PL1150 Drywall Finishing
PL2100 Painting 1 (Brush and Roller)			
Residential, Institutional and Commercial Paints and Coatings			
PL1211 Paints and Coatings	PL2100 Painting 1 (Brush and Roller)	PL2110 Painting 2 (Spray Systems)	PL2140 Decorative and Specialty Finishes
PL1170 Surface Preparation 3 (Stucco)			

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Wall Coverings			
PL2000 Wallcovering			
Wood Finishes			
PL2120 Wood Finishing			
Industrial Paints and Coatings			
PL1211 Paints and Coatings	PL1220 Colour Theory and Mixing	PL2100 Painting 1 (Brush and Roller	PL2110 Painting 2 (Spray Systems)

B. NOA Comparison Table

2011 NOA Tasks and sub-task		2013 Plan of Training	
Task 1 Performs safety-related functions.			
1.01	Uses personal protective equipment (PPE) and safety equipment.	TS1510	Occupational Health and Safety
		TS1520	Workplace Hazardous Materials Information System (WHMIS)
		TS1530	Standard First Aid
		PL1100	Workplace Safety
		PL1120	Tools and Equipment
		PL1130	Access Equipment
1.02	Maintains safe work environment.	TS1510	Occupational Health and Safety
		TS1520	Workplace Hazardous Materials Information System (WHMIS)
		TS1530	Standard First Aid
		PL1100	Workplace Safety
		PL1120	Tools and Equipment
		PL1130	Access Equipment
Task 2 Uses and maintains equipment and tools.			
2.01	Maintains tools and equipment.	PL1120	Tools and Equipment
2.02	Uses rigging, hoisting and lifting equipment.	PL1130	Access Equipment
2.03	Uses access equipment.	PL1130	Access Equipment
Task 3 Performs routine trade practices.			
3.01	Uses documentation.	TS1520	Workplace Hazardous Materials Information System (WHMIS)
		PL1110	Blueprint Reading and Interpretation
		PL1161	Surface Preparation 2 (Metal)
		AM1100	Math Essentials
3.02	Determines project requirements.	PL1110	Blueprint Reading and Interpretation
		AM1100	Math Essentials
3.03	Plans job.	PL1110	Blueprint Reading and Interpretation
		AM1100	Math Essentials
3.04	Protects surroundings.	PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray Systems)
3.05	Handles materials.	PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray Systems)

2011 NOA Tasks and sub-task		2013 Plan of Training	
Task 4 Performs quality control assessments.			
4.01	Assesses substrate conditions and deficiencies.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL2100	Painting 1 (Brush and Roller)
4.02	Assesses product conditions and deficiencies.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL2100	Painting 1 (Brush and Roller)
4.03	Assesses quality of painted or coated surfaces and wall coverings.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL2100	Painting 1 (Brush and Roller)
Task 5 Performs general surface preparation.			
5.01	Removes existing paints and coatings.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings

2011 NOA Tasks and sub-task		2013 Plan of Training	
5.02	Removes existing wall coverings and adhesives.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
5.03	Cleans surfaces.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
5.04	Primes surfaces.	PL1150	Drywall Finishing
		PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
		PL2100	Painting 1 (Brush and Roller)
5.05	Sands surfaces.	PL1150	Drywall Finishing
		PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings

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2011 NOA Tasks and sub-task		2013 Plan of Training	
5.06	Applies caulking.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1161	Surface Preparation 2 (Metal)
		PL1170	Surface Preparation 3 (Stucco)
		PL1180	Surface Preparation 4 (Masonry)
		PL1190	Surface Preparation 5 (Wood)
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
		PL1211	Paints and Coatings
Task 6 Prepares wood surfaces for paints, coatings and wall coverings.			
6.01	Treats wood surfaces.	PL1190	Surface Preparation 5 (Wood)
6.02	Repairs imperfections in wood.	PL1190	Surface Preparation 5 (Wood)
Task 7 Prepares concrete and masonry surfaces.			
7.01	Mechanically treats concrete and masonry surfaces.	PL1180	Surface Preparation 4 (Masonry)
7.02	Chemically treats concrete and masonry surfaces.	PL1180	Surface Preparation 4 (Masonry)
7.03	Repairs concrete and masonry surfaces.	PL1180	Surface Preparation 4 (Masonry)
Task 8 Prepares metal surfaces.			
8.01	Treats metal surfaces.	PL1161	Surface Preparation 2 (Metal)
8.02	Repairs metal surfaces.	PL1161	Surface Preparation 2 (Metal)
Task 9 Prepares plaster surfaces and drywall.			
9.01	Repairs existing plaster surfaces and drywall.	PL1140	Surface Preparation 1 (Previously Coated Drywall)
		PL1150	Drywall Finishing
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
9.02	Finishes new drywall.	PL1150	Drywall Finishing
		PL1200	Surface Preparation 6 (Plaster/Veneer Plaster)
Task 10 Prepares for application of residential, institutional and commercial paints and coatings.			
10.01	Prepares residential, institutional and commercial paints and coatings.	PL1211	Paints and Coatings
		PL1220	Colour Theory and Mixing
10.02	Installs residential, institutional and commercial reinforcing mesh.	PL1211	Paints and Coatings

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2011 NOA Tasks and sub-task		2013 Plan of Training	
Task 11 Applies residential, institutional and commercial paints and coatings.			
11.01	Applies residential, institutional and commercial paints and coatings with brushes.	PL2100	Painting 1 (Brush and Roller)
11.02	Applies residential, institutional and commercial paints and coatings with rollers.	PL2100	Painting 1 (Brush and Roller)
11.03	Applies residential, institutional and commercial paints and coatings with applicators. (NOT COMMON CORE)	PL1211	Paints and Coatings
11.04	Applies residential, institutional and commercial paints and coatings with spray equipment.	PL2110	Painting 2 (Spray Systems)
Task 12 Applies decorative/specialty finishes..			
12.01	Applies paints and coatings using decorative techniques.	PL2140	Decorative and Specialty Finishes
12.02	Creates faux finishes.	PL2140	Decorative and Specialty Finishes
12.03	Applies gilding.	PL2140	Decorative and Specialty Finishes
12.04	Applies stencils and graphics.	PL2140	Decorative and Specialty Finishes
12.05	Creates textured finishes.	PL1170	Surface Preparation 3 (Stucco)
		PL2140	Decorative and Specialty Finishes
12.06	Applies multi-spec coatings.	PL2140	Decorative and Specialty Finishes
Task 13 Prepares for application of wall coverings.			
13.01	Treats surfaces for wall coverings.	PL2000	Wallcovering
13.02	Lays out surface.	PL2000	Wallcovering
13.03	Prepares wall coverings.	PL2000	Wallcovering
Task 14 Applies wall coverings.			
14.01	Applies adhesives.	PL2000	Wallcovering
14.02	Installs vinyl wall coverings.	PL2000	Wallcovering
14.03	Installs fabric and natural material wall coverings.	PL2000	Wallcovering
14.04	Installs rigid wall coverings.	PL2000	Wallcovering
14.05	Repairs existing wall coverings.	PL2000	Wallcovering
Task 15 Prepares for wood finishing applications.			
15.01	Conditions wood surfaces.	PL2120	Wood Finishing
15.02	Applies wood fillers.	PL2120	Wood Finishing
15.03	Seals wood surfaces.	PL2120	Wood Finishing
15.04	Prepares wood finishing products.	PL2120	Wood Finishing

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2011 NOA Tasks and sub-task		2013 Plan of Training	
Task 16 Finishes wood surfaces.			
16.01	Brushes on wood finishes.	PL2120	Wood Finishing
16.02	Wipes on wood finishes.	PL2120	Wood Finishing
16.03	Sprays on wood finishes.	PL2120	Wood Finishing
Task 17 Prepares for application of industrial paints and coatings.			
17.01	Prepares industrial paints and coatings.	PL1211	Paints and Coatings
		PL1220	Colour Theory and Mixing
17.02	Installs fibre reinforced plastics (FRP).	PL1211	Paints and Coatings
Task 18 Applies industrial paints and coatings.			
18.01	Applies industrial paints and coatings with hand tools.	PL1211	Paints and Coatings
		PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray Systems)
18.02	Applies industrial paints and coatings with power tools.	PL1211	Paints and Coatings
		PL2100	Painting 1 (Brush and Roller)
		PL2110	Painting 2 (Spray Systems)

C. 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 block 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.

NL Course No.	Course Name	Hours	Pre-requisites
TS1510	Occupational Health & Safety	6	None
TS1520	WHMIS	6	None
TS1530	Standard First Aid	14	None
PL1100	Workplace Safety	30	None
PL1110	Blueprint Reading & Interpretation	45	None
PL1120	Tools and Equipment	45	PL1100
PL1130	Access Equipment	30	PL1100
PL1140	Surface Preparation 1 (Previously Coated Drywall)	30	PL1120
PL1150	Drywall Finishing	120	PL1120
PL1161	Surface Preparation 2 (Metal)	40	PL1120
PL1170	Surface Preparation 3 (Stucco)	15	PL1120
PL1180	Surface Preparation 4 (Masonry)	15	PL1120
PL1190	Surface Preparation 5 (Wood)	15	PL1120
PL1200	Surface Preparation 6 (Plaster/ Veneer Plaster)	15	PL1120
PL1211	Paints and Coatings	75	PL1100

NL Course No.	Course Name	Hours	Pre-requisites
PL2100	Painting 1 (Brush and Roller)	75	PL1120; PL1150; PL1161; PL1170; PL1180; PL1190; PL1200; PL1211
PL2110	Painting 2 (Spray Systems)	75	PL1120; PL1150; PL1161; PL1170; PL1180; PL1190; PL1200; PL1211
PL1220	Colour Theory and Mixing	30	PL1100
AP1101	Introduction to Apprenticeship	15	None
AM1100	Math Essentials	30	None
CM2160	Communication Essentials	45	None
SD1760	Workplace Essentials	45	None
MC1060	Computer Essentials	15	None
Total Hours		831	

***A student who can meet the mathematics requirement through an ACUPLACER® test may be exempted from AM1100 - Math Essentials. Please check with your training institution.**

Required Work Experience

Block II			
Course No.	Course Name	Hours	Pre-Requisite(s)
PL2120	Wood Finishing	60	Block I
PL2000	Wallcovering	60	Block I
PL2140	Decorative and Specialty Finishes	60	Block I
Total Hours		180	

Total Course Credit Hours	1011
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BLOCK I

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 corrective action
 - vii. investigation of endangerment
 - viii. committee recommendation
 - ix. employer's responsibility in taking corrective action
4. Examine right to refuse dangerous work.
- i. reasonable grounds for refusal
 - ii. reporting endangerment to health
 - iii. appropriate corrective action
 - iv. investigation of endangerment
 - v. committee recommendation
 - vi. employer's responsibility to take appropriate corrective 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. rational 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

Objectives and Content:

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

PL1100 Workplace Safety

Learning Outcomes:

- Demonstrate knowledge of safety regulations
- Demonstrate knowledge of fire safety and equipment
- Demonstrate knowledge of hazardous workplace materials

Duration: 30 Hours

Pre-requisites: None

Learning Objectives:

1. Identify and explain fire safety regulations.
2. Describe classes of fire and associated fire fighting equipment.
3. Identify regulations relevant to the safe use of chemicals.
4. Describe the precautions that should be followed when handling or using caustic, toxic or flammable materials.
5. Describe the Occupational Health and Safety Act and Regulations as they apply to the trade.
 - i. employer and employee responsibilities
 - ii. obstacles to health and safety
 - iii. personal protective equipment
 - iv. respiratory protective equipment including particle mask (organic vapor cartridge type) air supplied systems and air monitoring equipment.
 - v. safe movement of workers
 - vi. safe use of ladders, scaffolds and rigging
6. Describe safety measures for locking out equipment.
 - i. lockout system
 - ii. code of practice
7. Describe confined space working conditions and associated safety procedures.

- i. definitions
 - confined space
 - physical agent
 - ii. safety procedures
 - concentrations of chemical agents
 - oxygen content more than 23%
 - electrical equipment
 - preventative measures
 - iii. duty of employer and employees
 - iv. emergency intervention
 - v. work permit
 - vi. safety watch
 - vii. traffic control
8. Describe fall protection equipment and associated safety practices.
- i. fall protection plan
 - ii. control zone and safety monitors
 - iii. lifelines and lanyards
 - iv. safety harnesses
 - v. fall-arresting and shock absorbing devices
 - vi. inspection and maintenance
9. Describe the safety measures related to electricity.
10. Describe procedures for adhering to manufacture's specifications and Material Safety Data Sheets (MSDS).
11. Describe the safety issues specific to the following environments.
- i. residential
 - ii. commercial
 - iii. industrial
12. Describe, from the perspective of safety, the limitations of work carried out by the Painter and Decorator occupation and coordination with the work of other trades.
13. Describe medical monitoring practices when working with hazardous materials.
- i. asbestos
 - ii. lead
 - iii. mold

14. Describe professional working practices.
 - i. documentation
 - ii. communication
 - iii. workplace behavior
 - iv. appearance
 - v. care of tools and equipment
 - vi. prevention of property damage
 - vii. quality control

Practical Requirements:

1. Refer to MSDS sheets to determine safe handling procedures.
2. Locate exits, fire alarms and ventilation systems.

PL1110 Blueprint Reading and Interpretation

Learning Outcome:

- Demonstrate knowledge of information contained in blueprints, specifications and contract documents
- Demonstrate knowledge of information contained on blueprints and in specifications to prepare material estimates
- Demonstrate knowledge of national, provincial and municipal building codes.

Duration: 45 Hours

Pre-requisites: None

Learning Objectives:

1. Describe the purpose and importance of contract documents and agreements.
2. Define terminology, abbreviations and symbols associated with blueprints.
3. Identify the types of drawings and describe their use in the trade.
 - i. architectural
 - ii. structural
 - iii. mechanical
 - iv. plumbing
 - v. electrical
 - vi. detail
 - vii. section
 - viii. site plan
 - ix. floor plan
 - x. elevation
4. Describe the purposes and uses of sectional detail, symbols, specifications and schedules.
5. Identify and interpret the types of lines used on blueprints.
6. Explain the terms “scale” and “dimension”, their use and location on drawings.

7. Describe the purposes and uses of room finish schedules, opening schedules, and specifications.
8. Describe how to interpret detailed drawings for job application.
9. Describe the procedures used to perform calculations of area and material estimates.

Practical Requirements:

1. Locate and interpret information from specifications.
 - i. colour schemes
 - ii. colour schedule
 - iii. application techniques
 - iv. special equipment, air circulation, heating, lighting, etc.
 - v. exterior finishes
2. Determine measurements from scaled drawings.
3. Prepare a material estimate.
4. Interpret architectural, structural and mechanical drawings.
 - i. floor plans
 - ii. details
 - iii. elevations
5. Identify and interpret information from drawings.
 - i. general building design
 - ii. control joints
 - iii. location of doors/windows, air intake/exhaust
 - iv. number of floors complete with elevations
6. Identify finishing details from specifications.
 - i. built-in components
 - ii. moldings and trim
 - iii. surface treatments
7. Interpret information from field revisions and alterations.

PL1120 Tools and Equipment

Learning Outcomes:

- Demonstrate knowledge of the selection, use and care of tools and equipment.

Duration: 45 Hours

Pre-requisites: PL1100

Learning Objectives:

1. Identify the types of hand tools and describe their applications and procedures for safe use and care.
 - i. brushes
 - construction and characteristics
 - care and cleaning
 - ii. rollers
 - construction and characteristics
 - care and cleaning
 - iii. brush and roller spinners
 - iv. pot hooks
 - v. wet and dry film thickness gauges
 - vi. caulking guns
 - vii. scrapers
 - viii. putty knives and broad knives
 - ix. masking machines
 - x. chalk line
 - xi. measuring and leveling tools
 - moisture meter
 - mil gauge
 - micrometer
 - xii. cutting tools
 - xiii. smoothing tools
 - xiv. staple guns
 - xv. mixing tools
 - xvi. straight edge
 - xvii. seam roller
 - xviii. paste table

- xix. protective equipment
 - drop clothes
 - masking tape
 - xx. pails
 - xxi. sponges
 - xxii. drywall finishing tools
 - xxiii. extension poles
 - xxiv. chemical sprayer
2. Identify the types of power tools and equipment and describe their applications and procedures for safe use and care.
- i. abrasive blasting equipment
 - ii. water blasting equipment
 - iii. compressors
 - iv. grinders
 - v. heat gun
 - vi. paint agitators
 - vii. drills
 - viii. needle guns
 - ix. sanders
 - x. spray equipment
 - xi. vacuum cleaner

Practical Requirements:

1. Select the hand tool required to:
 - i. remove scaled paint
 - ii. repair defects in unpainted or new surfaces
 - iii. prepare surfaces for painting
 - iv. remove wall coverings
 - v. repair defects in previously painted surfaces
2. Select the brush to apply specific coatings.
3. Select the roller to apply specific coatings to smooth or textured surfaces.
4. Demonstrate cleaning procedures for brushes and rollers.
5. List equipment requirements for applying coatings.

6. Remove items from walls in preparation for re-finishing (electrical plates, picture hangings, and etcetera).
7. Maintain a compressed air system.

PL1130 Access Equipment

Learning Outcomes:

- Demonstrate knowledge of safe assembly and use of scaffolding and staging
- Demonstrate knowledge of ladders and their safe use

Duration: 30 Hours

Pre-requisites: PL1100

Learning Objectives:

1. Describe methods of counter-balancing.
2. Identify the types of ladders and describe their components and applications.
 - i. extension
 - ii. step
 - iii. straight
 - iv. trestle/stairwell
3. Describe safety factors to consider when using ladders.
 - i. tie off
 - ii. overlaps
 - iii. base to height ratio
 - iv. minimum/maximum extension
 - v. electrical hazards
 - vi. 3-point contact
 - vii. fall prevention
4. Identify the types of scaffolds and describe their components and applications.
 - i. stationary scaffolds
 - ii. rolling scaffolds
 - iii. boatswain's chair
 - iv. suspended scaffolds
 - v. swing
 - vi. hanging
 - vii. ladder jack

- viii. self-propelled platform
 - arial lifts
- 5. Describe the procedures used to safely erect, dismantle, maintain and inspect scaffolds.
- 6. Describe the procedures and equipment used for handling heavy objects.
- 7. Describe lifting hand signals and their associated meaning.
- 8. Identify common types of ropes, knots and slings and describe their applications and safe use.
- 9. Describe safe rigging practices.

Practical Requirements:

- 1. Install, inspect and maintain scaffolding.
 - i. recognize and use hand signals
 - ii. recognize capacity
 - iii. interpret occupational health and safety regulations
 - iv. recognize necessity for swing staging
 - v. erect section of tubular steel sectional scaffold
 - vi. erect adjustable tower scaffolding
- 2. Select, inspect and erect ladders.
- 3. Demonstrate the use of lifting equipment and their attachments.
- 4. Tie and inspect applicable knots.

PL1140 Surface Preparation 1 (Previously Coated Drywall)

Learning Outcomes:

- Demonstrate knowledge of different types of drywall substrates and preparation methods for previously coated surfaces
- Demonstrate knowledge of the characteristics, categories and use of materials in previously coated surfaces

Duration: 30 Hours

Pre-requisites: PL1120

Learning Objectives:

1. Define terminology associated with drywall resurfacing.
2. Identify drywall substrates and describe their characteristics.
3. Describe the methods and materials used to resurface drywall substrates.
 - i. previously painted surfaces
 - ii. previously papered surfaces
 - iii. textured surfaces
4. Describe the procedures used to remove wall coverings from drywall using:
 - i. steam
 - ii. chemical strippers
 - iii. hand tools
5. Describe procedures to inspect drywall substrates, their possible defects and probable causes.
6. Describe corrective measures for drywall substrate defects.
 - i. chemical
 - ii. physical
 - iii. sealing

7. Describe the characteristics, categories and safe use of materials in resurfacing drywall substrates.
 - i. abrasives
 - sandpaper
 - steel wool
 - ii. chemicals
 - cleaning
 - neutralizing
 - stripping (wallpaper)
 - iii. sealers
 - aluminum paint
 - shellac
 - stain blockers
 - iv. patching compounds
 - pre-mix
 - powders
 - putties

Practical Requirements:

1. Select and use the proper tools to repair defects and clean drywall surfaces.
2. Inspect existing surface prior to application of material.
 - i. assess product compatibility with existing coating.
3. Remove wall coverings from substrates using:
 - i. steam
 - ii. chemical strippers
 - iii. hand tools

PL1150 Drywall Finishing

Learning Outcomes:

- Demonstrate knowledge of preparing drywall for finishing

Duration: 120 Hours

Pre-requisites: PL1120

Learning Objectives:

1. Describe the effects of environmental conditions such as heat, humidity and poor lighting on surface preparation.
2. Identify the proper tools to tape and finish joints on drywall.
3. Identify the types of drywall tapes and describe their uses.
4. Describe the procedures used to apply corner beads.
 - i. metal
 - ii. plastic
 - iii. paper
5. Describe the procedures used to finish drywall.
 - i. embedding
 - ii. rough coat
 - iii. skim coat
 - iv. pre-fill
6. Identify the types of joint filler mixtures and describe their characteristics, applications and procedures for use.
 - i. pre-mixed
 - ii. powdered
 - iii. quick set
7. Describe the different sanding techniques and their applications.

8. Describe the procedures used to inspect final drywall finish.
 - i. light

Practical Requirements:

1. Select and use the appropriate tools to finish drywall surfaces.
2. Inspect new surface prior to application of material.
3. Apply corner beads.
 - i. metal
 - ii. plastic
 - iii. paper
4. Apply joint filler, pre-mixed and powdered.
5. Check consistency of joint filler.
6. Use electric drill for mixing joint filler.
7. Tape flat and angle joints by hand.
 - i. use different types of tapes
 - ii. prepare tapes for use
 - iii. tape in sequence
 - iv. coat angles in sequence
 - v. use technique to reduce amount of sanding needed
 - vi. prepare butt joints
 - vii. apply second and finish coats on flats
 - viii. select sandpaper
 - ix. perform sanding techniques
 - x. apply taping material
 - xi. store joint filler
 - xii. store taping material
 - xiii. perform touch ups

PL1161 Surface Preparation 2 (Metal)

Learning Outcomes:

- Demonstrate knowledge of the different types of metal substrates and preparation methods
- Demonstrate knowledge of the characteristics, categories and use of materials in metal surface preparation
- Demonstrate knowledge of the different types of mechanical treatments

Duration: 40 Hours

Pre-requisites: PL1120

Learning Objectives:

1. Define terminology associated with metal surface preparation.
2. Identify metal substrates and describe their characteristics.
3. Describe the methods and materials used to prepare metal substrates.
 - i. previously painted surfaces
 - ii. new surfaces
4. Describe procedures to inspect metal substrates.
5. Describe the characteristics, categories and safe use of materials in surface preparation.
 - i. abrasives
 - sandpaper
 - steel wool
 - blast media
 - ii. chemicals
 - cleaning
 - etching
 - neutralizing
 - stripping
 - iii. sealers

- aluminum paint
 - shellac
 - stain blockers
- iv. patching compounds
 - caulking
 - two-component
 - putties
- 6. Describe safe practices required when using mechanical treatment systems.
 - i. operator safety
 - ii. public safety
 - iii. regulations and standards
 - iv. NACE
 - v. SSPC
- 7. Identify the various types of mechanical treatment systems and describe their components and associated equipment.
 - i. abrasive blasting
 - ii. water blasting
 - iii. power cleaning tools
- 8. Describe the set-up and procedures for use of mechanical treatment equipment.
- 9. Describe the procedures used to inspect final metal finish.

Practical Requirements:

1. Select and use the appropriate tools to prepare metal surfaces.
 - i. abrasive blasting
 - ii. water blasting
 - iii. power cleaning tools
2. Inspect metal surface prior to application of material.
3. Inspect final metal finish.

PL1170 Surface Preparation 3 (Stucco)

Learning Outcomes:

- Demonstrate knowledge of the different types of stucco substrates and preparation methods
- Demonstrate knowledge of the characteristics, categories and use of materials in stucco surface preparation

Duration: 15 Hours

Pre-requisites: PL1120

Learning Objectives:

1. Define terminology associated with stucco surface preparation.
2. Identify stucco substrates and describe their characteristics.
3. Describe the methods and materials used to prepare and apply interior and exterior insulated finish systems (EIFS) stucco substrates.
 - i. previously painted surfaces
 - ii. new surfaces
4. Describe the procedures used to inspect stucco substrates, their possible defects and probable causes.
5. Describe corrective measures for stucco substrate defects.
 - i. chemical
 - ii. physical
 - iii. sealing
6. Describe the characteristics, categories and safe use of materials in surface preparation.
 - i. abrasives
 - sandpaper
 - steel wool

- blast media
- ii. chemicals
 - cleaning
 - etching
 - neutralizing
- iii. sealers
 - aluminum paint
 - shellac
 - stain blockers
- iv. patching compounds
 - pre-mixed
 - powdered
 - putties
 - caulking

Practical Requirements:

1. Select and use the appropriate tools to prepare interior and exterior stucco surfaces.
2. Inspect surface prior to application of material.
3. Inspect final stucco finish.

PL1180 Surface Preparation 4 (Masonry)

Learning Outcomes:

- Demonstrate knowledge of the different types of masonry substrates and preparation methods
- Demonstrate knowledge of the characteristics, categories and use of materials in masonry surface preparation

Duration: 15 Hours

Pre-requisites: PL1120

Learning Objectives:

1. Define terminology associated with masonry surface preparation.
2. Identify masonry substrates and describe their characteristics.
3. Describe the methods and materials used to prepare interior and exterior masonry substrates.
 - i. previously painted surfaces
 - ii. new surfaces
4. Describe the procedures used to inspect masonry substrates, their possible defects and probable causes.
5. Describe corrective measures for masonry substrate defects.
 - i. chemical
 - ii. physical
 - iii. sealing

6. Describe the characteristics, categories and safe use of materials in surface preparation.
 - i. abrasives
 - sandpaper
 - blast media
 - ii. chemicals
 - cleaning
 - etching
 - neutralizing
 - iii. sealers
 - aluminum paint
 - shellac
 - stain blockers
 - block fillers
 - iv. patching compounds
 - pre-mixed
 - powdered
 - putties
 - caulking

Practical Requirements:

1. Select and use the appropriate tools to prepare interior and exterior masonry surfaces.
2. Inspect surface prior to application of material.
3. Inspect final masonry finish.

PL1190 Surface Preparation 5 (Wood)

Learning Outcomes:

- Demonstrate knowledge of the different types of wood substrates and preparation methods
- Demonstrate knowledge of the characteristics, categories and use of materials in wood surface preparation

Duration: 15 Hours

Pre-requisites PL1120

Learning Objectives:

1. Define terminology associated with wood surface preparation.
2. Identify wood substrates and describe their characteristics.
3. Describe the methods and materials used to prepare interior and exterior wood substrates.
 - i. previously painted surfaces
 - ii. previously papered surface
 - iii. new surfaces
4. Describe procedures to inspect wood substrates, their possible defects and probable causes.
5. Describe corrective measures for wood substrate defects.
 - i. chemical
 - ii. physical
 - iii. sealing
6. Describe the characteristics, categories and safe use of materials in surface preparation.
 - i. abrasives
 - powder
 - sandpaper

- steel wool
- blast media
- chemical
- ii. chemicals
 - cleaning
 - neutralizing
 - bleaching
 - stripping
- iii. sealers
 - aluminum paint
 - shellac
 - stain blockers
- iv. patching compounds
 - pre-mixed
 - powdered
 - putties
 - caulking

Practical Requirements:

1. Select and use the appropriate tools to prepare interior and exterior wood surfaces.
2. Inspect surface prior to application of material.
3. Inspect final wood finish.

PL1200 Surface Preparation 6 (Plaster/Veneer Plaster)

Learning Outcomes:

- Demonstrate knowledge of the different types of plaster substrates and preparation methods
- Demonstrate knowledge of the characteristics, categories and use of materials in plaster surface preparation

Duration: 15 Hours

Pre-requisites: PL1120

Learning Objectives:

1. Define terminology associated with plaster and veneer plaster surface preparation.
2. Identify plaster and veneer plaster substrates and describe their characteristics.
3. Describe the methods and materials used to prepare plaster and veneer plaster substrates.
 - i. previously painted surfaces
 - ii. previously papered surface
 - iii. new surfaces
4. Describe procedures to inspect plaster and veneer plaster substrates, their possible defects and probable causes.
5. Describe corrective measures for plaster and veneer plaster substrate defects.
 - i. chemical
 - ii. physical
 - iii. sealing

6. Describe the characteristics, categories and safe use of materials in surface preparation.
 - i. abrasives
 - sandpaper
 - steel wool
 - ii. chemicals
 - cleaning
 - neutralizing
 - iii. sealers
 - aluminum paint
 - shellac
 - stain blockers
 - iv. patching compounds
 - pre-mixed
 - powdered
 - putties
 - caulking

Practical Requirements:

1. Select and use the appropriate tools to prepare plaster and veneer plaster surfaces.
2. Inspect surface prior to application of material.
3. Inspect final plaster and veneer plaster finish.

PL1211 Paints and Coatings

Learning Outcomes:

- Demonstrate knowledge of the different types of paints and coatings, their applications and safe use

Duration: 75 Hours

Pre-requisites: PL1100

Learning Objectives:

1. Define terminology associated with paints and coatings.
2. Describe practices appropriate to personal and environmental protection.
3. Identify the types of residential, institutional and commercial paints and coatings and describe their ingredients, characteristics, applications and safe use.
 - i. resins
 - ii. latex
 - iii. acrylics
 - iv. alkyds
 - v. oils
 - vi. lacquer base
 - vii. urethane
 - viii. varnish
 - ix. acoustical
 - x. epoxies
 - xi. spirits
 - xii. elastomerics
 - xiii. water-borne coatings
 - xiv. emulsions
 - xv. pigments
 - color
 - white
 - extenders
 - priming

- metallic
 - xvi. binders
 - natural (shellac, oils, etc.)
 - synthetics
 - xvii. thinners
 - natural
 - petroleum distillates
 - xviii. catalysts (curing agents)
 - xix. driers (Cobalt, Japan, manganese, etc.)
 - xx. additives
4. Identify the types of industrial paints and coatings and describe their ingredients, characteristics, application and use.
- i. non-metallic
 - water-borne
 - alkyds
 - thermoplastic
 - thermoset
 - ii. metallic
 - zinc-rich
 - aluminum
 - red lead
 - galvanizing
 - iii. application
 - hand tools
 - roller
 - brushes
 - trowel
 - squeege
 - power tools
 - spray machines
5. Identify the types of special purpose paints and coatings and describe their ingredients, characteristics, applications and safe use.
- i. urethane
 - ii. seamless flooring
 - iii. fire retardant
 - iv. fire proofing
 - v. heat cured powder
 - vi. texture

- vii. tank lining systems
 - viii. high performance architectural
 - ix. metalizing (thermal spray powder and wire)
 - x. galvanizing
 - xi. barrier coat
6. Describe the application procedures and equipment used for fibreglass reinforcing plastic.
- i. safety
 - ii. surface preparation
7. Describe fire proofing industrial coatings and methods of application.
- i. safety
 - ii. surface preparation
8. Describe the procedures and conditions for mixing paints and coatings, including:
- i. viscosity and its effect on application
 - ii. temperature's effect on viscosity
 - iii. solvent's effect on viscosity
 - iv. plural components
 - v. effect of agitation
 - vi. coating/solvent ratios
 - vii. thixotropic and rheology control agents
9. Describe the causes and remedies of paint and coating failure.
10. Describe methods and procedures for applying residential, institutional and commercial reinforcing mesh.
11. Describe methods and procedures for applying residential, institutional and commercial paints and coatings using applicators.

Practical Requirements:

None

PL2100 Painting 1 (Brush and Roller)

Learning Outcomes:

- Demonstrate knowledge of selecting and using brushes, rollers and associated equipment
- Demonstrate knowledge of using various techniques to paint a variety of surfaces
- Demonstrate knowledge of cleaning and storing materials and equipment after use

Duration: 75 Hours

Pre-requisites: PL1120; PL1150; PL1161; PL1170; PL1180; PL1190; PL1200; PL1211

Learning Objectives:

1. Define terminology associated with painting.
2. Identify the required materials and describe the procedures used to prepare an area for painting.
3. Describe the use of paint additives and their effects.
4. Describe testing procedures to assess product compatibility with existing coating and solvents.
5. Describe the use of prime coats, undercoats, and finish coats and their importance to the finished product.
6. Describe the process involved in applying prime coats, undercoats and finish coats to a variety of substrates.
7. Describe the environmental conditions that will affect the quality of the finished product.

8. Describe the criteria for selecting paint brushes and rollers.
 - i. coating
 - ii. substrate
 - iii. desired finish
9. Describe the procedures used to determine and adjust viscosity of paints.
10. Describe the techniques used to apply paints using a brush.
 - i. cutting in
 - ii. feathering out
 - iii. laying off
 - iv. brushing defects
 - v. stripe coating
11. Describe the techniques used to apply paints using a brush to:
 - i. windows
 - ii. doors
 - iii. walls
 - iv. ceilings
12. Describe the techniques used to apply paints using a roller.
13. Describe the procedures used to condition, clean and store brushes and rollers.

Practical Requirements:

1. Determine the best application method based on the specifics of the job.
2. Protect surfaces not to be coated.
3. Test existing coating to determine product compatibility.
4. Select coating for application to a variety of substrates.
5. Select proper brush, noting:
 - i. brush size
 - ii. bristle types
 - iii. handle types
 - iv. styles
 - v. coating

6. Select proper roller, noting:
 - i. pile depth
 - ii. sleeve size
 - iii. sleeve type
 - iv. handles
 - v. tray
 - vi. coating
7. Determine coatings viscosity and adjust as required.
8. Apply coating to a variety of substrates using brushing and rolling techniques.
9. Store coatings and solvents.
10. Clean and maintain tools and equipment.

PL2110 Painting 2 (Spray Systems)

Learning Outcomes:

- Demonstrate knowledge of selecting and using spray painting equipment
- Demonstrate knowledge of using spray painting techniques to paint a variety of surfaces
- Demonstrate knowledge of cleaning and storing materials and equipment after use

Duration: 75 Hours

Pre-requisites: PL1120; PL1150; PL1161; PL1170; PL1180; PL1190; PL1200; PL1211

Learning Objectives:

1. Define terminology associated with spray painting systems.
2. Describe practices appropriate to personal and environmental protection.
3. Identify the types of spray painting systems and describe their components, applications and procedures for safe use.
 - i. conventional
 - ii. airless
 - iii. electrostatic
 - iv. high volume low pressure (HVLP) spray equipment
 - v. thermal spray powder and wire (metalizing)
 - vi. plural spray
 - vii. polyurea
4. Identify the required materials and describe the procedures used to prepare an area for spray painting.
5. Describe the treatment of coatings for use in spray painting systems.
 - i. viscosity testing and thinning
 - ii. mixing
 - iii. straining

6. Describe testing procedures to assess product compatibility with existing coating and solvents.
7. Describe the use of prime coats, undercoats, barrier/intermediate coats and finish coats and their importance to the finished product.
8. Describe the process involved in applying prime coats, undercoats, barrier/intermediate coats and finish coats to a variety of substrates.
9. Describe the techniques used to apply stripe coats.
10. Describe the environmental conditions that will affect the quality of the finished product.
11. Describe the setup and operation of spray systems.
12. Describe the different techniques used in spraying various kinds of regular and irregular surfaces.
13. Describe the procedures used to determine and adjust viscosity of coatings for spray systems.
14. Describe the procedures used to clean and store spray equipment.

Practical Requirements:

1. Protect surfaces not to be coated.
2. Test existing coating to determine product compatibility.
3. Select coating for application to a variety of substrates.
4. Determine coating viscosity and adjust as required.

5. Setup and adjust spray paint equipment.
6. Apply paint to a variety of substrates using spray paint equipment.
7. Clean worksite, clean, store and maintain tools and equipment.
8. Store coatings and solvents.

PL1220 Colour Theory and Mixing

Learning Outcomes:

- Demonstrate knowledge of colour theory and perception
- Demonstrate knowledge of colour mixing

Duration: 30 Hours

Pre-requisites: PL1100

Learning Objectives:

1. Define terminology associated with colour and light.
2. Describe the source of colour.
3. Describe the effect of light on colour.
 - i. visual spectrum
 - ii. subtractive chart
 - iii. colours of the spectrum
4. Describe the relationship between the additive and subtractive theory of light.
5. Describe the colour wheel.
 - i. primary, secondary, tertiary, and intermediate colours
 - ii. colour schemes
6. Describe what additive colours will make secondaries / mixes.
7. Describe the use of colour in the trade.
 - i. decoration
 - ii. safety
8. Identify the tools and equipment used in mixing and matching paints and describe their applications and procedures for use.

9. Describe the procedures used to mix and match colours.
 - i. types of colouring agents
 - ii. conditions for accurate results
 - iii. tints, shades and tones of a specified colour
10. Describe the procedures used to calculate amounts and ratios.
11. Describe the properties of universal pigments and dyes.
 - i. light fastness
 - ii. alkali and acid resistance properties
 - iii. tinting strength
12. Describe the use of the manufacturer's data sheets.

Practical Requirements:

1. Draw and explain the additive chart of light.
2. Layout with pencil and compass:
 - i. a saturation chart
 - ii. a color wheel
3. Mix and match paint colours to wet and dry samples.
4. Mix specified colours using colourants.

AP1101 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: 15 Hours

Pre-Requisite(s): None

Objectives and Content:

1. Define the following terms:
 - i. apprenticeship
 - ii. apprentice vs. registered apprentice
 - iii. Journeyperson vs. Certified Journeyperson
 - iv. Certificate of Apprenticeship
 - v. Certificate of Qualification
 - vi. Recognition of Prior Learning
 - vii. dual certification

2. Explain the apprenticeship system in Newfoundland and Labrador and the roles and responsibilities of those involved.
 - i. registered apprentice
 - ii. training institution
 - iii. employer
 - iv. Journeyperson
 - v. Department of Advanced Education and Skills
 - Industrial Training Section
 - Standards and Curriculum Section
 - vi. Provincial Trade Advisory Committees
 - vii. Provincial Apprenticeship and Certification Board

3. Identify the Conditions Governing Apprenticeship.
4. Describe the training and educational requirements.
 - i. pre-employment (entry level) training
 - ii. block release
 - iii. on-the-job
5. Explain the steps in the registered apprenticeship process.
 - i. criteria for eligibility
 - entrance requirements as per Conditions of Apprenticeship
 - employment
 - ii. registration process
 - application requirements
 - iii. Memorandum of Understanding
 - probation period
 - cancellation
 - iv. Record of Occupational Progress (Logbook)
 - signing off skills
 - recording hours
 - updating PDO on progress
 - v. class calls
 - schedule
 - EI Eligibility
 - Direct Entry
 - advanced level
 - vi. Block Exams
 - vii. progression
 - schedule
 - wage rates
 - viii. cancellation of apprenticeship
 - ix. Practical Examinations
 - x. Provincial and Interprovincial examinations
 - xi. certification
 - Certification of Apprenticeship
 - Certification of Qualification
 - Provincial certification
 - Interprovincial Red Seal endorsement

6. Explain the Interprovincial Standards Red Seal Program.
 - i. designated Red Seal trade
 - ii. the National Occupational Analysis (NOA)
 - iii. Interprovincial (IP) Red Seal Endorsement Examination
 - iv. relationship of NOA to IP Examination
 - v. qualification recognition and mobility
7. Identify the current financial incentives available to apprentices.
8. Explain the NL apprenticeship and trades certification division's out-of- province apprenticeship policy.

Practical Requirements:

1. Use the Provincial Apprenticeship and Trades Certification web site at www.gov.nl.ca/app to:
 - i. locate, download, and complete the Application for Apprenticeship and Memorandum of Understanding (MOU)
 - ii. locate, download, and complete the Out of Province registration forms
 - Application for Apprenticeship (out of province)
 - Letter of Understanding (LOU)
 - Acceptance of Conditions Letter
 - iii. locate, download, and complete the Work Experience Credits form
 - iv. identify the locations of all Industrial Training offices
 - v. locate and review the following learning resources relevant to the trade:
 - Study Guide
 - Exam Preparation Guide
 - Plan of Training
2. Use a logbook for this trade to:
 - i. identify the hours for the trade (in-school and on-the-job)
 - ii. identify the number of blocks
 - iii. identify the courses in each block
 - iv. identify the workplace skills to be completed and verified

3. Use the Red Seal Web site, <http://www.red-seal.ca> to retrieve the National Occupational Analyses (NOA) for this trade.
 - i. identify the following components of the NOA:
 - Trends
 - Scope
 - Key Competencies
 - Blocks
 - Tasks
 - Subtasks
 - Pie Charts
 - Table of Specifications

AM1100 Math Essentials

Note: It is recommended that AM1100 be delivered in the first semester of the Entry Level training program.

Learning Outcomes:

- Demonstrate knowledge of the numeracy skills required to begin the 2nd level math course.
- 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: 30 Hours

Pre-Requisite(s): None

Objectives and Content:

Wherever possible, the instructor should use trade specific examples to reinforce the course objectives

1. Use multiplication tables from memory.
2. Perform whole number operations.
 - i. read, write, count, round off, add, subtract, multiply and divide whole numbers
3. Apply the order of operations in math problems.
4. Perform fraction and mixed number operations.
 - i. read, write, add, subtract, multiply and divide fractions

5. Perform decimal operations.
 - i. read, write, round off, add, subtract, multiply and divide decimals
6. Perform percent/decimal/fraction conversion and comparison.
 - i. convert between fractions, decimals and percents
7. Perform percentage operations.
 - i. read and write percentages
 - ii. calculate base, rates and percentages
8. Perform ratio and proportion operations.
 - i. use a ratio comparing two quantities with the same units
 - ii. use a proportion comparing two ratios
9. Use the imperial measurement system in math problems.
 - i. identify units of measurement for:
 - length
 - mass
 - area
 - volume
 - capacity
10. Use the metric measurement system in math problems.
 - i. identify units of measurement for:
 - length
 - mass
 - area
 - volume
 - capacity

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.

CM2160 Communication Essentials

Learning Outcomes:

- Demonstrate knowledge of the importance of well-developed writing skills in the workplace and in career development.
- Demonstrate knowledge of the purpose of various types of workplace correspondence.
- Demonstrate knowledge of the principles of effective workplace writing.
- Demonstrate knowledge of standard formats for letters and memos.
- Demonstrate knowledge of principles related to writing effective letters and memos.
- Demonstrate the ability to prepare and deliver an oral presentation.
- Demonstrate knowledge of the importance of effective interpersonal skills in the workplace.

Duration: 45 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 the principles for writing clear, concise, complete sentences and paragraphs which adhere to the conventions of grammar, punctuation, and mechanics.
2. Identify the principles of effective workplace writing.
 - i. describe the value of well-developed writing skills to career success
 - ii. discuss the importance of tone, and language or word choice in workplace communication, regardless of the circumstances
 - iii. demonstrate an awareness of cultural differences when preparing workplace correspondence
 - iv. describe the writing process as it applies to workplace communication
 - planning
 - writing

- editing/revising
 - v. identify the parts of a business letter and memo, and when each should be used in the workplace
 - vi. identify the standard formats for business letters and memos
 - vii. identify guidelines for writing sample letters and memos which convey:
 - acknowledgment
 - routine request
 - routine response
 - complaint
 - refusal
 - persuasive request
 - letters of appeal
- 3. Identify types of informal workplace documents.
 - i. identify types & purposes of reports
 - incident
 - process
 - progress
 - ii. identify common trade specific forms
 - iii. describe primary and secondary methods used to gather information
 - iv. discuss the importance of accuracy and completeness in reports and forms
- 4. Identify the elements of presentations used in the workplace.
 - i. identify presentation types
 - impromptu
 - informative
 - demonstration
 - persuasive
 - ii. identify the components of an effective presentation
 - eye contact
 - body language
 - vocal qualities
 - audience analysis
 - multimedia tools
 - keeping on topic

5. Demonstrate an understanding of interpersonal communications in the workplace.
 - i. identify listening techniques
 - ii. demonstrate an understanding of group dynamics
 - iii. describe the importance of contributing information and expertise in the workplace
 - iv. describe the importance of respectful and open communication in the workplace
 - v. identify methods to accept and provide feedback in a constructive and considerate manner
 - vi. explain the role of conflict in a group to reach solutions

6. Identify acceptable workplace uses of communication technologies.
 - i. cell / Smart Phone etiquette
 - ii. voice mail
 - iii. e-mail
 - iv. teleconferencing / videoconferencing for meetings and interviews
 - v. social networking
 - vi. other emerging technologies

Practical Requirements:

1. Write well-developed, coherent, unified paragraphs.
2. Write sample letters and memos.
3. Write one short informal report.
4. Complete a selection of at least 3 trade-related forms.
5. Deliver an effective oral presentation.

SD1760 Workplace Essentials

Note: It is recommended that SD1760 be delivered in the second half of the Entry Level training program.

Learning Outcomes:

- Demonstrate knowledge of workplace essentials in the areas of meetings, unions, workers compensation, workers' rights, and human rights.
- Demonstrate knowledge of good customer service practices.
- Demonstrate knowledge of effective job search techniques.

Duration: 45 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 common practices related to workplace meetings.
 - i. identify and discuss meeting format and preparation required for a meeting
 - ii. explain the purpose of an agenda
 - iii. explain the expected roles, responsibilities, and etiquette of meeting participants

2. Define unions and identify their role in the workplace.
 - i. identify the purpose of unions
 - ii. identify a common union structure
 - iii. identify the function of unions in this trade

3. Demonstrate an understanding of the Worker’s Compensation process.
 - i. describe the aims, objectives, regulations and benefits of the Workplace Health, Safety and Compensation Commission
 - ii. explain the role of the Workers Advisor
 - iii. explain the internal review process

4. Demonstrate an understanding of workers’ rights.
 - i. define labour standards
 - ii. identify 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. examine the Human Rights Code and explain the role of the Human Rights Commission
 - ii. define harassment in various forms and identify strategies for prevention
 - direct
 - systemic
 - adverse effect
 - iii. identify gender and stereotyping issues in the workplace
 - iv. define basic concepts and terms related to workplace diversity including age, race, culture, religion, socio-economic status, and sexual orientation

6. Demonstrate an understanding of quality customer service.
 - i. explain why quality service is important
 - ii. identify barriers to quality customer service
 - iii. identify customer needs & common methods for meeting them
 - iv. identify and discuss the characteristics & importance of a positive attitude
 - v. identify the importance of demonstrating good communication skills including body language, listening, questioning, and when using electronic communication devices
 - vi. identify techniques for interacting with challenging customers to address complaints and resolve conflict

7. Demonstrate an understanding of effective job search techniques.
 - i. identify and explain employment trends, opportunities, and sources of employment
 - ii. identify and discuss essential skills for the trades as outlined by Human Resources and Skills Development Canada
 - iii. review job ads and identify the importance of fitting qualifications to job requirements
 - iv. identify the characteristics of effective resumes, the types of resumes, and principles of resume formatting
 - v. identify the characteristics of an effective cover letter
 - vi. identify the components of a portfolio, and discuss the value of establishing and maintaining a personal portfolio
 - vii. identify the common characteristics of the job interview process:
 - pre-interview preparation
 - interview conduct
 - post-interview follow up

Practical Requirements:

1. Create a resume.
2. Create a cover letter.
3. Participate in a mock job interview.

MC1060 Computer Essentials

Learning Outcomes:

- Demonstrate knowledge of computer systems and their operation.
- Demonstrate knowledge of popular software packages and their applications.
- Demonstrate knowledge of security issues related to computers.

Duration: 15 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 the major external components of a microcomputer system.
 - i. input devices
 - ii. output devices
 - iii. central control unit

2. Use operating system software.
 - i. start and quit a program
 - ii. use the help function
 - iii. use the find function
 - iv. maximize and minimize a window
 - v. use the task bar
 - vi. adjust desktop settings such as screen savers, screen resolution, and backgrounds
 - vii. shut down a computer

3. 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

4. Use word processing software to create documents.
 - i. enter text
 - ii. indent and tab text
 - iii. change text attributes (bold, underline, font, etc.)
 - iv. change layout format (margins, alignment, line spacing)
 - v. spell check and proofread
 - vi. edit text
 - vii. save document
 - viii. print document
 - ix. close document
 - x. retrieve documents

5. Use spreadsheet software to create spreadsheets.
 - i. enter data in cells
 - ii. create formulas to add, subtract, multiply and divide
 - iii. save spreadsheet
 - iv. print spreadsheet
 - v. close spreadsheet
 - vi. retrieve spreadsheet

6. Access the Internet.
 - i. access websites using the world wide web(www)
 - ii. identify examples of web browsers
 - iii. use search engines with common searching techniques
 - iv. describe security issues

7. Use electronic mail.
 - i. describe e-mail etiquette
 - grammar and punctuation
 - privacy and legal issues when sharing and forwarding e-mail
 - work appropriate content
 - awareness of employer policies
 - ii. manage e-mail using the inbox, sent, and deleted folders
 - iii. send an e-mail message with attachment(s)
 - iv. print e-mail

Practical Requirements:

None

Block II

PL2120 Wood Finishing

Learning Outcomes:

- Demonstrate knowledge of various wood products and their composition
- Demonstrate knowledge of preparing wood surfaces for finish product application
- Demonstrate knowledge of applying finish products to various types of wood surfaces

Duration: 60 Hours

Pre-requisites: Block I

Learning Objectives:

1. Define terminology associated with wood and wood finishing.
2. Describe the various wood types and their open and closed grains.
 - i. hardwood
 - ii. softwood
 - iii. engineered wood products
3. Describe the procedures used to determine moisture content and define acceptable levels.
4. Describe the different types of grain patterns found in wood and veneers.
5. Describe the procedures used to assess wood condition.
6. Identify the various wood finishes and describe their characteristics and applications.
7. Identify wood finishing materials and describe their purpose, safe use and procedures for application.
 - i. bleach
 - ii. wood filler
 - iii. wood stain

- iv. wood sealer
 - v. varnish
 - vi. lacquer
 - vii. wax and oil finish
 - viii. shellac
 - ix. rubbing compounds
 - x. patching materials
8. Describe the procedures used to do touch-up and removal of old finishes.
9. Describe common finishing problems, probable causes and corrective action.

Practical Requirements:

1. Demonstrate recognition of hard and soft woods by:
- i. grain pattern
 - ii. colour
 - iii. open and close grained wood
2. Assess condition and moisture level of woods.
3. Apply:
- i. bleach
 - ii. wash coats
 - iii. oil and water stains
 - iv. wood fillers
 - v. patching compounds
 - vi. sealers
 - vii. top coats
 - viii. wax finishes
 - ix. oil finishes
4. Select and use rubbing compounds.
- i. synthetic minerals
 - ii. pumice stone
 - iii. rotten stone
 - iv. steel wool
5. Clean, store and maintain tools and equipment.

PL2000 Wallcovering

Learning Outcomes:

- Demonstrate knowledge of preparing walls to accept wallcoverings
- Demonstrate knowledge of selecting and applying types of wallcovering for specific applications.
- Demonstrate knowledge of installing specialty wallcoverings
- Demonstrate knowledge of estimating materials to complete a job

Duration: 60 Hours

Pre-requisites: Block I

Learning Objectives:

1. Define terminology associated with wallcoverings.
2. Describe the procedure used to remove old wallcovering and their adhesives.
3. Describe the procedures used to apply base coats.
4. Identify the types of wallcovering materials and describe their characteristics, dimensions and applications.
 - i. wallpaper
 - ii. vinyl
 - iii. fabric
 - iv. foil
 - v. cork
 - vi. carpet
 - vii. wood veneer
 - viii. exotic
 - ix. border
 - x. murals
5. Identify the types of pastes and adhesives and describe their characteristics and recommended uses.
6. Describe the procedures used to apply adhesives.

7. Describe the necessary environmental conditions associated with wall coverings.
8. Describe the procedures used to prepare materials estimates.
9. Identify the types of wallcovering patterns and describe the effect that patterns play in material requirements.
10. Identify the tools and equipment required to install wallcoverings and describe their applications and use.
11. Describe the procedures used to install wallcoverings.
12. Describe the types of seams used in wallcoverings.
 - i. butt
 - ii. lap
 - iii. wire-edge
13. Describe the procedures used to apply wallcoverings to complex shapes.
 - i. sloped walls
 - ii. circular walls
 - iii. columns
 - iv. ovals
 - v. stairwells
 - vi. feature walls
 - vii. complete rooms
 - viii. ceilings
14. Describe the procedures used to maintain wallcoverings.
 - i. clean
 - ii. removal of blemishes
 - iii. grease and ink spots
 - iv. bleeding dyes
 - v. pencil marks
15. Describe the procedures used to clean and store tools and equipment.

Practical Requirements:

1. Prepare surfaces for wallcoverings.
2. Assess environmental conditions.
3. Select and apply appropriate base coat.
4. Apply wallcovering.
 - i. commercial vinyl
5. Clean work area.

PL2140 Decorative and Specialty Finishes

Learning Outcomes:

- Demonstrate knowledge of preparing various surfaces for decorative and specialty finishes
- Demonstrate knowledge of selecting and applying decorative and specialty finishes
- Demonstrate knowledge of estimating materials to complete a job

Duration: 60 Hours

Pre-requisites: Block I

Learning Objectives:

1. Define terminology associated with decorative and specialty finishes.
2. Describe the limitations and appropriate use of decorative finishes.
3. Identify common types of decorative/faux finishes and describe their purpose, required materials and application procedures.
 - i. antique glazing
 - ii. antique highlighting
 - iii. spatter finish
 - iv. multicolour/multi-spec spraying
 - v. stippling
 - vi. mottling
 - vii. woodgraining
 - viii. marbleizing
 - ix. stenciling and pouncing
 - x. graphics
 - xi. gilding
 - xii. texture paints
 - xiii. striping and lining
 - xiv. wall washing

4. Identify the tools used to obtain special decorative finishes and describe their applications and use.
5. Describe the use of textured finishes.
 - i. characteristics
 - ii. procedures
 - iii. use of abrasives
 - iv. consistency
6. Describe the effects of environmental conditions on decorative and specialty finishes.
7. Describe the bro-kade wall finish process.
8. Describe the procedures used to estimate materials.
9. Describe the procedures used to clean and maintain tools and equipment.

Practical Requirements:

1. Select the tools and material required to achieve the selected decorative finish.
2. Prepare a surface for decorative finishes.
3. Apply a variety of decorative finishes to prepared surfaces.
4. Clean and store tools used in decorative finishes.

D. 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

Progression Schedule, Wage Rate and Advanced Training Criteria are stated in the specific occupational Plan of Training for each designated apprenticeship occupation

Progression Schedule

Painter and Decorator - 5400 Hours			
APPRENTICESHIP LEVEL AND WAGES			
Year	Wage Rate At This Level	Requirements for progression to next level of apprenticeship	When requirements are met, the apprentice will progress to...
1 st	60 %	<ul style="list-style-type: none"> ▪ Completion of Block 1 training ▪ Pass Block 1 exam ▪ Minimum 1800 hours of combined relevant work experience and training 	2 nd Year
2 nd	75%	<ul style="list-style-type: none"> ▪ Completion of Block 1 training ▪ Minimum 3600 hours of combined relevant work experience and training 	3 rd Year
3 rd	90%	<ul style="list-style-type: none"> ▪ Completion of Block 2 training ▪ Minimum 5400 hours of combined relevant work experience and training ▪ Sign-off of all workplace skills in apprentice logbook ▪ Pass certification exam 	Journeyman Certification

Wage Rates

- 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.

Block Exams

- This program may not currently contain block exams, in which case this requirement will be waived until such time as block exams are available.

Painter and Decorator - 5400 Hours		
CLASS CALLS		
Call Level	Requirements for Class Call	Hours awarded for In-School Training
Direct Entry Apprentice: PLA & / or Block 1	<ul style="list-style-type: none"> ▪ Minimum of 1000 hours of relevant work experience and training ▪ Prior Learning Assessment (PLA) at designated college (if applicable) 	To be determined by the number of courses completed after each class call
Block 2	<ul style="list-style-type: none"> ▪ Minimum of 5220 hours of relevant work experience and training 	180
<p>Direct Entry Apprentice:</p> <ul style="list-style-type: none"> ▪ Must complete Block 1 courses through PLA and / or in school training. ▪ Block 1 training is to be completed via class calls; up to 16 weeks of training per calendar year. ▪ Must attend in-school training until Block 1 is complete before attending Blocks 2 or higher. <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 Advanced Education and Skills within 30 days of the decision.

E. 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 5400 hours.

Or

A total of 7200 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.

F. 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 journey person.
- 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 Advanced Education 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.