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# Plan of Training

## TRUCK AND TRANSPORT MECHANIC



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

**MARCH 2009**

**PLAN OF TRAINING**  
**TRUCK AND TRANSPORT MECHANIC**

SEPTEMBER 2009



**Government of Newfoundland and Labrador**  
**Department of Education**  
**Institutional and Industrial Education Division**

Approved by:

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

Chairperson, Provincial Apprenticeship and Certification Board

Date: Sept 23/09

## Preface

This Apprenticeship Standard is based on the 2007 edition of the National Occupational Analysis for the Truck and Transport Mechanic trade.

This document describes the curriculum content for the Truck and Transport Mechanic apprenticeship training program and outlines each of the technical training units necessary for the completion of apprenticeship.

## Acknowledgements

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Without their dedication to quality apprenticeship training, this document could not have been produced.

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Contact Information

Department of Advanced Education and Skills  
Apprenticeship and Trades Certification Division  
Tel: 709-729-2729  
Toll Free: 1-877-771-3737  
Email: [app@gov.nl.ca](mailto:app@gov.nl.ca)  
Web: [www.gov.nl.ca/app](http://www.gov.nl.ca/app)

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## Table of Contents

A.	Profile Chart.....	7
C.	Program Structure.....	16
BLOCK I.....		24
	TS1510 Occupational Health and Safety .....	24
	TS1520 Workplace Hazardous Materials Information System (WHMIS) .....	27
	TS1530 Standard First Aid.....	30
	SV1101 Safety .....	31
	SV1110 Ozone Depleting Substances .....	33
	SV1166 Tools and Equipment .....	34
	SV1800 Hoisting and Lifting .....	36
	SV1151 Service Information Systems .....	38
	SV1810 Preventive Maintenance.....	40
	SV1201 Start, Move and Park Vehicle .....	41
	SV1181 Fasteners, Tubing, Hoses and Fittings .....	42
	SV1190 Lubrication and Fluids Servicing.....	43
	SV1121 Gaskets and Seals .....	45
	SV1820 Bearings .....	46
	SV1830 Metallurgy.....	47
	SV1301 Cutting, Heating and Welding.....	48
	SV1211 Tires, Rims and Wheels.....	50
	SV1303 Engine Principles .....	52
	SV1310 Cooling Systems.....	53
	SV1131 Electrical and Electronic Principles .....	55
	SV1370 Batteries .....	57
	SV1491 Conventional Lighting Circuits .....	59
	SV1501 Wiring Harnesses and Accessories.....	61
	SV1141 Introduction to Hydraulics.....	63
	SV2381 Hydraulic Fittings, Piping, Tubing and Hoses .....	65
	SV2391 Reservoirs, Coolers and Filters.....	67
	WD2330 Metal Inert Gas (MIG) Welding .....	69
	SV1261 Vehicle Hydraulic Brake Systems.....	71
	SV1271 Basic Air Brake Systems.....	73
	SV1281 Drive Lines.....	75
	SV1365 Non-Diesel Fuel Systems .....	77
	SV1361 Diesel Fuel Supply Systems.....	79
	SV1331 Intake and Exhaust Systems.....	81
	SV1451 Steering Systems .....	83

## Plan of Training – Truck and Transport Mechanic

---

SV1401	Gauges .....	85
AP1101	Introduction to Apprenticeship .....	87
AM1100	Math Essentials.....	91
AM1160	Electrician Math Fundamentals .....	93
CM2160	Communication Essentials .....	95
SD1760	Workplace Essentials.....	98
MC1060	Computer Essentials.....	101
<b>BLOCK II</b>	.....	<b>104</b>
SV2310	Electric Brakes .....	104
SV1291	Drive Axle Assemblies .....	106
SV1380	Starting Systems.....	108
SV1386	Starting Aids.....	110
SV1391	Charging Systems .....	112
SV2661	Electronic Ignition Systems .....	114
SV2400	Hydraulic Pumps and Motors .....	116
SV2670	Air Conditioning Systems.....	119
SV1840	Heating and Ventilation Systems .....	121
<b>BLOCK III</b>	.....	<b>123</b>
SV1441	Front Axles and Suspension Systems.....	123
SV1461	Rear Axles and Suspension Systems .....	125
SV1245	Wheel and Axle Alignment .....	127
SV2691	Frames and Chassis .....	129
SV1480	Dual Air Brake Systems .....	130
SV2781	Trailer Coupling Devices .....	132
SV2728	Trailers.....	134
<b>BLOCK IV</b>	.....	<b>135</b>
WD2320	Shielded Metal Arc Welding (SMAW).....	135
SV2651	Electronically-Controlled Diesel Fuel Injection Systems.....	137
SV2771	Emission Control Systems .....	139
SV2571	Engine Brakes and Retarders .....	141
SV2365	Automatic/Power Shift Transmissions .....	143
SV2350	Torque Converters .....	145
SV2265	Vehicle Management Systems .....	147

BLOCK V .....	149
SV1321 Engine Lubrication Systems .....	149
SV2605 Diesel Engine Overhaul .....	151
SV2591 Turbochargers, Blowers and Intercoolers.....	153
SV2266 Diesel Fuel Injection Systems .....	155
SV2611 Base Engine Diagnostics .....	158
SV2560 Preventive Maintenance Inspections.....	159
BLOCK VI.....	160
SV2761 Gasoline Fuel Injection Systems.....	160
SV2721 Manual Transmissions .....	162
SV2725 Power Take-offs.....	164
SV2741 Transfer Cases .....	166
SV2726 Anti-lock Braking and Traction Control Systems .....	168
SV2727 Cab Components.....	170
SV2729 Engine Clutches.....	171
D. Conditions Governing Apprenticeship Training.....	173
E. Requirements for Red Seal Endorsement.....	180
F. Roles and Responsibilities of Stakeholders in the Apprenticeship Process .....	181

## A. Profile Chart

OCCUPATIONAL SKILLS			
SV1101 Safety	SV1166 Tools and Equipment	SV1800 Hoisting and Lifting	CM2160 Communications Essentials
SV1201 Start, Move and Park Vehicle	SV1181 Fasteners, Tubings, Hoses and Fittings	SV1190 Lubrication and Fluids Servicing	SV1121 Gaskets and Seals
SV1820 Bearings	SV1830 Metallurgy	SV1301 Cutting, Heating and Welding	WD2330 MIG Welding
WD2320 SMAW Welding	SV1810 Preventive Maintenance		
ENGINE AND SUPPORTING SYSTEMS			
SV1303 Engine Principles	SV1310 Cooling Systems	SV1321 Engine Lubrication Systems	SV1365 Non-Diesel Fuel Systems
SV1361 Diesel Fuel Supply Systems	SV2266 Diesel Fuel Injection Systems	SV2651 Electronically- Controlled Diesel Fuel Injection Systems	SV1331 Intake and Exhaust Systems
SV2605 Diesel Engine Overhaul	SV2611 Base Engine Diagnostics	SV2771 Emission Control Systems	SV2761 Gasoline Fuel Injection Systems
AIR SYSTEMS AND BRAKES			
SV2571 Engine Brakes and Retarders	SV1261 Vehicle Hydraulic Brake Systems	SV1271 Basic Air Brake Systems	SV1480 Dual Air Brake Systems
SV2726 Anti-Lock Braking and Traction Control Systems			
ELECTRICAL AND ELECTRONIC SYSTEMS			
SV1131 Electrical and Electronic Principles	SV1370 Batteries	SV1380 Starting Systems	SV1386 Starting Aids



Plan of Training – Truck and Transport Mechanic

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SV1391 Charging Systems	SV2661 Electronic Ignition Systems	SV1491 Conventional lighting circuits	SV1401 Gauges
SV1501 Wiring Harnesses and Accessories	SV2265 Vehicle Management Systems		
<b>DRIVE TRAIN</b>			
SV1281 Drive Lines	SV2729 Engine Clutches	SV2365 Automatic/Power Shift Transmissions	SV2350 Torque Converters
SV1291 Drive Axle Assemblies	SV2721 Manual Transmissions	SV2725 Power Take-offs	SV2741 Transfer Cases
<b>STEERING, CHASSIS/FRAMES, SUSPENSION, WHEEL, HUBS AND TIRES</b>			
SV1211 Tires, Rims and Wheels	SV1141 Front Axle and Suspension Systems	SV1461 Rear Axle and Suspension Systems	SV1451 Steering Systems
SV1245 Wheel and Axle Alignment	SV2691 Frames and Chassis	SV2781 Trailer Coupling Devices	
<b>CAB</b>			
SV2727 Cab Components			
<b>TRAILERS</b>			
SV2728 Trailers			

B. NOA Comparison Chart

NOA 2007 Tasks		2009 POT	
Task 1 - Maintains tools and equipment.			
1.01	Maintains hand tools.	SV1166	Tools and Equipment
1.02	Maintains power tools.	SV1166	Tools and Equipment
1.03	Maintains measuring, testing and diagnostic tools.	SV1166	Tools and Equipment
1.04	Maintains hoisting and lifting equipment.	SV1800	Hoisting and Lifting
1.05	Maintains personal protective equipment (PPE) and safety equipment.	SV1101	Safety
1.06	Maintains staging equipment.	SV1800	Hoisting and Lifting
1.07	Maintains solvent washers and biological parts washers.	SV1166	Tools and Equipment
Task 2 - Organizes work.			
2.01	Uses documentation and reference materials.	CM2160	Communication Essentials
2.02	Communicates with others.	CM2160	Communication Essentials
2.03	Maintains safe work environment.	SV1101	Safety
Task 3 - Performs routine trade activities.			
3.01	Uses computer for diagnostics.	SV2265	Vehicle Management Systems
3.02	Maintains fluids, lubricants and coolants.	SV1190	Lubrication and Fluids Servicing
3.03	Uses fasteners, sealing devices, adhesives and gaskets.	SV1181	Fasteners, Tubings, Hoses and Fittings
		SV1121	Gaskets and Seals
3.04	Service hoses, tubing and fittings.	SV1181	Fasteners, Tubings, Hoses and Fittings
3.05	Services bearings, bushings and seals.	SV1121	Gaskets and Seals
		SV1820	Bearings
3.06	Services filters.	SV1190	Lubrication and Fluids Servicing
		SV1830	Metallurgy
3.07	Uses welding equipment.	SV1301	Cutting, Heating and Welding
		WD2330	Metal Inert Gas (MIG) Welding

NOA 2007 Tasks		2009 POT	
		WD2320	Shielded Metal Arc Welding (SMAW)
3.08	Uses cutting equipment.	SV1301	Cutting, Heating and Welding
3.09	Verifies vehicle repairs.	SV1201	Start, Move and Park Vehicle
3.10	Conducts road tests.	SV1201	Start, Move and Park Vehicle
<b>Task 4 - Diagnoses engine and supporting systems.</b>			
4.01	Diagnoses base engine.	SV1303	Engine Principles
		SV2611	Base Engine Diagnostics
4.02	Diagnoses cooling system.	SV1310	Cooling Systems
4.03	Diagnoses lubrication system.	SV1321	Engine Lubrication Systems
4.04	Diagnoses fuel delivery system.	SV1365	Non-Diesel Fuel Systems
		SV1361	Diesel Fuel Supply Systems
		SV2266	Diesel Fuel Injection Systems
		SV2651	Electronically-Controlled Diesel Fuel Systems
		SV2761	Gasoline Fuel Injection Systems
4.05	Diagnoses intake and exhaust systems.	SV1331	Intake and Exhaust Systems
4.06	Diagnoses emission systems for diesel engines.	SV2771	Emission Control Systems
4.07	Diagnoses engine management system.	SV2265	Vehicle Management Systems
<b>Task 5 - Services engine and supporting systems.</b>			
5.01	Services base engine.	SV1303	Engine Principles
		SV2605	Diesel Engine Overhauling
5.02	Services cooling system.	SV1310	Cooling Systems
5.03	Services lubrication system.	SV1321	Engine Lubrication Systems
5.04	Services fuel delivery system.	SV1365	Non-Diesel Fuel Systems
		SV1361	Diesel Fuel Supply Systems
		SV2266	Diesel Fuel Injection Systems
		SV2651	Electronically-Controlled Diesel Fuel Systems
		SV2761	Gasoline Fuel Injection Systems
5.05	Services intake and exhaust systems.	SV1331	Intake and Exhaust Systems

NOA 2007 Tasks		2009 POT	
5.06	Services emission systems for diesel engines.	SV2771	Emission Control Systems
5.07	Services engine management system.	SV2265	Vehicle Management Systems
Task 6 - Diagnoses air systems and brakes.			
6.01	Diagnoses air systems.	SV1271	Basic Air Brake Systems
		SV1480	Dual Air Brake Systems
6.02	Diagnoses brake systems.	SV1261	Vehicle Hydraulic Brake Systems
		SV1271	Basic Air Brake Systems
		SV1480	Dual Air Brake Systems
		SV2726	Anti-lock Braking and Traction Control Systems
6.03	Diagnoses auxiliary braking systems.	SV2571	Engine Brakes and Retarders
Task 7 - Services air systems and brakes.			
7.01	Services air systems.	SV1271	Basic Air Brake Systems
		SV1480	Dual Air Brake Systems
7.02	Services brake systems.	SV1261	Vehicle Hydraulic Brake Systems
		SV1271	Basic Air Brake Systems
		SV1480	Dual Air Brake Systems
		SV2726	Anti-lock Braking and Traction Control Systems
7.03	Services auxiliary braking systems.	SV2571	Engine Brakes and Retarders
Task 8 - Diagnoses electrical systems.			
8.01	Diagnoses batteries.	SV1131	Electrical and Electronic Principles
		SV1370	Batteries
8.02	Diagnoses charging systems.	SV1131	Electrical and Electronic Principles
		SV1391	Charging Systems
8.03	Diagnoses starting systems.	SV1131	Electrical and Electronic Principles
		SV1380	Starting Systems

NOA 2007 Tasks		2009 POT	
8.04	Diagnoses electrical components and accessories.	SV1131	Electrical and Electronic Principles
		SV1386	Starting Aids
		SV1491	Conventional Lighting Circuits
		SV1401	Gauges
		SV1501	Wiring Harnesses and Accessories
Task 9 - Services electrical systems.			
9.01	Services batteries.	SV1131	Electrical and Electronic Principles
		SV1370	Batteries
9.02	Services charging systems.	SV1131	Electrical and Electronic Principles
		SV1391	Charging Systems
9.03	Services starting systems.	SV1131	Electrical and Electronic Principles
		SV1380	Starting Systems
9.04	Services electrical components and accessories.	SV1131	Electrical and Electronic Principles
		SV1386	Starting Aids
		SV1491	Conventional Lighting Circuits
		SV1401	Gauges
		SV1501	Wiring Harnesses and Accessories
Task 10 - Diagnoses electronic systems.			
10.01	Diagnoses spark ignition systems.	SV2661	Electronic Ignition Systems
10.02	Diagnoses electronic components and accessories.	SV2651	Electronically-Controlled Diesel Fuel Systems
		SV1131	Electrical and Electronic Principles
		SV1501	Wiring Harnesses and Accessories
		SV2727	Cab Components
10.03	Diagnoses vehicle management systems.	SV2265	Vehicle Management Systems

NOA 2007 Tasks		2009 POT	
Task 11 - Services electronic systems.			
11.01	Services spark ignition systems.	SV1131	Electrical and Electronic Principles
		SV2661	Electronic Ignition Systems
11.02	Services electronic components and accessories.	SV2651	Electronically-Controlled Diesel Fuel Systems
		SV1131	Electrical and Electronic Principles
		SV1501	Wiring Harnesses and Accessories
		SV2727	Cab Components
11.03	Services vehicle management systems.	SV2265	Vehicle Management Systems
Task 12 - Diagnoses drive train.			
12.01	Diagnoses clutches.	SV2729	Engine Clutches
12.02	Diagnoses standard transmissions and transfer cases.	SV2721	Manual Transmissions
		SV2725	Power Take-offs
		SV2741	Transfer Cases
12.03	Diagnoses automatic transmissions.	SV2365	Automatic/Power Shift Transmissions
		SV2350	Torque Converters
12.04	Diagnoses automated transmissions.	SV2721	Manual Transmissions
12.05	Diagnoses driveline systems.	SV1281	Drive Lines
12.06	Diagnoses differentials.	SV1291	Drive Axle Assemblies
Task 13 - Services drive train.			
13.01	Services clutches.	SV2729	Engine Clutches
13.02	Services standard transmissions and transfer cases.	SV2721	Manual Transmissions
		SV2725	Power Take-offs
		SV2741	Transfer Cases
13.03	Services automatic transmissions.	SV2365	Automatic/Power Shift Transmissions
		SV2350	Torque Converters
13.04	Services automated transmissions.	SV2721	Manual Transmissions
13.05	Services driveline systems.	SV1281	Drive Lines
13.06	Services differentials.	SV1291	Drive Axle Assemblies

Plan of Training – Truck and Transport Mechanic

NOA 2007 Tasks		2009 POT	
Task 14 - Diagnoses steering system, chassis/frames, suspension, wheels, hubs and tires.			
14.01	Diagnoses steering systems.	SV1451	Steering Components
14.02	Diagnoses chassis/frames.	SV2691	Frames and Chassis
14.03	Diagnoses suspension.	SV1441	Front Axles and Suspension Systems
		SV1461	Rear Axles and Suspension Systems
14.04	Diagnoses hitches and couplers.	SV2781	Trailer Coupling Devices
14.05	Diagnoses tires, wheels and hubs.	SV1211	Tires, Rims and Wheels
Task 15 - Services steering system, chassis/frames, suspension, wheels, hubs and tires.			
15.01	Services steering systems.	SV1451	Steering Components
15.02	Services chassis/frames.	SV2691	Frames and Chassis
15.03	Services suspension.	SV1441	Front Axles and Suspension Systems
		SV1461	Rear Axles and Suspension Systems
15.04	Services hitches and couplers.	SV2781	Trailer Coupling Devices
15.05	Services tires, wheels and hubs.	SV1211	Tires, Rims and Wheels
		SV1245	Wheel and Axle Alignment
Task 16 - Diagnoses cab components.			
16.01	Diagnoses interior components.	SV2727	Cab Components
16.02	Diagnoses exterior components.	SV2727	Cab Components
Task 17 - Services cab components.			
17.01	Services interior components.	SV2727	Cab Components
17.02	Services exterior components.	SV2727	Cab Components
Task 18 - Diagnoses trailer components.			
18.01	Diagnoses landing gear.	SV2728	Trailers
18.02	Diagnoses trailer body accessories and components.	SV2728	Trailers
Task 19 - Services trailer components.			
19.01	Services landing gear.	SV2728	Trailers
19.02	Services trailer body accessories and components.	SV2728	Trailers
Task 20 - Diagnoses climate control systems.			
20.01	Diagnoses heating and ventilation systems.	SV1840	Heating and Ventilation Systems

NOA 2007 Tasks		2009 POT	
20.02	Diagnoses air conditioning systems.	SV2670	Air Conditioning Systems
Task 21 - Services climate control systems.			
21.01	Services heating and ventilation systems.	SV1840	Heating and Ventilation Systems
21.02	Services air conditioning systems.	SV2670	Air Conditioning Systems
Task 22 - Diagnoses hydraulic systems.			
22.01	Diagnoses hydrodynamic systems.	SV2350	Torque Converters
		SV1141	Introduction to Hydraulics
22.02	Diagnoses hydrostatic systems.	SV1141	Introduction to Hydraulics
		SV2381	Hydraulic Fittings, Piping, Tubing and Hoses
		SV2391	Reservoirs , Coolers and Filters
		SV2400	Hydraulic Pumps and Motors
Task 23 - Services hydraulic systems.			
23.01	Services hydrodynamic systems.	SV2350	Torque Converters
		SV1141	Introduction to Hydraulics
23.02	Services hydrostatic systems.	SV1141	Introduction to Hydraulics
		SV2381	Hydraulic Fittings, Piping, Tubing and Hoses
		SV2391	Reservoirs , Coolers and Filters
		SV2400	Hydraulic Pumps and Motors



### 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.

<b>Block I</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
TS1510		OH&S	6	None
TS1520	-	WHMIS	6	None
TS1530	-	Standard First Aid	14	None
SV1101	-	Safety	30	None
SV1110	-	Ozone Depleting Substances	7	None
SV1166	-	Tools and Equipment	30	SV1101
SV1800	-	Hoisting and Lifting	15	SV1101
SV1151	-	Service Information Systems	25	MC1050
SV1810	-	Preventive Maintenance	5	None
SV1201	-	Start, Move and Park Vehicle	5	None
SV1181	-	Fasteners, Tubings, Hoses, and Fittings	30	SV1166

<b>Block I</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
SV1190	-	Lubrication and Fluids Servicing	30	SV1166 TS1520
SV1121	-	Gaskets and Seals	5	SV1166 TS1520
SV1820	-	Bearings	6	SV1166 TS1520
SV1830	-	Metallurgy	5	None
SV1301	-	Cutting, Heating and Welding	30	SV1101 SV1830
SV1211	-	Tires, Rims and Wheels	25	SV1166
SV1303	-	Engine Principles	45	SV1151
SV1310	-	Cooling Systems	30	SV1121
SV1131	-	Electrical and Electronic Principles	55	MA1060
SV1370	-	Batteries	15	TS1530 TS1520 SV1166
SV1491	-	Conventional Lighting Circuits	15	SV1131 SV1370 SV1151
SV1501	-	Wiring Harnesses and Accessories	15	SV1131 SV1370 SV1151
SV1141	-	Introduction to Hydraulics	30	None
SV2381	-	Hydraulic Fittings, Piping, Tubing and Hoses	25	SV1190 SV1141
SV2391	-	Reservoirs, Coolers and Filters	15	SV2381
WD2330	-	MIG Welding	30	TS1510 TS1520 TS1530 SV1166

<b>Block I</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
SV1261	-	Vehicle Hydraulic Brake Systems	60	SV1190 SV2381
SV1271	-	Basic Air Brake Systems	60	SV1261
SV1281	-	Drive Lines	25	SV1190 SV1151
SV1365	-	Non-Diesel Fuel Systems	25	SV1151 SV1166
SV1361	-	Diesel Fuel Supply Systems	25	SV1166 TS1520
SV1331	-	Intake and Exhaust Systems	25	SV1166 SV1303
SV1451	-	Steering Systems	30	SV1190
SV1401	-	Gauges	11	SV1501
AP1101	-	Introduction to Apprenticeship	15	None
*AM1100	-	Math Essentials	30	None
AM1220	-	Mechanical Math Fundamentals	30	AM1100
CM2160	-	Communication Essentials	45	None
SD1760	-	Workplace Essentials	45	None
MC1060	-	Computer Essentials	15	None
<b>Total Hours</b>			<b>990</b>	

**\*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**

<b>Block II</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
SV2310	-	Electric Brakes	15	Entry Level (Block I)
SV1291	-	Drive Axle Assemblies	45	Entry Level (Block I)
SV1380	-	Starting Systems	30	Entry Level (Block I)
SV1386	-	Starting Aids	15	Entry Level (Block I) SV1380
SV1391	-	Charging Systems	30	Entry Level (Block I)
SV2661	-	Electronic Ignition Systems	30	Entry Level (Block I)
SV2400	-	Hydraulic Pumps and Motors	30	Entry Level (Block I)
SV2670	-	Air Conditioning Systems	30	Entry Level (Block I)
SV1840	-	Heating and Ventilation Systems	15	Entry Level (Block I)
<b>Total Hours</b>			<b>240</b>	

**Required Work Experience**

<b>Block III</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
SV1441		Front Axles and Suspension Systems	45	Block II
SV1461		Rear Axles and Suspensions Systems	60	Block II
SV1245		Wheel and Axle Alignment	25	Block II SV1441 SV1461
SV2691		Frames and Chassis	25	Block II
SV1480		Dual Air Brake Systems	45	Block II
SV2781		Trailer Coupling Devices	20	Block II
SV2728		Trailers	20	Block II
<b>Total Hours</b>			<b>240</b>	

<b>Required Work Experience</b>
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<b>Block IV</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
WD2320	-	SMAW Welding	30	Block III
SV2651	-	Electronically-Controlled Diesel Fuel Injection Systems	45	Block III
SV2771	-	Emission Control Systems	20	Block III
SV2571	-	Engine Brakes and Retarders	20	Block III
SV2365	-	Automatic/Power Shift Transmissions	35	Block III
SV2350	-	Torque Converters	30	Block III
SV2265	-	Vehicle Management Systems	60	Block III
<b>Total Hours</b>			<b>240</b>	

<b>Required Work Experience</b>
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<b>Block V</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
SV1321	-	Engine Lubrication Systems	15	Block IV
SV2605	-	Diesel Engine Overhaul	120	Block IV
SV2591	-	Turbo Chargers, Blowers and Intercoolers	25	Block IV
SV2266	-	Diesel Fuel Injection Systems	45	Block IV
SV2611	-	Base Engine Diagnostics	20	Block IV
SV2560	-	Preventive Maintenance Inspections	15	Block IV
<b>Total Hours</b>			<b>240</b>	

<b>Block VI</b>				
<b>Course No.</b>	<b>IPG No.</b>	<b>Course Name</b>	<b>Hours</b>	<b>Pre-Requisite(s)</b>
SV2761		Gasoline Fuel Injection Systems	30	Block V
SV2721		Manual Transmissions	65	Block V
SV2725		Power Take-offs	30	Block V
SV2741		Transfer Cases	15	Block V
SV2726		Anti-lock Braking and Traction Control Systems	50	Block V
SV2727		Cab Components	20	Block V
SV2729		Engine Clutches	15	Block V

<b>Total Hours</b>	<b>225</b>
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<b>Total Course Credit Hours</b>	<b>2190</b>
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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 remedial action
  - vii. investigation of endangerment
  - viii. committee recommendation
  - ix. employer's responsibility in taking remedial action
  
4. Examine right to refuse dangerous work.
  - i. reasonable grounds for refusal
  - ii. reporting endangerment to health
  - iii. appropriate remedial action
  - iv. investigation of endangerment
  - v. committee recommendation
  - vi. employer's responsibility to take appropriate remedial action
  - vii. action taken when employee does not have reasonable grounds for refusing dangerous work
  - viii. employee's rights
  - ix. assigning another employee to perform duties
  - x. temporary reassignment of employee to perform other duties
  - xi. collective agreement influences
  - xii. wages and benefits
  
5. State examples of work situations where one might refuse work.
  
6. Describe discriminatory action.
  - i. definition
  - ii. filing a complaint procedure
  - iii. allocated period of time a complaint can be filed with the Commission
  - iv. duties of an arbitrator under the Labour Relations Act
  - v. order in writing inclusion
  - vi. report to commission Allocated period of time to request Arbitrator to deal with the matter of the request
  - vii. notice of application
  - viii. failure to comply with the terms of an order
  - ix. order filed in the court

7. Explain duties of commission officers.
  - i. powers and duties of officers
  - ii. procedure for examinations and inspections
  - iii. orders given by officers orally or in writing
  - iv. specifications of an order given by an officer to owner of the place of employment, employer, contractor, sub-contractor, employee, or supplier
  - v. service of an order
  - vi. prohibition of persons towards an officer in the exercise of his/her power or duties
  - vii. rescinding of an order
  - viii. posting a copy of the order
  - ix. illegal removal of an order
  
8. Interpret appeals of others.
  - i. allocated period of time for appeal of an order
  - ii. person who may appeal order
  - iii. action taken by Commission when person involved does not comply with the order
  - iv. enforcement of the order
  - v. notice of application
  - vi. rules of court
  
9. Explain the process for reporting of accidents.
  - i. application of act
  - ii. report procedure
  - iii. reporting notification of injury
  - iv. reporting accidental explosion or exposure
  - v. posting of act and regulations

**Practical Requirements:**

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

## TS1520 Workplace Hazardous Materials Information System (WHMIS)

### Learning Outcomes:

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

**Duration:** 6 Hours

**Pre-Requisite(s):** None

### Objectives and Content:

1. Define WHMIS safety.
  - i. 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

**Practical Requirements:**

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

SV1101 Safety

**Learning Outcomes:**

- Demonstrate knowledge of safe work practices.
- Demonstrate knowledge of regulatory requirements pertaining to safety.
- Demonstrate knowledge of safety equipment, their applications and procedures for use.

**Duration:** 30 Hours

**Pre-Requisites:** None

**Objectives and Content:**

1. Identify types of personal protective clothing and equipment and describe their applications.
2. Describe the care and maintenance of personal protective equipment (PPE).
3. Identify workplace hazards and describe safe work practices.
  - i. personal
  - ii. shop/facility
    - fire
    - explosion
    - gases
    - electrical
    - housekeeping
    - awareness of surroundings
  - iii. environmental awareness
  - iv. vehicle/equipment
    - restraint systems
    - high voltage systems
    - high pressure systems
    - hydraulic
    - fuel



- air
  - fire suppression systems
4. Identify and explain workplace safety and health regulations.
- i. federal
    - material safety data sheets (MSDS)
    - workplace hazardous material information system (WHMIS)
  - ii. provincial/territorial
    - occupational health and safety (OHS)

**Practical Requirements:**

1. Locate fire alarms, fire extinguishers, exits.
2. Locate and operate shop ventilation systems.
3. Prepare a floor plan showing fire exit routes.

## SV1110 Ozone Depleting Substances

### **Learning Outcomes:**

- Demonstrate the ability to legally handle ozone depleting substances (refrigerants) used in motor vehicles.

**Duration:** 7 Hours

**Pre-Requisites:** None

### **Objectives and Content:**

1. Handle ozone depleting substances (refrigerants) used in motor vehicles as per regulations.

## SV1166 Tools and Equipment

### Learning Outcomes:

- Demonstrate knowledge of hand and power tools, their applications, maintenance and procedures for use.
- Demonstrate knowledge of measuring tools, their applications, maintenance and procedures for use.
- Demonstrate knowledge of diagnostic tools, their applications and maintenance.
- Demonstrate knowledge of shop equipment, their applications, maintenance and procedures for use.

**Duration:** 30 Hours

**Pre-Requisites:** SV1101 - Safety

### Objectives and Content:

1. Identify types of hand tools and describe their applications and procedures for use.
2. Describe the procedures used to store and maintain hand tools.
3. Identify types of power tools and describe their applications and procedures for use.
  - i. electric
  - ii. pneumatic
  - iii. hydraulic
4. Describe the procedures used to store and maintain power tools.
5. Identify types of measuring tools and describe their applications and procedures for use.
  - i. imperial
  - ii. metric
6. Identify types of diagnostic tools and describe their applications.

7. Describe the procedures used to store and maintain measuring and diagnostic tools.
8. Identify types of shop equipment and describe their applications and procedures for use.
9. Describe the procedures used to store and maintain shop equipment.

**Practical Requirements:**

1. Use hand tools.
2. Store and maintain hand tools.
3. Use power tools.
  - i. electric
  - ii. pneumatic
  - iii. hydraulic
4. Store and maintain power tools.
5. Bench work projects to include the use of common hand tools for;
  - i. metal cutting
  - ii. filing
  - iii. measuring
  - iv. drilling
  - v. tapping
  - vi. threading
  - vii. broken stud removal
  - viii. sharpen a twist drill
6. Wash components with pressure washer equipment.

## SV1800 Hoisting and Lifting

### Learning Outcomes:

- Demonstrate knowledge of hoisting and lifting equipment, their applications and procedures for use.

**Duration:** 15 Hours

**Pre-Requisites:** SV1101 - Safety

### Objectives and Content:

8. Define terminology associated with hoisting and lifting.
9. Identify hazards and describe safe work practices pertaining to hoisting and lifting.
10. Identify and interpret codes and regulations pertaining to hoisting and lifting.
11. Identify types of hoisting and lifting equipment and describe their applications, limitations and procedures for use.
  - i. vehicle/heavy equipment
  - ii. component
12. Identify types of hoisting and lifting equipment accessories and describe their applications and procedures for use.
13. Describe the procedures used to inspect, store and maintain hoisting and lifting equipment and accessories.
14. Describe the procedures used to determine lift points and perform lifts.
15. Identify hand signals used to perform hoisting and lifting operations.

**Practical Requirements:**

8. Raise a vehicle, blocking it using safety stands and cross blocking.
9. Perform a lift using applicable lifting equipment accessories.

## SV1151 Service Information Systems

### Learning Outcomes:

- Demonstrate the ability to select and use different types of service manuals for heavy equipment and truck and transport.

**Duration:** 25 Hours

**Pre-Requisites:** MC1060 –Computer Essentials

### Objectives and Content:

1. Use operator's manual.
  - i. methods of using
  - ii. interpretation of sections
  
2. Use maintenance and lubrication manual.
  - i. methods of using
  - ii. interpretation of sections
  
3. Use service manual.
  - i. methods of using
  - ii. interpretation of sections
  
2. Use parts manual.
  - i. methods of using
  - ii. interpretation of sections
  
5. Use special bulletins.
  - i. methods of using
  - ii. purpose
  - iii. interpretation
  - iv. introduction to computers
    - computerized parts information
    - computerized service and repair information

6. Use computerized information systems.
  - i. work order
  - ii. warranty claims
  - iii. time ticket
  - iv. tracking procedures
  - v. computerized Info System
  - vi. electronic service

**Practical Requirements:**

1. Find serial number of a vehicle on the following items:
  - i. chassis
  - ii. motor
  - iii. transmission
2. With the appropriate manual, find the type and amount of hydraulic oil recommended on a vehicle.
  - i. with the appropriate manual find the step by step removal procedure of the engine and transmission of a vehicle
  - ii. with the appropriate manual, make a parts list of a cylinder head



## SV1810 Preventive Maintenance

### Learning Outcomes:

- Demonstrate knowledge of preventive maintenance and its purpose.
- Demonstrate knowledge of the procedures used to perform preventive maintenance.

**Duration:** 5 Hours

**Pre-Requisites:** None

### Objectives and Content:

1. Define terminology associated with preventive maintenance.
2. Describe preventive maintenance programs.
  - i. scheduled lubrication
  - ii. scheduled servicing
  - iii. scheduled cleaning
  - iv. inspections
  - v. completing documentation
  - vi. legal responsibilities
3. Describe the procedures used to perform preventive maintenance.

## SV1201 Start, Move and Park Vehicle

### **Learning Outcomes:**

- Demonstrate knowledge of the procedures used to start-up, operate and shut-down equipment/vehicle.
- Demonstrate knowledge of the procedures used to prepare equipment/vehicle to be towed or pushed.
- Demonstrate knowledge of equipment/vehicle lock-out procedures.

**Duration:** 5 Hours

**Pre-Requisites:** None

### **Objectives and Content:**

8. Identify hazards and describe safe work practices pertaining to starting, moving and parking vehicles.
9. Describe the procedures used to start-up and shut down equipment/vehicles.
10. Describe the procedures used to operate equipment/vehicles.
11. Describe the procedures used to prepare equipment/vehicles to be towed or pushed.
12. Describe the procedures used to lock-out equipment/vehicles prior to servicing.

### **Practical Requirements:**

1. Start, move and park various types of vehicles.

## SV1181 Fasteners, Tubing, Hoses and Fittings

### Learning Outcomes:

- Demonstrate knowledge of fasteners, tubings, hoses and fittings, their applications and procedures for use.
- Demonstrate knowledge of specialty tools and equipment.

**Duration:** 30 Hours

**Pre-Requisite:** SV1166 – Tools and Equipment

### Objectives and Content:

8. Identify hazards and describe safe work practices pertaining to fasteners, tubings, hoses and fittings.
9. Identify specialty tools and equipment used to remove and install fasteners, tubings, hoses and fittings and describe their applications and procedures for use.
10. Identify types of fasteners and describe their applications and procedures for use.
11. Identify types of tubings and hoses and describe their applications and procedures for use.
12. Identify types of fittings and describe their applications and procedures for use.

### Practical Requirements:

8. Select and use specialty tools and equipment.
9. Cut, bend and connect copper and steel tubing.
10. Flare copper and steel tubing.
  - International Standards Organization (ISO)
  - inverted flare

## SV1190 Lubrication and Fluids Servicing

### Learning Outcomes:

- Demonstrate knowledge of lubricants and fluids, their characteristics and applications.
- Demonstrate knowledge of the procedures to lubricate vehicle/equipment components.
- Demonstrate knowledge of the procedures for lubrication and fluid servicing.

**Duration:** 30 Hours

**Pre-Requisites:** SV1166 Tools and Equipment  
TS1520 WHMIS

### Objectives and Content:

8. Define terminology associated with lubrication and fluids servicing.
9. Identify hazards and describe safe work practices pertaining to lubrication and fluid servicing.
  - i. personal
  - ii. equipment
  - iii. environmental
10. Identify specialty tools and equipment used for lubrication and fluid servicing and describe their applications and procedures for use.
11. Identify types of lubricants and fluids and describe their applications.
12. Identify the properties and characteristics of lubricants and fluids.
13. Identify types of filters and describe their characteristics and applications.
14. Describe the procedures used to check lubricant and fluid levels and condition.
15. Describe the procedures used to take samples and analyze fluids.

16. Describe the procedures used to change fluids and filters.
17. Describe the procedures used to lubricate vehicle/equipment components.
18. Identify types of automatic lubrication systems and describe their purpose and operation.
19. Describe the procedures used to service and maintain automatic lubrication systems.
20. Describe the procedures used to handle, store and dispose of lubricants and fluids.

**Practical Requirements:**

1. Check fluid level on vehicles/equipment components.
2. Change engine oil and filter on a vehicle/equipment.
3. Perform a complete lubrication service on a vehicle/equipment.

## SV1121 Gaskets and Seals

### Learning Outcomes:

- Demonstrate knowledge of gaskets and seals, their applications and procedures for use.

**Duration:** 5 Hours

**Pre-Requisites:** SV1166 Tools and Equipment  
TS1520 WHMIS

### Objectives and Content:

8. Define terminology associated with gaskets and seals.
9. Identify hazards and describe safe work practices pertaining to gaskets and seals.
10. Identify specialty tools and equipment used to remove and install gaskets and seals and describe their applications and procedures for use.
11. Identify types of gaskets and seals and describe their applications.
12. Describe the procedures used to remove, fabricate and install gaskets.
13. Describe the procedures used to remove and install seals.
14. Identify types of sealing compounds.
  - i. room temperature vulcanizing (RTV)
  - ii. anaerobic

## SV1820 Bearings

### **Learning Outcomes:**

- Demonstrate knowledge of bearings and their applications.
- Demonstrate knowledge of the procedures to remove and install bearings.

**Duration:** 6 Hours

**Pre-Requisites:** SV1166 – Tools and Equipment  
TS1520 – WHMIS

### **Objectives and Content:**

8. Define terminology associated with bearings.
9. Identify hazards and describe safe work practices pertaining to bearings.
10. Identify specialty tools and equipment used to remove and install bearings and describe their applications and procedures for use.
11. Identify types of bearings and describe their applications.
  - i. friction
  - ii. anti-friction
12. Describe bearing failure and its causes.
13. Describe the procedures used to remove and install bearings.
14. Describe the procedures used to lubricate and adjust bearings.

SV1830 Metallurgy

**Learning Outcomes:**

- Demonstrate knowledge of metals and their characteristics.
- Demonstrate knowledge of material testing procedures.

**Duration:** 5 Hours

**Pre-Requisites:** None

**Objectives and Content:**

8. Define terminology associated with metallurgy.
9. Identify types of metals and describe their properties.
  - i. ferrous
  - ii. non-ferrous
10. Identify common metal tests and describe their associated procedures.



## SV1301 Cutting, Heating and Welding

### Learning Outcomes:

- Demonstrate knowledge of cutting and heating equipment and accessories.
- Demonstrate knowledge of the procedures used to cut and heat using oxy-fuel equipment.
- Demonstrate knowledge of the procedures used to solder, braze and fuse using oxy-fuel equipment.

**Duration:** 30 Hours

**Pre-Requisites:** SV1101 – Safety  
SV1830 – Metallurgy

### Objectives and Content:

8. Define terminology associated with oxy-fuel cutting and heating.
9. Identify hazards and describe safe work practices pertaining to oxy-fuel cutting and heating.
  - i. personal
  - ii. shop/facility
    - awareness of surroundings
  - iii. equipment/vehicle
  - iv. ventilation
  - v. cutting and heating equipment
10. Identify and interpret codes and regulations pertaining to oxy-fuel cutting and heating.
11. Identify cutting and heating equipment and accessories and describe their applications.
  - i. oxy-fuel
  - ii. plasma-arc

12. Describe the procedures used to set-up, adjust and shut-down oxy-fuel equipment.
13. Describe the procedures used to inspect and maintain oxy-fuel equipment.
14. Describe the procedures used to transport and store oxy-fuel equipment.
15. Describe the procedures used to cut and heat material using oxy-fuel equipment.
16. Describe the procedures used to solder, braze and fuse using oxy-fuel equipment.

**Practical Requirements:**

8. Assemble, test, light, adjust and shut down oxy-fuel welding and cutting equipment.
9. Perform flame cutting with oxy-fuel equipment.
10. Perform solder, braze and fuse welding using oxy-fuel equipment.

## SV1211 Tires, Rims and Wheels

### Learning Outcomes:

- Demonstrate knowledge of tires, rims and wheels, their characteristics and applications.
- Demonstrate knowledge of the procedures used to service and repair tires, rims and wheels.

**Duration:** 25 Hours

**Pre-Requisite:** SV1166 Tools and Equipment

### Objectives and Content:

1. Define terminology associated with tires, rims and wheels.
2. Identify hazards and describe safe work practices pertaining to tires, rims and wheels.
3. Identify codes and regulations pertaining to tires, rims and wheels.
  - i. jurisdictional requirements
4. Identify specialty tools and equipment used to service and repair tires, rims and wheels and describe their applications and procedures for use.
5. Identify types of tires and describe their characteristics and applications.
  - i. on-road
    - radial
    - bias-ply
    - tube
    - tubeless
  - ii. off-road
    - loaded
    - non-loaded

6. Identify types of rims and wheels and describe their characteristics and applications.
7. Identify tire, rim and wheel components and accessories and describe their purpose.
8. Describe the procedures used to inspect and maintain tires, rims and wheels.
9. Describe the procedures used to remove and install tires, rims and wheels.
10. Describe the procedures used to repair tires, rims and wheels.
11. Describe the procedures used to balance wheels.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair tires, rims and wheels.
2. Inspect and maintain tires, rims and wheels.
3. Remove and install tires, rims and wheels.

## SV1303 Engine Principles

### **Learning Outcomes:**

- Demonstrate knowledge of engine operating principles.
- Demonstrate knowledge of major engine components, their purpose and operation.

**Duration:** 45 Hours

**Pre-Requisite:** SV1151 Service Information Systems

### **Objectives and Content:**

1. Define terminology associated with engine principles.
2. Explain the principles and theories of engine operation.
3. Identify types and classifications of engines and describe their applications.
4. Identify major engine components and describe their purpose and operation.

## SV1310 Cooling Systems

### Learning Outcomes:

- Demonstrate knowledge of engine cooling systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair cooling systems.

**Duration:** 30 Hours

**Pre-Requisite:** SV1121 – Gaskets and Seals

### Objectives and Content:

1. Define terminology associated with cooling systems.
2. Identify hazards and describe safe work practices pertaining to cooling systems and their components.
3. Identify specialty tools and equipment used to service and repair cooling systems and describe their applications and procedures for use.
4. Identify types of cooling systems and describe their applications and operation.
  - i. liquid-cooled
  - ii. air-cooled
5. Identify cooling system components and describe their purpose and operation.
6. Identify types of cooling system fluids and describe their characteristics and applications.
7. Describe the procedures used to handle and dispose of cooling system fluids.
8. Identify cooling system fluid tests and describe their associated procedures.
9. Describe the procedures used to service cooling systems.

10. Describe the procedures used to inspect and maintain cooling systems and components.
11. Identify cooling system problems and their causes.
12. Describe the procedures used to diagnose cooling systems and components.
13. Describe the procedures used to remove and install cooling system components.
14. Describe the procedures used to repair cooling systems and components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair cooling system.
2. Drain, flush, refill and pressure test a cooling system.
3. Remove, service, and install a thermostat.
4. Remove, service, and install a radiator/pressure cap.
5. Remove, repair and install a water pump.
6. Check antifreeze strength in a cooling system.

## SV1131 Electrical and Electronic Principles

### Learning Outcomes:

- Demonstrate knowledge of electrical and electronic principles.
- Demonstrate knowledge of the principles of magnetism.
- Demonstrate knowledge of electrical and electronic testing devices and their procedures for use.

**Duration:** 55 Hours

**Pre-Requisite:** AM1100 –Math Essentials

### Objectives and Content:

8. Define terminology associated with electricity, electronics and magnetism.
9. Identify hazards and describe safe work practices pertaining to electricity, electronics and magnetism.
10. Identify the principles of electricity and electronics.
11. Identify the principles of magnetism.
12. Describe Ohm's law and its applications.
13. Describe the procedures used to perform electrical-related calculations using Ohm's law.
14. Identify types of circuits and describe their characteristics and applications.
  - i. electrical
  - ii. electronic
    - programmable logic controls (PLCs)
    - non-programmable logic controls
15. Identify electrical components and describe their purpose and operation.



16. Identify electronic components and describe their purpose and operation.
  - i. diodes
  - ii. transistors
  - iii. capacitors
  - iv. resistors
17. Identify testing devices used to test circuits and describe their application and procedures for use.
18. Identify and interpret information found on schematics.
19. Describe electrical malfunctions and their causes.
20. Describe the procedures used to test circuits.

**Practical Requirements:**

8. Apply electrical principles using Ohms Law to calculate volts, ohms and amperes.
9. Use testing devices to test circuits/components of series, parallel and series parallel circuits.
10. Read schematics and wiring diagrams.

## SV1370 Batteries

### Learning Outcomes:

- Demonstrate knowledge of batteries and their operating principles.
- Demonstrate knowledge of the procedures used to service and test batteries.

**Duration:** 15 Hours

**Pre-Requisites:** TS1530 Standard First Aid  
TS1520 WHMIS  
SV1166 Tools and Equipment

### Objectives and Content:

8. Define terminology associated with batteries.
9. Identify hazards and describe safe work practices pertaining to batteries.
  - i. personal
  - ii. shop/facility
  - iii. vehicle
10. Identify equipment used to test and recharge batteries and describe their applications and procedures for use.
11. Identify types of batteries and describe their applications, construction and operating principles.
12. Describe the procedures used to remove and install batteries.
  - i. 12 volt systems
  - ii. 24 volt systems
13. Describe the procedures used to activate, maintain and store batteries.
  - i. maintenance free
  - ii. dry charge
  - iii. gel
14. Describe the procedures used to start engines with a battery booster.

15. Identify battery problems and describe the procedures used to diagnose and correct them.

**Practical Requirements:**

8. Remove and install a battery.
9. Service and test a battery.
10. Charge batteries.
11. Connect booster cables at the battery to jump start an engine for a 12 and 24 volt system.

## SV1491 Conventional Lighting Circuits

### Learning Outcomes:

- Demonstrate knowledge of conventional lighting circuits, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair conventional lighting circuits.

**Duration:** 15 Hours

**Pre-Requisites:** SV1131 Electrical and Electronic Principles  
SV1370 Batteries  
SV1151 Service Information Systems

### Objectives and Content

1. Define terminology associated with conventional lighting circuits.
2. Identify hazards and describe safe work practices pertaining to conventional lighting circuits.
3. Identify specialty tools and equipment used to service and repair conventional lighting circuits and describe their applications and procedures for use.
4. Identify types of conventional lighting circuits and describe their components, purpose and operation.
  - i. high voltage
  - ii. low voltage
5. Interpret electrical symbols and wiring diagrams relating to conventional lighting circuits.
6. Describe the procedures used to inspect and maintain conventional lighting circuits and their components.
7. Identify conventional lighting circuit problems and their causes.

8. Describe the procedures used to diagnose conventional lighting circuits.
9. Describe the procedures used to remove and install conventional lighting circuit components.
10. Describe the procedures to repair conventional lighting circuits and components.

**Practical Requirements:**

1. Use specialty tools and equipment to service and repair conventional lighting circuits.
2. Remove, check and reinstall lighting system components.
3. Remove, check and reinstall a gauge and a sending unit.

## SV1501 Wiring Harnesses and Accessories

### Learning Outcomes:

- Demonstrate knowledge of wiring harnesses and accessories, their purpose and operation.
- Demonstrate knowledge of the procedures used to service and repair wiring harnesses and accessories.

**Duration:** 15 Hours

**Pre-Requisites:** SV1131 Electrical and Electronic Principles  
SV1370 Batteries  
SV1151 Service Information Systems

### Objectives and Content:

1. Define terminology associated with wiring harnesses and accessories.
2. Identify hazards and describe safe work practices pertaining to wiring harnesses and accessories.
3. Identify specialty tools and equipment used to service and repair wiring harnesses and accessories and describe their applications and procedures for use.
4. Identify types of wiring harnesses and their components and describe their purpose and operation.
5. Identify types of wiring accessories and their components and describe their purpose and operation.
6. Identify electrical symbols and wiring diagrams relating to wiring harnesses and accessories.
7. Describe the procedures used to inspect and maintain wiring harnesses and accessories and their components.

8. Identify wiring harness and accessory component problems and their causes.
9. Describe the procedures used to diagnose wiring harnesses and accessories.
10. Describe the procedures used to remove and install wiring harnesses and accessories and their components.
11. Describe the procedures used to repair wiring harnesses and accessories and their components.

**Practical Requirements:**

1. Use specialty tools and equipment to service and repair wiring harnesses and accessories.
2. Diagnose problems relating to wiring harness and accessories.
3. Replace or repair wiring harness.

## SV1141 Introduction to Hydraulics

### Learning Outcomes:

- Demonstrate knowledge of the principles of hydraulics.
- Demonstrate knowledge of hydraulic components, their purpose and operation.

**Duration:** 30 Hours

**Pre-Requisites:** None

### Objectives and Content:

1. Define terminology associated with hydraulics.
2. Identify hazards and describe safe work practices pertaining to hydraulics.
3. Describe the principles and theories of hydraulics.
  - i. Pascal's law
  - ii. Bernoulli's principle
4. Describe units of measure as they relate to hydraulics.
5. Identify hydraulic-related formulae and describe their applications.
6. Identify and interpret hydraulic-related symbols and abbreviations found on schematics.
7. Describe the properties of hydraulic fluids.
8. Identify hydraulic components and describe their purpose, applications and operation.
  - i. pumps
    - positive displacement
    - non-positive displacement
  - ii. actuators
    - linear



- rotary
- iii. pressure control valves
- iv. directional control valves
- v. flow control valves
- vi. reservoirs
- vii. fittings, piping, tubing and hoses
- viii. coolers
- ix. filters
- x. accumulators

**Practical Requirements:**

1. Apply hydraulic principles and theories for a simple hydraulic circuit.

## SV2381 Hydraulic Fittings, Piping, Tubing and Hoses

### Learning Outcomes:

- Demonstrate knowledge of hydraulic fittings, piping, tubing and hoses, their characteristics and applications.
- Demonstrate knowledge of the procedures used to maintain hydraulic fittings, piping, tubing and hoses.
- Demonstrate knowledge of the procedures used to remove and install hydraulic fittings, piping, tubing and hoses.

**Duration:** 25 Hours

**Pre-Requisites:** SV1190 Lubrication and Fluids Servicing  
SV1141 Introduction to Hydraulics

### Objectives and Content:

1. Define terminology associated with hydraulic fittings, piping, tubing and hoses.
2. Identify hazards and describe safe work practices pertaining to hydraulic fittings, piping, tubing and hoses.
3. Identify specialty tools and equipment used to remove and install hydraulic fittings, piping, tubing and hoses and describe their applications and procedures for use.
4. Identify types of hydraulic fittings and describe their characteristics and applications.
5. Identify types of hydraulic piping and tubing and describe their characteristics and applications.
6. Identify types of hydraulic hoses and describe their characteristics and applications.

7. Describe the procedures used to inspect and maintain hydraulic fittings, piping, tubing and hoses.
8. Describe the procedures used to remove and install hydraulic fittings, piping, tubing and hoses.

**Practical Requirements:**

1. Use specialty tools and equipment used to remove and install hydraulic fittings, piping, tubing and hoses.
2. Remove and install hydraulic hoses.
3. Install a crimped type fitting to a hydraulic hose.
4. Install a reusable type fitting to a hydraulic hose.

## SV2391 Reservoirs, Coolers and Filters

### Learning Outcomes:

- Demonstrate knowledge of reservoirs, coolers and filters, their applications and operation.
- Demonstrate knowledge of the procedures used to service and repair reservoirs, coolers and filters.

**Duration:** 15 Hours

**Pre-Requisite:** SV2381 Hydraulic Fittings, Piping, Tubing and Hoses

### Objectives and Content:

1. Define terminology associated with reservoirs, coolers and filters.
2. Identify hazards and describe safe work practices pertaining to reservoirs, coolers and filters.
3. Identify specialty tools and equipment used to service and repair reservoirs, coolers and filters and describe their applications and procedures for use.
4. Identify types of reservoirs and describe their characteristics and applications.
  - i. vented
  - ii. pressurized
5. Identify reservoir components and describe their purpose and operation.
6. Identify types of coolers and filters and describe their characteristics and applications.
7. Identify cooler and filter components and describe their purpose and operation.
8. Describe the procedures used to inspect and maintain reservoirs, coolers and filters and their components.

9. Identify reservoir, cooler and filter problems and describe their causes.
10. Describe the procedures used to diagnose reservoirs, coolers and filters and their components.
11. Describe the procedures used to remove and install reservoirs, coolers and filters and their components.
12. Describe the procedures used to repair reservoirs and coolers and their components.

**Practical Requirements:**

1. Drain hydraulic fluids and refill reservoir.
2. Remove, service, and install hydraulic filters.
3. Check condition and service hydraulic oil cooler.

## WD2330 Metal Inert Gas (MIG) Welding

### Learning Outcomes:

- Demonstrate knowledge of MIG welding equipment and accessories.
- Demonstrate knowledge of the procedures used to weld using MIG welding equipment.

**Duration:** 30 Hours

**Pre-Requisites:**

TS1510	Occupational Health and Safety
TS1520	WHMIS
TS1530	Standard First Aid
SV1166	Tools and Equipment

### Objectives and Content:

1. Define terminology associated with MIG welding.
2. Identify hazards and describe safe work practices pertaining to MIG welding.
  - i. personal
  - ii. shop/facility
    - awareness of surroundings
  - iii. equipment/vehicle
  - iv. ventilation
  - v. MIG equipment
3. Describe MIG welding processes and their applications.
  - i. Gas Metal Arc Welding (GMAW)
  - ii. Flux-Cored Arc Welding (FCAW)
4. Identify MIG welding equipment, consumables and accessories and describe their applications.
5. Describe the procedures used to set-up, adjust and shut-down MIG welding equipment.
6. Describe the procedures used to inspect and maintain MIG welding equipment.

7. Identify the types of welds performed using MIG welding equipment.
  - i. joints
  - ii. positions
8. Describe the procedures used to weld using MIG welding equipment.
9. Describe weld defects, their causes and prevention.

**Practical Requirements:**

1. Set up and shut down MIG welding equipment.
2. Weld using MIG welding equipment.

## SV1261 Vehicle Hydraulic Brake Systems

### Learning Outcomes:

- Demonstrate knowledge of vehicle hydraulic brake systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair vehicle hydraulic brake systems.

**Duration:** 60 Hours

**Pre-Requisites:** SV1190 Lubrication and Fluids Servicing  
SV2381 Hydraulic Fittings, Piping, Tubing and Hoses

### Objectives and Content:

8. Define terminology associated with vehicle hydraulic brake systems.
9. Identify hazards and describe safe work practices pertaining to vehicle hydraulic brake systems.
10. Identify specialty tools and equipment used to service and repair vehicle hydraulic brake systems and describe their applications and procedures for use.
11. Identify types of vehicle hydraulic brake systems and describe their applications and operation.
  - i. drum
  - ii. disc
12. Identify vehicle hydraulic brake system components and describe their purpose and operation.
13. Describe the procedures used to inspect and maintain vehicle hydraulic brake systems and their components.
14. Identify vehicle hydraulic brake system problems and their causes.
15. Describe the procedures used to diagnose vehicle hydraulic brake systems.



16. Describe the procedures used to remove and install vehicle hydraulic brake system components.
17. Describe the procedures used to repair and adjust vehicle hydraulic brake systems and their components.

**Practical Requirements:**

1. Disassemble, inspect, repair and assemble a master cylinder.
2. Disassemble, inspect, repair and assemble drum brakes.
3. Disassemble, inspect, repair and assemble disc brakes.
4. Machine a brake drum and brake rotor.

## SV1271 Basic Air Brake Systems

### Learning Outcomes:

- Demonstrate knowledge of basic air brake systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair basic air brake systems.

**Duration:** 60 Hours

**Pre-Requisite:** SV1261 Vehicle Hydraulic Brake Systems

### Objectives and Content:

1. Define terminology associated with basic air brake systems.
2. Identify hazards and describe safe work practices pertaining to basic air brake systems.
3. Identify specialty tools and equipment used to service and repair basic air brake systems and describe their applications and procedures for use.
4. Identify types of basic air brake systems and describe their applications and operation.
  - i. air
  - ii. air over hydraulic
5. Identify basic air brake system components and describe their purpose and operation.
  - i. compressors
  - ii. reservoirs
  - iii. governors
  - iv. hoses, lines and fittings
  - v. air dryers
  - vi. foundation brakes
  - vii. brake chambers

- viii. valves
  - ix. indicators and warning devices
6. Describe the procedures used to inspect and maintain basic air brake systems and components.
  7. Identify basic air brake system problems and their causes.
  8. Describe the procedures used to diagnose basic air brake systems.
  9. Describe the procedures used to remove and install basic air brake system components.
  10. Describe the procedures used to repair and adjust basic air brake system components.

**Practical Requirements:**

1. Remove and install basic air brake system components.
2. Use specialty tools and equipment to service and repair basic air brake systems.
3. Disassemble, inspect, repair and assemble air compressors.
4. Disassemble inspect, repair and assemble air valves.
5. Disassemble, inspect, repair and assemble drum and disc air brakes.

## SV1281 Drive Lines

### Learning Outcomes:

- Demonstrate knowledge of drive lines, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair drive lines.

**Duration:** 25 Hours

**Pre-Requisites:** SV1190 Lubrication and Fluids Servicing  
SV1151 Service Information Systems

### Objectives and Content:

1. Define terminology associated with drive lines.
2. Identify hazards and describe safe work practices pertaining to drive lines.
3. Identify specialty tools and equipment used to service and repair drive lines and describe their applications and procedures for use.
4. Identify drive line configurations and describe their characteristics and operation.
5. Identify drive line components and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain drive line components.
7. Identify drive line problems and their causes.
8. Describe the procedures used to diagnose drive lines.
9. Describe the procedures used to remove and install drive line components.
10. Describe the procedures used to repair and adjust drive line components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair drive lines.
2. Remove and replace drive shaft, check phasing, alignment and shaft angle.
3. Remove service and install a universal joint.
4. Remove and install center support bearing.

## SV1365 Non-Diesel Fuel Systems

### Learning Outcomes:

- Demonstrate knowledge of non-diesel fuel systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair non-diesel fuel systems.

**Duration:** 25 Hours

**Pre-Requisites:** SV1151 Service Information Systems  
SV1166 Tools and Equipment

### Objectives and Content:

1. Define terminology associated with non-diesel fuel systems.
2. Identify hazards and describe safe work practices pertaining to non-diesel fuel systems.
3. Identify the properties and characteristics of non-diesel fuels and describe the handling and storage procedures.
  - i. gasoline
  - ii. liquefied petroleum gas (LPG)
  - iii. compressed natural gas (CNG)
4. Identify specialty tools and equipment used to service and repair non-diesel fuel systems and describe their applications and procedures for use.
5. Identify non-diesel fuel system components and describe their purpose and operation.
  - i. tanks
  - ii. filters
  - iii. converters
  - iv. carburetors
  - v. valves

- vi. gauges
  - vii. fuel lines and fittings
  - viii. pumps
6. Describe the procedures used to inspect and maintain non-diesel fuel systems and components.
  7. Identify non-diesel fuel system problems and their causes.
  8. Describe the procedures used to diagnose non-diesel fuel systems and components.
  9. Describe the procedures used to remove and install non-diesel fuel system components.
  10. Describe the procedures used to disassemble and assemble non-diesel fuel system components.
  11. Describe the procedures used to repair and adjust non-diesel fuel systems and components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair non-diesel fuel systems.
2. Check pump performance.
  - i. pressure
  - ii. vacuum
  - iii. delivery
3. Check a liquefied petroleum gas (LPG) system for leaks.

## SV1361 Diesel Fuel Supply Systems

### Learning Outcomes:

- Demonstrate knowledge of diesel fuel supply systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair diesel fuel supply systems.

**Duration:** 25 Hours

**Pre-Requisites:** SV1166 Tools and Equipment  
TS1520 WHMIS

### Objectives and Content:

1. Define terminology associated with diesel fuel supply systems.
2. Identify hazards and describe safe work practices pertaining to diesel fuel supply systems.
3. Identify the properties and characteristics of diesel fuels and describe their handling and storage procedures.
4. Identify specialty tools and equipment used to service and repair diesel fuel supply systems and describe their applications and procedures for use.
5. Identify diesel fuel supply system components and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain diesel fuel supply systems and components.
7. Identify diesel fuel supply system problems and their causes.
8. Describe the procedures used to diagnose diesel fuel supply system and components.



9. Describe the procedures used to remove and install diesel fuel supply system components.
10. Describe the procedures used to disassemble and assemble diesel fuel supply system components.
11. Describe the procedures used to repair and adjust diesel fuel supply systems and component.

**Practical Requirements:**

1. Use specialty tools and equipment to service and repair diesel fuel supply systems.
2. Inspect and maintain diesel fuel supply systems and components.
3. Check transfer pump performance.
  - i. pressure
  - ii. vacuum
  - iii. delivery
4. Change fuel filters, bleed system and start engine.

## SV1331 Intake and Exhaust Systems

### Learning Outcomes:

- Demonstrate knowledge of intake and exhaust systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair intake and exhaust systems.

**Duration:** 25 Hours

**Pre-Requisites:** SV1166 Tools and Equipment  
SV1303 Engine Principles

### Objectives and Content:

1. Define terminology associated with intake and exhaust systems.
2. Identify hazards and describe safe work practices pertaining to intake and exhaust systems.
3. Identify specialty tools and equipment used to service and repair intake and exhaust systems and describe their applications and procedures for use.
4. Identify types of air filtration systems and describe their applications and operation.
5. Identify intake system components and describe their purpose and operation.
6. Identify exhaust system components and describe their purpose and operation.
7. Describe the procedures used to inspect and maintain intake and exhaust systems and components.
8. Identify intake and exhaust system problems and their causes.

9. Describe the procedures used to diagnose intake and exhaust systems and components.
10. Describe the procedures used to remove and install intake and exhaust system components.
11. Describe the procedures used to repair intake and exhaust systems and components.

**Practical Requirements:**

1. Service air cleaner assemblies.
2. Inspect and maintain intake and exhaust systems and components.
3. Remove, inspect and replace exhaust system components.
4. Check intake restrictions using manometers.
5. Check exhaust restrictions using backpressure gauge.

## SV1451 Steering Systems

### Learning Outcomes:

- Demonstrate knowledge of steering systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair steering systems.

**Duration:** 30 Hours

**Pre-Requisite:** SV1190 Lubrication and Fluids Servicing

### Objectives and Content:

1. Define terminology associated with steering systems.
2. Identify hazards and describe safe work practices pertaining to steering systems.
3. Identify specialty tools and equipment used to service and repair steering systems and describe their applications and procedures for use.
4. Identify types of steering systems and describe their applications and operation.
5. Identify steering components and describe their purpose and operation.
  - i. steering columns
  - ii. steering linkage
  - iii. gear boxes
  - iv. hydraulic components
6. Describe the procedures used to inspect and maintain steering systems and their components.
7. Identify steering systems problems and their causes.
8. Describe the procedures used to diagnose steering systems.
9. Describe the procedures used to remove and install steering system components.

10. Describe the procedures used to repair and adjust steering system components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair steering systems.
2. Inspect and maintain steering systems and their components.
3. Disassemble and reassemble steering columns.
4. Disassemble and assemble steering linkage.
5. Disassemble, assemble and adjust a power steering gear.
6. Disassemble and assemble power steering pumps.
7. Adjust steering linkage.
8. Pressure and flow test a power steering pump.

## SV1401 Gauges

### Learning Outcomes:

- Demonstrate knowledge of gauges, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair gauges.

**Duration:** 11 Hours

**Pre-Requisite:** SV1501 Wiring Harnesses and Accessories

### Objectives and Content:

1. Define terminology associated with gauges.
2. Identify hazards and describe safe work practices pertaining to gauges.
3. Identify specialty tools and equipment used to service and repair gauges and describe their applications and procedures for use.
4. Identify types of gauges and their components and describe their purpose and operation.
5. Identify electrical symbols and wiring diagrams relating to gauges.
6. Describe the procedures used to inspect and maintain gauges and their components.
7. Identify gauge problems and their causes.
8. Describe the procedures used to diagnose gauge circuits and their components.
9. Describe the procedures used to remove and install gauges and their components.
10. Describe the procedures to repair and calibrate gauge components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair gauges.
2. Remove, check and reinstall gauges and sending units.
3. Diagnose gauge circuits and their components.

## 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](http://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 2<sup>nd</sup> 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.

## AM1160 Electrician Math Fundamentals

### Learning Outcomes:

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

**Duration:** 30 Hours

**Pre-Requisite(s):** AM1100

### Objectives and Content:

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

1. Employ percent/decimal/fraction conversion and comparison in trade specific situations.
2. Apply ratios and proportions to trade specific problems.
3. Use the Imperial Measurement system in trade specific applications.
4. Use the Metric Measurement system in trade specific applications.
5. Complete Imperial/Metric conversions in trade specific situations.
  - i. convert between imperial and metric measurements
  - ii. convert to another unit within the same measurement system

6. Manipulate formulas using cross multiplication, dividing throughout, elimination, and substitution to solve trade specific problems, such as:
  - i. right angle triangles
  - ii. area
  - iii. volume
  - iv. perimeter
  
7. Perform calculations involving geometry that are relevant to the trade, such as:
  - i. angle calculations
  - ii. circle calculations
  
8. Use practical math skills to complete administrative trade tasks.
  - i. material estimation
  - ii. material costing
  - iii. time & labour estimates
  - iv. taxes & surcharges
  - v. markup & projecting revenue

**Practical Requirements:**

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

Note:

This course has been designated as NON-TRANSFERABLE to other trades programs, and NOT ELIGIBLE FOR PRIOR LEARNING ASSESSMENT. Students completing training in this trade program are required to complete this math course.

## 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

### SV2310 Electric Brakes

#### **Learning Outcomes:**

- Demonstrate knowledge of, electric brake systems their components and operation.
- Demonstrate knowledge of the procedures used to service and repair electric brake systems.

**Duration:** 15 Hours

**Pre-Requisite:** Entry Level (Block 1)

#### **Objectives and Content:**

1. Define terminology associated with electric brake systems.
2. Identify hazards and describe safe work practices pertaining to electric brake systems
3. Identify the types and designs of electric brake systems.
4. Identify specialty tools and equipment used to service and repair electric brake systems and describe their applications and procedures for use.
5. Describe the procedures used to inspect and maintain electric brake systems and their components.
6. Describe the procedures used to diagnose electric brake systems.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair electric brake systems.
2. Inspect and maintain electric brake systems and their components.

## SV1291 Drive Axle Assemblies

### Learning Outcomes:

- Demonstrate knowledge of drive axle assemblies, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair drive axle assemblies.

**Duration:** 45 Hours

**Pre-Requisite:** Entry Level (Block 1)

### Objectives and Content:

1. Define terminology associated with drive axle assemblies.
2. Identify hazards and describe safe work practices pertaining to drive axle assemblies.
3. Identify specialty tools and equipment used to service and repair drive axle assemblies and describe their applications and procedures for use.
4. Identify types of drive axle assemblies and describe their applications and operation.
  - i. locking
  - ii. non-locking
  - iii. single reduction
  - iv. double reduction
  - v. planetary two-speed
  - vi. planetary double reduction
  - vii. double reduction two-speed
  - viii. power divider
5. Identify drive axle assembly components and describe their purpose and operation.

6. Describe the procedures used to inspect and maintain drive axle assemblies and their components.
7. Identify drive axle assembly problems and their causes.
8. Describe the procedures used to diagnose drive axle assemblies.
9. Describe the procedures used to remove and install drive axle assemblies and their components.
10. Describe the procedures used to repair and adjust drive axle assemblies.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair drive axle assemblies.
2. Disassemble, inspect, repair and assemble a drive axle assembly.

## SV1380 Starting Systems

### Learning Outcomes:

- Demonstrate knowledge of starting systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair starting systems.

**Duration:** 30 Hours

**Pre-Requisite:** Entry Level (Block 1)

### Objectives and Content:

1. Define terminology associated with starting systems.
2. Identify hazards and describe safe work practices pertaining to starting systems.
3. Identify specialty tools and equipment used to service and repair starting systems and describe their applications and procedures for use.
4. Identify types of starting systems and describe their applications and operation.
  - i. electrical
  - ii. hydraulic
  - iii. pneumatic
5. Identify starting system components and describe their applications and operation.
6. Describe the procedures used to inspect and maintain starting system components.
  - i. electrical
  - ii. pneumatic
7. Identify starting system problems and their causes.
  - i. electrical
  - ii. pneumatic

8. Describe the procedures used to diagnose starting system components.
  - i. electrical
  - ii. pneumatic
  
9. Describe the procedures used to remove and install starting system components.
  - i. electrical
  - ii. pneumatic
  
10. Describe the procedures used to repair starting system components.
  - i. electrical
  - ii. pneumatic

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair starting systems.
  
2. Inspect and maintain starting system components.
  - i. electrical
  - ii. pneumatic
  
3. Remove, disassemble, test, repair and assemble a 12 or 24 volt starter.
  
4. Test a starting circuit for;
  - i. voltage drop
  - ii. amperage draw

## SV1386 Starting Aids

### Learning Outcomes:

- Demonstrate knowledge of starting aids, their purpose and operation.
- Demonstrate knowledge of the procedures used to service and repair starting aids.

**Duration:** 15 Hours

**Pre-Requisites:** Entry Level (Block 1)  
SV1380 Starting Systems

### Objectives and Content:

1. Define terminology associated with starting aids.
2. Identify hazards and describe safe work practices pertaining to starting aids.
3. Identify the types of starting aids and describe their purpose and operation.
  - i. ether starting systems
  - ii. oil heaters
  - iii. coolant heaters
  - iv. battery warmers
  - v. glow plugs
  - vi. intake manifold heaters
  - vii. decompression mechanisms
4. Describe the procedures used to inspect and maintain starting aids and their components.
5. Identify starting aid problems and their causes.
6. Describe the procedures used to diagnose starting aids and their components.
7. Describe the procedures used to remove and install starting aids and their components.

8. Describe the procedures used to repair starting aids and their components.

**Practical Requirements:**

1. Inspect and maintain starting aids and their components.



## SV1391 Charging Systems

### Learning Outcomes:

- Demonstrate knowledge of charging systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair charging systems.

**Duration:** 30 Hours

**Pre-Requisite:** Entry Level (Block 1)

### Objectives and Content:

1. Define terminology associated with charging systems.
2. Identify hazards and describe safe work practices pertaining to charging systems.
3. Identify specialty tools and equipment used to service and repair charging systems and describe their applications and procedures for use.
4. Identify charging system components and describe their purpose and operation.
5. Describe the procedures used to inspect and maintain charging system components.
6. Identify charging system problems and their causes.
7. Describe the procedures used to diagnose charging system components.
8. Describe the procedures used to remove and install charging system components.
9. Describe the procedures used to disassemble and assemble charging system components.

10. Describe the procedures used to repair charging system components.

**Practical Requirements:**

1. Use specialty tools and equipment to service and repair charging systems.
2. Inspect and maintain charging system components.
3. Remove, disassemble, test, repair and assemble an alternator.
4. Check alternator output (amperage and voltage).
5. Check and adjust alternator belt tension.

## SV2661 Electronic Ignition Systems

### Learning Outcomes:

- Demonstrate knowledge of electronic ignition systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair electronic ignition systems.

**Duration:** 30 Hours

**Pre-Requisite:** Entry Level (Block 1)

### Objectives and Content:

1. Define terminology associated with electronic ignition systems.
2. Identify hazards and describe safe work practices pertaining to electronic ignition systems.
3. Identify specialty tools and equipment used to service and repair electronic ignition systems and describe their applications and procedures for use.
4. Identify types of electronic ignition systems and describe their operating principles.
5. Identify electronic ignition system components and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain electronic ignition systems and components.
7. Identify electronic ignition system problems and their causes.
8. Describe the procedures used to diagnose electronic ignition systems and components.

9. Describe the procedures used to remove and install electronic ignition system components.
10. Describe the procedures used to repair and adjust electronic ignition systems and components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair electronic ignition systems.
2. Inspect and maintain electronic ignition systems and components.
3. Check and test high tension leads.
4. Perform a complete tune-up on a gasoline engine.

## SV2400 Hydraulic Pumps and Motors

### Learning Outcomes:

- Demonstrate knowledge of hydraulic pumps and motors, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair hydraulic pumps and motors.

**Duration:** 30 Hours

**Pre-Requisite:** Entry Level (Block 1)

### Objectives and Content:

1. Define terminology associated with hydraulic pumps and motors.
2. Identify hazards and describe safe work practices pertaining to hydraulic pumps and motors.
3. Identify specialty tools and equipment used to service and repair pumps and motors and describe their applications and procedures for use.
4. Identify classifications of hydraulic pumps and describe their characteristics, applications and operation.
  - i. non-positive displacement
  - ii. positive displacement
  - iii. fixed displacement
  - iv. variable displacement
5. Identify types of hydraulic pumps and describe their characteristics, applications and operation.
  - i. gear
  - ii. vane
  - iii. piston
6. Identify hydraulic pump components and describe their purpose and operation.

7. Describe the procedures used to inspect and maintain hydraulic pumps and their components.
8. Identify hydraulic pump problems and their causes.
9. Describe the procedures used to diagnose hydraulic pumps.
10. Describe the procedures used to remove and install hydraulic pumps and their components.
11. Describe the procedures used to repair hydraulic pumps and their components.
12. Identify classifications of hydraulic motors and describe their characteristics, applications and operation.
  - i. fixed displacement
  - ii. variable displacement
13. Identify types of hydraulic motors and describe their characteristics, applications and operation.
  - i. gear
  - ii. vane
  - iii. piston
14. Identify hydraulic motor components and describe their purpose and operation.
15. Describe the procedures used to inspect and maintain hydraulic motors and their components.
16. Identify hydraulic motor problems and their causes.
17. Describe the procedures used to diagnose hydraulic motors.
18. Describe the procedures used to remove and install hydraulic motors and their components.
19. Describe the procedures used to repair and adjust hydraulic motors and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair pumps and motors.
2. Remove and install hydraulic pumps and their components.
3. Disassemble, check, repair and reassemble pumps.
  - i. gear
  - ii. vane
  - iii. piston
4. Remove and install hydraulic motors and their components.
5. Disassemble, check, repair and reassemble a hydraulic motor.

## SV2670 Air Conditioning Systems

### Learning Outcomes:

- Demonstrate knowledge of air conditioning systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair air conditioning systems.

**Duration:** 30 Hours

**Pre-Requisite:** Entry Level (Block 1)

### Objectives and Content:

1. Define terminology associated with air conditioning systems.
2. Identify hazards and describe safe work practices pertaining to air conditioning systems.
3. Identify codes and regulations pertaining to air conditioning systems.
  - i. certification requirements
4. Identify specialty tools and equipment used to service and repair air conditioning systems and describe their applications and procedures for use.
5. Describe the principles of refrigeration.
6. Identify refrigerant types and describe their characteristics and applications.
7. Identify and interpret information found on pressure/temperature charts.
8. Identify air conditioning system components and describe their purpose and operation.
9. Describe the procedures used to inspect and maintain air conditioning system and components.



10. Inspect and maintain air conditioning system and components.
11. Identify air conditioning system problems and their causes.
12. Describe the procedures used to diagnose air conditioning systems.
13. Describe the procedures used to remove and install air conditioning system components.
14. Describe the procedures used to repair and adjust air conditioning systems and components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair air conditioning systems.
2. Remove, recover, recycle, and recharge an air conditioning system.
3. Check an air conditioning system for leaks.

## SV1840 Heating and Ventilation Systems

### Learning Outcomes:

- Demonstrate knowledge of heating and ventilation systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair heating and ventilation systems.

**Duration:** 15 Hours

**Pre-Requisite:** Entry Level (Block 1)

### Objectives and Content:

1. Define terminology associated with heating and ventilation systems.
2. Identify hazards and describe safe work practices pertaining to heating and ventilation systems.
3. Identify types of heating and ventilation systems and describe their applications and operation.
  - i. cab
  - ii. auxiliary
4. Identify heating and ventilation system components and describe their purpose and operation.
5. Describe the procedures used to inspect and maintain heating and ventilation systems and components.
6. Identify heating and ventilation system problems and their causes.
7. Describe the procedures used to diagnose heating and ventilation systems.
8. Describe the procedures used to remove and install heating and ventilation system components.

9. Describe the procedures used to repair and adjust heating and ventilation systems and components.

## BLOCK III

### SV1441 Front Axles and Suspension Systems

#### Learning Outcomes:

- Demonstrate knowledge of front axles and suspension systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair front axles and suspension systems.

**Duration:** 45 Hours

**Pre-Requisite:** Block II

#### Objectives and Content:

1. Define terminology associated with front axles and suspension systems.
2. Identify hazards and describe safe work practices pertaining to front axles and suspension systems.
  - i. jacking procedures
3. Identify specialty tools and equipment used to service and repair front axles and suspension systems and describe their applications and procedures for use.
4. Identify types of axles and describe their components, purpose and operation.
  - i. independent
  - ii. solid axle ("I" beam)
  - iii. single axle
  - iv. double axle
5. Identify types of front suspensions and describe their components, purpose and operation.
6. Describe the procedures used to inspect and maintain front axles and suspension systems and their components.

7. Identify front axle and suspension system problems and their causes.
8. Describe the procedures used to diagnose front axles and suspension systems and their components.
9. Describe the procedures used to remove and install front axles and suspension systems and their components.
10. Describe the procedures used to repair and adjust front axles and suspension systems and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair front axles and suspension systems.
2. Inspect and maintain front axles and suspension systems and their components.
3. Diagnose front axles and suspension systems and their components.
4. Remove and install front axles and suspension systems and their components.
  - i. solid type front axle.
  - ii. kingpins and bushings.
  - iii. leaf springs
5. Repair and adjust front axles and suspension systems and their components.

## SV1461 Rear Axles and Suspension Systems

### Learning Outcomes:

- Demonstrate knowledge of rear axles and suspension systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair rear axles and suspension systems.

**Duration:** 60 Hours

**Pre-Requisite:** Block II

### Objectives and Content:

1. Define terminology associated with rear axles and suspension systems.
2. Identify hazards and describe safe work practices pertaining to rear axles and suspensions.
3. Identify specialty tools and equipment used to service and repair rear axles and suspension systems and describe their applications and procedures for use.
4. Identify types of rear axles and describe their components, purpose and operation.
  - i. single axle
  - ii. multi-axle
5. Identify types of rear suspensions and describe their components, purpose and operation.
6. Describe the procedures used to inspect and maintain rear axles and suspension systems and their components.
7. Identify rear axles and suspension system problems and their causes.

8. Describe the procedures used to diagnose rear axles and suspension systems and their components.
9. Describe the procedures used to remove and install rear axles and suspension systems and their components.
10. Describe the procedure used to repair and adjust rear axles and suspension systems and their components.

**Practical Requirments:**

1. Use specialty tools and equipment used to service and repair rear axles and suspension systems.
2. Inspect and maintain rear axles and suspension systems and their components.
3. Diagnose rear axles and suspension systems and their components.
4. Remove and install rear axles and suspension systems and their components.

## SV1245 Wheel and Axle Alignment

### Learning Outcomes:

- Demonstrate knowledge of the procedures used to perform wheel and axle alignment.

**Duration:** 25 Hours

**Pre-Requisites:** Block II  
SV1441 Front Axles and Suspensions Systems  
SV1461 Rear Axles and Suspensions Systems

### Objectives and Content:

1. Define terminology associated with wheel and axle alignment.
2. Identify hazards and describe safe work practices pertaining to wheel and axle alignment.
3. Identify specialty tools and equipment used to perform wheel and axle alignment.
4. Identify axle alignment problems and their causes.
5. Describe the procedures used to measure and adjust axle misalignment.
6. Identify trailer alignment problems and their causes.
7. Describe the procedures used to measure and adjust trailer misalignment.
8. Identify wheel alignment problems and their causes.



**Practical Requirments:**

1. Use specialty tools and equipment used to perform wheel and axle alignment.
2. Perform a front wheel alignment.
3. Perform a rear wheel alignment.

## SV2691 Frames and Chassis

### **Learning Outcomes:**

- Demonstrate knowledge of frames and chassis, their components and characteristics.
- Demonstrate knowledge of the procedures used to service and repair frames and chassis.

### **Pre-Requisite:** Block II

### **Objectives and Content:**

1. Define terminology associated with frames and chassis.
2. Identify hazards and describe safe work practices pertaining to frames and chassis.
3. Identify and interpret codes and regulations pertaining to frames and chassis.
  - i. jurisdictional requirements
4. Identify specialty tools and equipment used to service and repair frames and chassis and describe their applications and procedures for use.
5. Identify types of truck frames and their components and describe their purpose and characteristics.
6. Describe the procedures used to perform frame alignment.
7. Describe the procedures used to inspect frames and their components for damage.
8. Describe the procedures used to remove and install frame components.
9. Describe the procedures used to reinforce frames.

## SV1480 Dual Air Brake Systems

### Learning Outcomes:

- Demonstrate knowledge of dual air brake systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair dual air brake systems.

**Duration:** 45 Hours

**Pre-Requisite:** Block II

### Objectives and Content:

1. Define terminology associated with dual air brake systems.
2. Identify hazards and describe safe work practices pertaining to dual air brake systems.
3. Identify specialty tools and equipment used to service and repair dual air brake systems and describe their applications and procedures for use.
4. Identify types of dual air brake systems and describe their applications and operation.
5. Identify dual air brake system components and describe their purpose and operation.
  - i. valves
  - ii. trailer systems
6. Describe the procedures used to inspect and maintain dual air brake systems and components.
7. Identify dual air brake system problems and their causes.

8. Describe the procedures used to diagnose dual air brake systems.
9. Describe the procedures used to remove and install dual air brake system components.
10. Describe the procedures used to repair and adjust dual air brake system components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair dual air brake systems.
2. Inspect and maintain dual air brake systems and components.
3. Diagnose dual air brake systems.
4. Remove and install dual air brake system components.
5. Repair and adjust dual air brake components.

## SV2781 Trailer Coupling Devices

### Learning Outcomes:

- Demonstrate knowledge of trailer coupling devices, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair trailer coupling devices.

**Duration:** 20 Hours

**Pre-Requisite:** Block II

### Objectives and Content:

1. Define terminology associated with trailer coupling devices.
2. Identify hazards and describe safe work practices pertaining to trailer coupling devices.
3. Identify specialty tools and equipment used to service and repair trailer coupling devices and describe their applications and procedures for use.
4. Identify types of trailer coupling devices and describe their purpose and operation.
  - i. fifth wheels
  - ii. pintle hook couplers
5. Describe the procedures used to inspect and maintain trailer coupling devices.
6. Identify trailer coupling device problems and their causes.
7. Describe the procedures used to diagnose trailer coupling devices.
8. Describe the procedures used to remove and install trailer coupling devices.
9. Describe the procedures used to repair and adjust trailer coupling devices.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair trailer coupling devices.
2. Diagnose trailer coupling devices.
3. Remove and install trailer coupling devices.
4. Repair and adjust trailer coupling devices.
5. Inspect and maintain trailer coupling devices.

## SV2728 Trailers

### **Learning Outcomes:**

- Demonstrate knowledge of trailers, their components and accessories.
- Demonstrate knowledge of the procedures used to service and repair trailers.

**Duration:** 20 Hours

**Pre-Requisite:** Block II

### **Objectives and Content:**

1. Define terminology associated with trailers.
2. Identify hazards and describe safe work practices pertaining to trailers.
3. Identify specialty tools and equipment used to service and repair trailers and describe their applications and procedures for use.
4. Identify types of trailers and describe their construction.
5. Identify trailer components and accessories and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain trailers, their components and accessories.
7. Identify trailer problems and their causes.
8. Describe the procedures used to diagnose trailers.
9. Describe the procedures used to remove and install trailer components and accessories.
10. Describe the procedures used to repair and adjust trailers, their components and accessories.

## BLOCK IV

### WD2320 Shielded Metal Arc Welding (SMAW)

#### **Learning Outcomes:**

- Demonstrate knowledge of SMAW equipment and accessories.
- Demonstrate knowledge of the procedures used to weld using SMAW equipment.

**Duration:** 30 Hours

**Pre-Requisite:** Block III

#### **Objectives and Content:**

1. Define terminology associated with SMAW.
2. Identify hazards and describe safe work practices pertaining to SMAW.
  - i. personal
  - ii. shop/facility
  - iii. wareness of surroundings
  - iv. equipment/vehicle
  - v. ventilation
  - vi. SMAW equipment
3. Identify and interpret codes and regulations pertaining to SMAW.
4. Describe the SMAW process and its application.
5. Identify SMAW equipment, consumables and accessories and describe their applications and storage requirements.
6. Describe the procedures used to set-up, adjust and shut-down SMAW equipment.
7. Describe the procedures used to inspect and maintain SMAW equipment.



8. Identify the types of welds performed using SMAW equipment.
  - i. joints
  - ii. positions
9. Describe the procedures used to weld using SMAW equipment.
10. Describe weld defects, their causes and prevention.

**Practical Requirements:**

1. Strike and maintain an arc.
2. Fillet weld flat position.

## SV2651 Electronically-Controlled Diesel Fuel Injection Systems

### Learning Outcomes:

- Demonstrate knowledge of electronically-controlled diesel fuel injection systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair electronically-controlled diesel fuel injection systems.

**Duration:** 45 Hours

**Pre-Requisite:** Block III

### Objectives and Content:

1. Define terminology associated with electronically-controlled diesel fuel injection systems.
2. Identify hazards and describe safe work practices pertaining to electronically-controlled diesel fuel injection systems.
  - i. high voltage
  - ii. high pressure
3. Identify specialty tools and equipment used to service and repair electronically-controlled diesel fuel injection systems and describe their applications and procedures for use.
4. Identify types of electronically-controlled diesel fuel injection systems and describe their applications and operation.
5. Identify electronically-controlled diesel fuel injection system components and describe their purpose and operation.
  - i. inputs (sensors)
  - ii. outputs
  - iii. processors

6. Describe the procedures used to inspect and maintain electronically-controlled diesel fuel injection system components.
7. Identify electronically-controlled diesel fuel injection system problems and their causes.
8. Describe the procedures used to diagnose electronically-controlled diesel fuel injection systems and components.
9. Describe the procedures used to remove and install electronically-controlled diesel fuel injection system components.
10. Describe the procedures used to disassemble and assemble electronically-controlled diesel fuel injection system components.
11. Describe the procedures used to repair and adjust electronically-controlled diesel fuel injection system components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair electronically-controlled diesel fuel injection systems.
2. Diagnose electronically-controlled diesel fuel injection systems and components
3. Use test equipment to diagnose service electronic engine control system as per manufacturer's specification.

## SV2771 Emission Control Systems

### Learning Outcomes:

- Demonstrate knowledge of emission control systems, their components, and operation.
- Demonstrate knowledge of the procedures used to service and repair emission control systems.

**Duration:** 20 Hours

**Pre-Requisite:** Block III

### Objectives and Content:

1. Define terminology associated with emission control systems.
2. Identify hazards and describe safe work practices pertaining to emission control systems.
3. Identify and interpret codes and regulations pertaining to emission control.
4. Identify specialty tools and equipment used to service and repair emission control systems and describe their applications and procedures for use.
5. identify types of emission control systems and describe their characteristics and applications
  - i. reducing particulate matter
  - ii. reducing NO<sub>x</sub>
  - iii. reducing CO and CO<sub>2</sub>
  - iv. reducing hydrocarbons
6. Identify emission control system components and describe their purpose and operation.
7. Describe the procedures used to inspect and maintain emission control system components.

8. Identify emission control system problems and their causes.
9. Describe the procedures used to diagnose emission control systems and components.
10. Describe the procedures used to remove and install emission control system components.
11. Describe the procedures used to adjust and repair emission control systems and components.
12. Describe the procedures used to test vehicle emission controls.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair emission control systems.
2. Inspect and maintain emission control system components.
3. Diagnose emission control systems and components.
4. Remove and install emission control system components.
5. Test, replace and adjust emission control system and components.

## SV2571 Engine Brakes and Retarders

### Learning Outcomes:

- Demonstrate knowledge of engine brakes and retarders, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair engine brakes and retarders.

**Duration:** 20 Hours

**Pre-Requisite:** Block III

### Objectives and Content:

1. Define terminology associated with engine brakes and retarders.
2. Identify hazards and describe safe work practices pertaining to engine brakes and retarders.
3. Identify specialty tools and equipment used to service and repair engine brakes and retarders and describe their applications and procedures for use.
4. Identify types of engine brakes and retarders and describe their applications and operation.
  - i. engine brakes
  - ii. exhaust brakes
  - iii. hydraulic retarders
  - iv. electric retarders
5. Identify engine brake and retarder components and describe their purpose and operation.
6. Identify engine brake and retarder problems and their causes.
7. Describe the procedures used to diagnose engine brakes and retarders and their components.

8. Describe the procedures used to remove and install engine brakes and retarders and their components.
9. Describe the procedures used to disassemble and assemble engine brakes and retarders.
10. Describe the procedures used to inspect, adjust and repair engine brakes and retarders and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair engine brakes and retarders.
2. Inspect service, adjust and repair engine brakes and retarders and their components.

## SV2365 Automatic/Power Shift Transmissions

### Learning Outcomes:

- Demonstrate knowledge of automatic/power shift transmissions, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair automatic/power shift transmissions.

**Duration:** 35 Hours

**Pre-Requisite:** Block III

### Objectives and Content:

1. Define terminology associated with automatic/power shift transmissions.
2. Identify hazards and describe safe work practices pertaining to automatic/power shift transmissions.
3. Identify specialty tools and equipment used to service and repair automatic/power shift transmissions and describe their applications and procedures for use.
4. Identify types of automatic/power shift transmissions and describe their applications and operation.
  - i. hydromechanical
  - ii. electrohydraulic (electronically controlled)
5. Identify automatic/power shift transmission components and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain automatic/power shift transmissions and their components.
7. Identify automatic/power shift transmission problems and their causes.



8. Describe the procedures used to diagnose automatic/power shift transmissions.
9. Describe the procedures used to remove and install automatic/power shift transmissions and their components.
10. Describe the procedures used to repair and adjust automatic/power shift transmissions and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair automatic/power shift transmissions.
2. Inspect and maintain automatic/power shift transmissions and their components.
3. Disassemble, repair and assemble an automatic/powershift transmission.
4. Test and adjust transmission pressure on an automatic/powershift transmission.

## SV2350 Torque Converters

### Learning Outcomes:

- Demonstrate knowledge of torque converters, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair torque converters.

**Duration:** 30 Hours

**Pre-Requisite:** Block III

### Objectives and Content:

1. Define terminology associated with torque converters.
2. Identify hazards and describe safe work practices pertaining to torque converters.
3. Identify specialty tools and equipment used to service and repair torque converters and describe their applications and procedures for use.
4. Identify types of torque converters and describe their applications and operation.
5. Identify torque converter components and describe their purpose and operation.
  - i. impeller
  - ii. turbine
  - iii. stators
  - iv. split guide rings
  - v. flex plate
  - vi. lock-up clutches
  - vii. charge pump
  - viii. oil circuits
  - ix. valves
  - x. oil coolers

6. Describe the procedures used to inspect and maintain torque converters and their components.
7. Identify torque converter problems and their causes.
8. Describe the procedures used to diagnose torque converters.
9. Describe the procedures used to remove and install torque converters and their components.
10. Describe the procedures used to repair and adjust torque converters and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair torque converters.
2. Inspect and maintain torque converters and their components.
3. Disassemble, inspect, repair and assemble a torque converter.
4. Perform a pressure/stall test to check torque converter performance.

## SV2265 Vehicle Management Systems

### Learning Outcomes:

- Demonstrate knowledge of vehicle management systems, their components and operation.
- Demonstrate knowledge of reprogramming software.
- Demonstrate knowledge of the procedures used to diagnose and repair vehicle management system components.
- Demonstrate the ability to follow safety precautions associated with computers and electronic components.

**Duration:** 60 Hours

**Pre-Requisite:** Block III

### Objectives and Content:

1. Describe basic computer operation and its relationship to vehicle management systems.
2. Identify computer diagnostic systems and describe their components and operation.
3. Describe the networking of modules, multi-plexing and programmable logic controls (PLCs).
4. Identify and interpret diagnostic trouble codes (DTC).
5. Identify the parameters of inputs and outputs and describe their relationships.
6. Identify types of specialized tools and equipment used to diagnose network and electronic circuitry and describe their applications and procedures for use.
  - i. digital volt ohmmeter (DVOM)
  - ii. scopes
  - iii. probes
  - iv. break out boxes

- v. scan tools
  - vi. laptops
7. Identify the methods to diagnose vehicle management systems and describe their associated procedures.
- i. PLCs
  - ii. on-board diagnostic (OBD)
  - iii. laptop/scan tools
8. Identify methods used to access/transfer and reprogram software and describe their associated procedures.
- i. CD/DVD
  - ii. Internet
  - iii. scan tool
  - iv. electronically erasable programmable read only memory (EEPROM)
9. Describe the procedures used to repair and replace vehicle management system components.

**Practical Requirements:**

1. Use specialized tools and equipment used to diagnose network and electronic circuitry.
- i. digital volt ohmmeter (DVOM)
  - ii. scopes
  - iii. probes
  - iv. break out boxes
  - v. scan tools
  - vi. laptops
2. Retrieve trouble codes and analyze information received.
3. Diagnose vehicle management systems and describe their associated procedures.
- i. PLCs
  - ii. on-board diagnostic (OBD)
  - iii. aptop/scan tools
4. Interpret service manuals for wiring diagrams, flow charts and trouble shooting guides.

## BLOCK V

### SV1321 Engine Lubrication Systems

#### **Learning Outcomes:**

- Demonstrate knowledge of engine lubrication systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair engine lubrication systems.

**Duration:** 15 Hours

**Pre-Requisite:** Block IV

#### **Objectives and Content:**

1. Define terminology associated with engine lubrication systems.
2. Identify hazards and describe safe work practices pertaining to engine lubrication systems.
3. Identify types of engine lubrication systems and describe their applications and operation.
4. Identify engine lubrication system components and describe their purpose and operation.
5. Describe the procedures used to inspect and maintain engine lubrication systems and components.
6. Identify engine lubrication system failures and their causes.
7. Describe the procedures used to diagnose engine lubrication systems and components.
8. Describe the procedures used to remove and install engine lubrication system components.

9. Describe the procedures used to disassemble and assemble engine lubrication system components.
10. Describe the procedures used to repair engine lubrication systems and components.

**Practical Requirements:**

1. Disassemble/assemble, inspect and measure an engine oil pump.
2. Test an oil cooler for leaks.
3. Perform an engine oil pressure test.

## SV2605 Diesel Engine Overhaul

### Learning Outcomes:

- Demonstrate knowledge of the procedures used to overhaul diesel engines.

**Duration:** 120 Hours

**Pre-Requisite:** Block IV

### Objectives and Content:

1. Define terminology associated with diesel engine overhauling.
2. Identify hazards and describe safe work practices pertaining to diesel engine overhauling.
3. Identify specialty tools and equipment used for diesel engine overhauling and describe their applications and procedures for use.
4. Describe the procedures used to remove and install diesel engines.
5. Describe the procedures used to inspect engine mounting components for wear.
6. Describe the procedures used to disassemble and assemble diesel engines and components.
7. Describe the procedures used to clean and inspect diesel engines and their components.
8. Describe the procedures used to measure diesel engine components for wear.
9. Describe the procedures used to repair diesel engine components.
10. Describe the procedures used to commission diesel engines.



**Practical Requirements:**

1. Use specialty tools and equipment used for diesel engine removal and overhaul.
2. Remove and install diesel engines.
3. Disassemble and assemble diesel engines and components.
4. Clean and inspect diesel engines and their components.
5. Measure diesel engine components for wear.

## SV2591 Turbochargers, Blowers and Intercoolers

### Learning Outcomes:

- Demonstrate knowledge of, turbochargers, blowers and intercoolers, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair turbochargers, blowers and intercoolers.

**Duration:** 25 Hours

**Pre-Requisite:** Block IV

### Objectives and Content:

1. Define terminology associated with Turbochargers, Blowers and Intercoolers.
2. Identify hazards and describe safe work practices pertaining to Turbochargers, Blowers and Intercoolers.
3. Identify the types and designs of Turbochargers, Blowers and Intercoolers.
4. Identify specialty tools and equipment used to service and repair turbochargers, blowers and intercoolers and describe their applications and procedures for use.
5. Use specialty tools and equipment used to service and repair Turbochargers, Blowers and Intercoolers.
6. Describe the procedures used to inspect and maintain Turbochargers, Blowers and Intercoolers, and their components.
7. Describe the procedures used to remove service and install a turbocharger.
8. Describe the procedures used to remove service and install a blower.
9. Describe the procedures used to remove service and install an intercooler.

**Practical Requirements:**

1. Remove, service, and install a turbocharger.
2. Remove, service, and install a blower.
3. Remove, service, and install a blower.
4. Remove, service, and install an intercooler.

## SV2266 Diesel Fuel Injection Systems

### Learning Outcomes:

- Demonstrate knowledge of diesel fuel injection systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair diesel fuel injection systems.

**Duration:** 45 Hours

**Pre-Requisite:** Block IV

### Objectives and Content:

1. Define terminology associated with diesel fuel injection systems.
2. Identify hazards and describe safe work practices pertaining to diesel fuel injection systems.
3. Identify specialty tools and equipment used to service and repair diesel fuel injection systems and describe their applications and procedures for use.
4. Identify types of diesel fuel injection systems and describe their applications and operation.
  - i. in-line pump
  - ii. distributor pump
  - iii. pressure/time
  - iv. unit injector
5. Identify diesel fuel injection system components and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain diesel fuel injection system components.
7. Identify diesel fuel injection system problems and their causes.

8. Describe the procedures used to diagnose diesel fuel injection systems and components.
9. Describe the procedures used to remove and install diesel fuel injection system components.
10. Describe the procedures used to disassemble and assemble diesel fuel injection system components.
11. Describe the procedures used to repair and adjust diesel fuel injection system components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair diesel fuel injection systems.
2. Inspect and maintain diesel fuel injection system components.
3. Remove and install diesel fuel injection system components.
4. Remove, install and set injectors on a diesel engine.
5. Use an injector tester to check an injector for the following:
  - i. opening and closing pressure
  - ii. valve seating
  - iii. back leakage
  - iv. spray pattern
6. Remove and install injection pump.
7. Check/adjust low and high idle speed on a Diesel engine.
8. Test a fuel system for:
  - i. pressure
  - ii. flow
  - iii. leaks

9. Perform a complete tune up on a diesel engine.
10. Check for blowby.

## SV2611 Base Engine Diagnostics

### Learning Outcomes:

- Demonstrate knowledge of the procedures used to diagnose base engines and their components.

**Duration:** 20 Hours

**Pre-Requisite:** Block IV

### Objectives and Content:

1. Define terminology associated with base engine diagnostics.
2. Identify hazards and describe safe work practices pertaining to base engine diagnostics.
3. Identify specialty tools and equipment used to diagnose base engines and describe their applications and procedures for use.
4. Identify base engine problems and their causes.
5. Identify the methods of base engine diagnostics and describe their applications and associated procedures.
6. Interpret diagnostic test results to determine base engine problems.

### Practical Requirements:

1. Identify specialty tools and equipment used to diagnose base engines.
2. Perform a cylinder compression, exhaust back pressure, crankcase pressure and an air intake pressure test on a diesel engine.

## SV2560 Preventive Maintenance Inspections

### **Learning Outcomes:**

- Demonstrate knowledge of, preventive maintenance inspections.
- Demonstrate knowledge of the procedures used to perform preventive maintenance inspections.

**Duration:** 15 Hours

**Pre-Requisite:** Block IV

### **Objectives and Content:**

1. Describe the procedures to perform a preventive maintenance inspection.
  - i. preventive maintenance programs
  - ii. checklists
  - iii. reports
  - iv. manufacturer's specifications

### **Practical Requirements:**

1. Perform a preventive maintenance inspection.



## BLOCK VI

### SV2761 Gasoline Fuel Injection Systems

#### **Learning Outcomes:**

- Demonstrate knowledge of gasoline fuel injection systems, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair gasoline fuel injection systems.

**Duration:** 30 Hours

**Pre-Requisite:** Block V

#### **Objectives and Content:**

1. Define terminology associated with gasoline fuel injection systems.
2. Identify hazards and describe safe work practices pertaining to gasoline fuel injection systems.
3. Identify specialty tools and equipment used to service and repair gasoline fuel injection systems and describe their applications and procedures for use.
4. Identify types of gasoline fuel injection systems and describe their applications and operation.
  - i. throttle body injection
  - ii. multi-port injection
5. Identify gasoline fuel injection system components and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain gasoline fuel injection systems and their components.

7. Identify gasoline fuel injection system problems and their causes.
8. Describe the procedures used to diagnose gasoline fuel injection systems.
9. Describe the procedures used to remove and install gasoline fuel injection system components.
10. Describe the procedures used to repair and adjust gasoline fuel injection systems.

**Practical Requirements:**

1. Use specialty tools and equipment to service and repair gasoline fuel injection systems.
2. Inspect and maintain gasoline fuel injection systems and their components.
3. Diagnose gasoline fuel injection systems.

## SV2721 Manual Transmissions

### Learning Outcomes:

- Demonstrate knowledge of manual transmissions, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair manual transmissions.

**Duration:** 65 Hours

**Pre-Requisite:** Block V

### Objectives and Content:

1. Identify hazards and describe safe work practices pertaining to servicing and repairing manual transmissions.
2. Identify specialty tools and equipment used to service and repair manual transmissions and describe their applications and procedures for use.
3. Identify types of manual transmissions and describe their applications and operation.
  - i. conventional manual shift
  - ii. electronic
  - iii. auto shift
4. Identify manual transmission components and describe their purpose and operation.
5. Describe the procedures used to disassemble and assemble manual transmissions and their components.
6. Describe the procedures used to inspect and maintain manual transmissions and their components.
7. Identify manual transmission problems and their causes.

8. Describe the procedures used to diagnose manual transmissions.
9. Describe the procedures used to remove and install manual transmissions and their components.
10. Describe the procedures used to repair manual transmissions and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair manual transmissions.
2. Inspect and maintain manual transmissions and their components.
3. Diagnose problems in manual transmissions and determine repairs.
4. Remove and install manual transmissions and their components.
5. Repair manual transmissions and their components.
6. Remove, repair and install manual transmission shift linkage.

## SV2725 Power Take-offs

### Learning Outcomes:

- Demonstrate knowledge of power take-offs, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair power take-offs.

**Duration:** 30 Hours

**Pre-Requisite:** Block V

### Objectives and Content:

1. Define terminology associated with power take-offs.
2. Identify hazards and describe safe work practices pertaining to servicing and repairing power take-offs.
3. Identify specialty tools and equipment used to service and repair power take-offs and describe their applications and procedures for use.
4. Identify types of power take-offs and their components and describe their purpose and operation.
  - i. engine driven
    - front crankshaft
    - gear train
  - ii. transmission driven
  - iii. driveline driven
5. Describe the procedures used to disassemble and assemble power take-offs and their components.
6. Describe the procedures used to inspect and maintain power take-offs and their components.
7. Identify power take-off problems and their causes.

8. Describe the procedures used to diagnose power take-offs and their components.
9. Describe the procedures used to remove and install power take-offs and their components.
10. Describe the procedures used to adjust and repair power take-offs and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair power take-offs.
2. Remove and install a power take-off.

## SV2741 Transfer Cases

### Learning Outcomes:

- Demonstrate knowledge of transfer cases, their components and operation.
- Demonstrate knowledge of the procedures used to service and repair transfer cases.

**Duration:** 15 Hours

**Pre-Requisite:** Block V

### Objectives and Content:

1. Define terminology associated with transfer cases.
2. Identify hazards and describe safe work practices pertaining to transfer cases.
3. Identify specialty tools and equipment used to service and repair transfer cases and describe their applications and procedures for use.
4. Identify types of transfer cases and describe their applications and operation.
5. Identify transfer case components and describe their purpose and operation.
6. Describe the procedures used to inspect and maintain transfer cases and their components.
7. Identify transfer case problems and their causes.
8. Describe the procedures used to diagnose transfer cases.
9. Describe the procedures used to remove and install transfer cases and their components.
10. Describe the procedures used to overhaul and repair transfer cases and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair transfer cases.
2. Inspect and maintain transfer cases and their components.
3. Diagnose transfer cases.
4. Remove and install transfer cases and their components.
5. Overhaul and repair transfer cases and their components.



## SV2726 Anti-lock Braking and Traction Control Systems

### Learning Outcomes:

- Demonstrate knowledge of anti-lock braking systems, their components and operation.
- Demonstrate knowledge of traction control systems, their components and operation.
- Demonstrate knowledge of the procedures to service and repair anti-lock braking systems.
- Demonstrate knowledge of the procedures to service and repair traction control systems.

**Duration:** 50 Hours

**Pre-Requisite:** Block V

### Objectives and Content:

1. Define terminology associated with anti-lock braking and traction control systems.
2. Identify hazards and describe safe work practices pertaining to anti-lock brakes and traction control systems.
3. Identify specialty tools and equipment used to service and repair anti-lock brakes and traction control systems and describe their applications and procedures for use.
4. Describe the operation of anti-lock braking (ABS) and traction control (ATC) systems.
5. Identify anti-lock braking system components and describe their purpose and operation.
  - i. tooth wheel (reluctor)
  - ii. wheel speed sensor

- iii. sensor holder and spring clip
  - iv. electronic control unit
  - v. ABS warning lamp
  - vi. blink code switch
  - vii. valves and solenoids
  - viii. wiring harnesses
6. Identify traction control system components and describe their purpose and operation.
    - i. automatic traction control
    - ii. valves and solenoids
    - iii. ATC indicator lamp
    - iv. deep snow/mud switch
  7. Describe the procedures used to inspect and maintain ABS and ATC systems and components.
  8. Identify ABS and ATC system problems and their causes.
  9. Describe the procedures used to diagnose ABS and ATC systems.
  10. Describe the procedures used to remove and install ABS and ATC system components.
  11. Describe the procedures used to repair ABS and ATC systems and adjust components.

**Practical Requirements:**

1. Remove and install ABS and ATC system components.
2. Inspect and maintain ABS and ATC systems and components.
3. Diagnose ABS and ATC systems.
4. Repair ABS and ATC systems and adjust components.

## SV2727 Cab Components

### Learning Outcomes:

- Demonstrate knowledge of cab components, their purpose and operation.
- Demonstrate knowledge of the procedures used to service and repair cab components.

**Duration:** 20 Hours

**Pre-Requisite:** Block V

### Objectives and Content:

1. Define terminology associated with cab components.
2. Identify hazards and describe safe work practices pertaining to cab components.
3. Identify cab components and describe their purpose and operation.
  - i. interior
    - pedals
    - seats
    - restraints
    - side windows
  - ii. exterior
    - wipers
    - windshields
    - mirrors
    - door handles
    - steps
    - latches and cables
4. Describe the procedures used to inspect and maintain cab components.
5. Describe the procedures used to remove and install cab components.
6. Describe the procedures used to repair and adjust cab components.

## SV2729 Engine Clutches

### Learning Outcomes:

- Demonstrate knowledge of engine clutches their components and operation.
- Demonstrate knowledge of the procedures used to service and repair engine clutches.

**Duration:** 15 Hours

**Pre-Requisite:** Block V

### Objectives and Content:

1. Define terminology associated with engine clutches.
2. Identify hazards and describe safe work practices' pertaining to engine clutches.
3. Identify specialty tools and equipment used to service and repair engine clutches and describe their applications and procedures for use.
4. Identify types of engine clutches and describe their characteristics and operation.
  - i. single plate
  - ii. double plate
  - iii. over-center
5. Identify types of engine clutch actuating mechanisms and describe their principles of operation.
  - i. mechanical
  - ii. hydraulic
  - iii. pneumatic
6. Identify engine clutch components and describe their purpose and operation.
  - i. pressure plate assemblies
  - ii. release bearings
  - iii. pilot bearings
  - iv. brakes

- v. flywheels
  - vi. housings
7. Describe the procedures used to inspect and maintain engine clutch components.
  8. Identify engine clutch related problems and their causes.
  9. Describe the procedures used to diagnose engine clutches.
  10. Describe the procedures used to remove and install engine clutches and their components.
  11. Describe the procedures to repair and adjust engine clutches and their components.

**Practical Requirements:**

1. Use specialty tools and equipment used to service and repair engine clutches.
2. Remove, inspect, repair, and install a clutch assembly.
3. Adjust the clutch assembly on a vehicle/equipment

## 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.

## Progression Schedule

Truck and Transport Mechanic		7200 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 <sup>st</sup>	60 %	<ul style="list-style-type: none"> <li>▪ Completion of Block 1 (pre-employment) training</li> <li>▪ Pass block 1 exam</li> <li>▪ Relevant work experience totaling 1800 hours or more</li> </ul>	2 <sup>nd</sup> Year
2 <sup>nd</sup>	70%	<ul style="list-style-type: none"> <li>▪ Completion of Block 2 training</li> <li>▪ Pass block 2 exam</li> <li>▪ Relevant work experience totaling 3600 hours or more</li> </ul>	3 <sup>rd</sup> Year
3 <sup>rd</sup>	80%	<ul style="list-style-type: none"> <li>▪ Completion of Block 3 training</li> <li>▪ Pass block 3 exam</li> <li>▪ Relevant work experience totaling 5400 hours or more</li> </ul>	4 <sup>th</sup> Year
4 <sup>th</sup>	90%	<ul style="list-style-type: none"> <li>▪ Completion of Block 4, 5 &amp; 6 training</li> <li>▪ Pass block 4 &amp; 5 exams</li> <li>▪ Relevant work experience totaling 7200 hours or more</li> <li>▪ Sign-off of all workplace skills in apprentice logbook</li> <li>▪ Pass certification exam</li> </ul>	Journey person Certification
<p><b>Wage Rates</b></p> <ul style="list-style-type: none"> <li>▪ Rates are percentages of the prevailing journey person's wage rate in the place of employment of the apprentice.</li> <li>▪ 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.</li> <li>▪ Rates must not be less than the wage rate established by any collective agreement which may be in force at the apprentice's workplace.</li> <li>▪ Employers are free to pay wage rates above the minimums specified.</li> </ul> <p><b>Block Exams</b></p> <ul style="list-style-type: none"> <li>▪ This program may not currently contain block exams, in which case this requirement will be waived until such time as block exams are available.</li> </ul> <p><b>Programs with five or more blocks</b></p> <ul style="list-style-type: none"> <li>▪ Apprentices in these programs are considered fourth year apprentices until they have satisfied all their program requirements and have become journey persons.</li> </ul>			



Truck and Transport Mechanic		7200 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"> <li>▪ Minimum of 1000 hours of relevant work experience</li> <li>▪ Prior Learning Assessment (PLA) at designated college (if applicable)</li> </ul>	To be determined by the number of courses completed after each class call
Block 2	<ul style="list-style-type: none"> <li>▪ Minimum of 2200 hours of relevant work experience and training</li> </ul>	240
Block 3	<ul style="list-style-type: none"> <li>▪ Minimum of 3400 hours of relevant work experience and training</li> </ul>	240
Block 4	<ul style="list-style-type: none"> <li>▪ Minimum of 4600 hours of relevant work experience and training</li> </ul>	240
Block 5	<ul style="list-style-type: none"> <li>▪ Minimum of 5800 hours of relevant work experience and training</li> </ul>	240
Block 6	<ul style="list-style-type: none"> <li>▪ Minimum of 7000 hours of relevant work experience and training</li> </ul>	240
<p>Direct Entry Apprentice</p> <ul style="list-style-type: none"> <li>▪ Must complete block 1 courses through PLA and / or in school training.</li> <li>▪ Block 1 training is to be completed via class calls; up to 16 weeks of training per calendar year.</li> <li>▪ Must attend in-school training until Block 1 is complete before attending Blocks 2 or 3</li> </ul> <p>Class calls at Minimum Hours</p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>		

## **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 7200 hours.

**Or**

A total of 9000 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 journeyman.
- obtains the required hand tools as specified by the PACB for each period of training of the apprenticeship program.

### **The Employer:**

- provides high quality work experiences in an environment conducive to learning.
- remunerates apprentices as set out in the Plan of Training or Collective Agreements.
- provides feedback to training institutions, Apprenticeship and Trades Certification Division and apprentices in an effort to establish a process of continuous quality improvement.
- where appropriate, releases apprentices for the purpose of returning to a training institution to complete the necessary technical courses.
- ensures work experiences of the apprentice are documented.
- ensures a certified journeyman 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.

### **The Apprenticeship and Trades Certification Division:**

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

### **The Provincial Apprenticeship and Certification Board:**

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