

SKILLED**TRADES**^{BC}

Industrial Electrician

Apprenticeship Logbook

MAY 2017

LOGBOOK SIGNOFF

An individual holding one of the following credentials qualifies as a Workplace Assessor and may sign off on the Workplace Competencies in this Logbook:

- Registered Industrial Electrician Assessor
- Industrial Electrician Certificate of Qualification with Interprovincial Red Seal endorsement
- Industrial Electrician Certificate of Qualification
- Construction Electrician Certificate of Qualification with Interprovincial Red Seal endorsement
- Construction Electrician Certificate of Qualification
- Electrician Certificate of Qualification with Interprovincial Red Seal endorsement
- Electrician Certificate of Qualification

APPRENTICE IDENTIFICATION

Trade: Industrial Electrician

Name: _____

Individual Identification Number

Contract Number

Address: _____

Phone: _____ Email: _____

This is your Logbook!

- **It is a record of your progress towards achieving certification in the trade**
- **It provides proof of your qualifications and experience**
- **It is your responsibility to keep it up-to- date**
- **Take it with you if you change employers**

Employers and supervisors are not responsible for keeping your logbook up-to-date. They are responsible for sign-off of hours submitted and sign-off of competencies once the required level of skills and knowledge is achieved.

It is recommended that the apprentice keep a copy of the Sign-off form, the apprentice's Logbook, and Evidence Guide for a period of one year after completion of the apprenticeship

May 2017

Work Safely!

A safe work attitude contributes to an accident free environment. Accident prevention and safe working conditions are the responsibility of both employers and employees.

Wear the required personal protective equipment, follow safe work practices and follow all safety regulations applicable to specific job activities.

Employer's Responsibilities:

- Providing and maintaining safety equipment and protective devices
- Ensuring proper safe work clothing is worn
- Enforcing safe work procedures
- Providing safeguards for machinery, equipment and tools
- Observing all accident prevention regulations
- Training employees in safe use and operation of equipment.

Employee's Responsibilities:

- Working in accordance with the safety regulations pertaining to the job environment.
- Working in such a way as not to endanger themselves or fellow workers.

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USING THE LOGBOOK

Employer Information:	Information about your current employer.
Workplace Hours:	Each time your employer reports your hours to SkilledTradesBC record the hours here. Have it verified and signed off by your employer.
Record of Competencies:	This is a record of competencies you have achieved. For each competency listed, get sign-off when you are able to perform the task without supervision. Competencies are arranged by level.
Missing Competencies:	If your employer is unable to provide training in any competency note it here. Use this as a reminder that you may need to find an alternate way to gain work experience in this area(s).
Technical Training:	Record each level of technical training completed.
Certifications and Endorsements:	Keep a record of the certifications and endorsements you have earned.
Completion Requirements:	This is a list of completion requirements for your apprenticeship program. All completion requirements must be met before a certification will be issued.

Important Resources

Industrial Electrician Evidence Guide

Use the Industrial Electrician Evidence Guide to track work experience demonstrating that you have achieved the required level of knowledge and skill to be considered competent in each area. Your Workplace Assessor will review the evidence you have compiled and will sign off when you meet the criteria.

Download from: www.skilledtradesbc.ca

Program Outline

The Program Outline provides detailed information on the scope of knowledge and skills expected at each level of the program, further defining the competencies listed in this logbook. The Program Outline is a great resource for creating a training plan.

Download from: www.skilledtradesbc.ca

EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journey person 1:	Individual ID #: Phone: Email:
Supervisor/Journey person 2:	Individual ID #: Phone: Email:

If you have more than one employer during your apprenticeship, record the information for subsequent employers on the following page(s).

If your job ends or you change employers...

Before leaving your place of employment:

- **Get your Assessor to review the evidence you have recorded in your Evidence Guide and get sign-off in your logbook for the competencies completed.**
- **Confirm that your workplace hours are reported to SkilledTradesBC – get a copy of the Workplace Hours Report from your employer – get sign-off in your logbook.**
- **Notify SkilledTradesBC of the change in your employment.**

When re-employed...

You and your new employer must first register the apprenticeship with SkilledTradesBC before the employer can report any hours to SkilledTradesBC.

EMPLOYER INFORMATION

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journeyman 1:	Individual ID #: Phone: Email:
Supervisor/Journeyman 2:	Individual ID #: Phone: Email:
Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journeyman 1:	Individual ID #: Phone: Email:
Supervisor/Journeyman 2:	Individual ID #: Phone: Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journeyman 1:	Individual ID #: Phone: Email:
Supervisor/Journeyman 2:	Individual ID #: Phone: Email:
Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone: Email: Fax:
Supervisor/Journeyman 1:	Individual ID #: Phone: Email:
Supervisor/Journeyman 2:	Individual ID #: Phone: Email:

WORKPLACE HOURS

Instructions

Make an entry in this section each time your hours are reported to SkilledTradesBC.

1. Get a copy of the *Workplace Hours Report* from your employer.
2. Fill in the dates of the Reporting Period and the Hours reported.
3. Enter your employer name, address and phone number.
4. Complete the Self-Assessment section.
 - Under *Job Activities* highlight any key projects or accomplishments
 - Under *Goals Met* indicate if training is on track with your training plan
 - Rate your *Performance*
5. Review your self-assessment with your supervisor/journeyperson, make adjustments as required and obtain sign-off.
6. Review the completed record with your employer and obtain sign-off.
7. Keep your Logbook in a safe place.

Workplace Hours

Workplace hours are submitted to SkilledTradesBC by your employer on a regular basis. Your hours should be reported at least every six months, however, every three months is preferred.

At the beginning of your apprenticeship discuss the frequency of reporting with your employer.

Keeping **Workplace Hours** up-to-date in your Logbook gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

- Follow up with your employer each reporting period ensuring your hours are reported on a regular basis.
- Discuss your progress with your direct supervisor/journeyperson on a regular basis.

REPORTING PERIOD		HOURS
From:	To:	
Employer Name:		
Address:		
Phone:		
SELF ASSESSMENT		
Job Activities:	Goals met for this reporting period: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Performance: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
	<hr/> <i>Supervisor/Journeyperson's Signature</i>	
	<hr/> <i>Employer's Signature</i>	
	<hr/> <i>Apprentice's Signature</i>	

REPORTING PERIOD		HOURS
From:	To:	
Employer Name:		
Address:		
Phone:		
SELF ASSESSMENT		
Job Activities:	Goals met for this reporting period: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Performance: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
	<hr/> <i>Supervisor/Journeyperson's Signature</i>	
	<hr/> <i>Employer's Signature</i>	
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WORKPLACE HOURS

REPORTING PERIOD		HOURS
From:	To:	
Employer Name:		
Address:		
Phone:		
SELF ASSESSMENT		
Job Activities:	Goals met for this reporting period: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Performance: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
	<i>Supervisor/Journeyperson's Signature</i>	
	<i>Employer's Signature</i>	
<i>Apprentice's Signature</i>		

REPORTING PERIOD		HOURS
From:	To:	
Employer Name:		
Address:		
Phone:		
SELF ASSESSMENT		
Job Activities:	Goals met for this reporting period: <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Performance: <input type="checkbox"/> Satisfactory <input type="checkbox"/> Unsatisfactory	
	<i>Supervisor/Journeyperson's Signature</i>	
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RECORD OF COMPETENCIES

Instructions

The Record of Competencies lists all competencies required to complete your apprenticeship. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson. Workplace competencies must be signed off by a Workplace Assessor.

An individual holding one of the following credentials qualifies as a Workplace Assessor and may sign off on the Workplace Competencies in this Logbook:

- Registered Industrial Electrician Assessor
 - Industrial Electrician Certificate of Qualification with Interprovincial Red Seal endorsement
 - Industrial Electrician Certificate of Qualification
 - Construction Electrician Certificate of Qualification with Interprovincial Red Seal endorsement
 - Construction Electrician Certificate of Qualification
 - Electrician Certificate of Qualification with Interprovincial Red Seal endorsement
 - Electrician Certificate of Qualification
1. Know the level of skills and knowledge expected at each level of the program.
 2. Theory competencies are listed but do not require sign-off.
 3. Workplace competencies are assessed in the workplace and require sign-off.
 - All Workplace Compulsory competencies must be completed
 - A minimum of 35 credits must be completed from Workplace Electives
 4. The Evidence Guide describes the criteria required for sign-off of each competency. Record relevant work activities in the Evidence Guide. It will be used as part of your assessment.
 5. When you have recorded sufficient evidence to demonstrate that you have met the criteria, review it with your Workplace Assessor.
 6. Once you meet the criteria the Workplace Assessor will sign-off on that competency in your logbook.

What is the Evidence Guide?

The industrial electrician Evidence Guide describes the criteria set by industry for completion of each competency. It provides a location to record your work experience demonstrating that you have met the criteria.

Your Workplace Assessor will review the evidence you have compiled as part of their assessment prior to signing off on competencies.

IMPORTANT!

Download the Program Outline and the Evidence Guide!

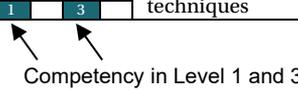
Available on the SkilledTradesBC website www.skilledtradesbc.ca

Reading the competency tables

Competencies are listed for each level of the apprenticeship program. The level(s) in which a competency appears is indicated on the left side of the table. Detail of the skills and knowledge expected for each competency at each level is described in the Program Outline.

All competencies show the IE number, which identifies the competency in the Evidence Guide.

A6		Use analytical troubleshooting techniques	IE127-3WC
1	3		





Levels do not apply to Workplace Elective Competencies, so this location in the table has been used to show the number of credits granted towards certification.

L9	Install and maintain wheel motors	IE204-9WE
credits 9		



RECORD OF COMPETENCIES

LEVEL 1 AND LEVEL 2

Technical training for Level 1 and Level 2 is identical for Industrial Electrician and Construction Electrician (common core). Refer to the Construction Electrician (Electrician) Program Outline for further detail on common core content.

Level 1 and 2 – Workplace Compulsory Competencies

LINE B SAFE WORK PRACTICES						
Competency				Date	Workplace Assessor	ID#
B2		Apply WCB standards and regulations				
1				IE102-1WC		
B3		Apply safe work practices				
				IE103-1WC		
1				IE106-1WC		

LINE C TOOLS AND EQUIPMENT						
Competency				Date	Workplace Assessor	ID#
C1		Use hand tools				
1				IE114-1WC		
C8		Use pneumatic and hydraulic tools				
1				IE115-1WC		

LINE G CEC, REGULATIONS AND STANDARDS						
Competency				Date	Workplace Assessor	ID#
G2		Apply the CEC to installations				
1	2			IE108-1WC		

LINE I ELECTRICAL EQUIPMENT						
Competency				Date	Workplace Assessor	ID#
I2		Install lighting and electrical equipment				
				IE132-1WC		
	2			IE146-1WC		

LEVEL 3

Level 3 – Theory Competencies

Assessed during technical training – sign-off not required.

LINE D CIRCUIT CONCEPTS	
D6	<i>Demonstrate knowledge of three-phase theory</i>
LINE J CONTROL CIRCUITS	
J3	<i>Demonstrate knowledge of AC motor controls</i>
LINE L ELECTRIC MOTORS	
L1	<i>Demonstrate knowledge of AC machines</i>
L2	<i>Demonstrate knowledge of DC machines</i>
LINE M PROGRAMMABLE LOGIC CONTROLLERS	
M1	<i>Demonstrate and apply knowledge of PLC operation, installation and maintenance</i>
M2	<i>Demonstrate and apply knowledge of communication buses and PLC interfaces</i>
M3	<i>Demonstrate knowledge of programming language and of installing/maintaining PLC software</i>
LINE N POWER DISTRIBUTION SYSTEMS	
N1	<i>Demonstrate knowledge of installation and maintenance of transformers</i>
N2	<i>Calculate power factor correction</i>
LINE S ELECTRONICS	
S1	<i>Demonstrate knowledge of electronics</i>
S2	<i>Demonstrate knowledge of semiconductor power devices</i>

RECORD OF COMPETENCIES

Level 3 – Workplace Compulsory Competencies

LINE A ESSENTIAL SKILLS					
Competency			Date	Workplace Assessor	ID#
A6	Use analytical troubleshooting techniques				
1	3		IE127-3WC		
A8	Lead teams and manage electrical installation and maintenance projects				
	3		IE125-3WC		

LINE B SAFE WORK PRACTICES					
Competency			Date	Workplace Assessor	ID#
B7	Follow safe procedure for working in confined spaces				
	3		IE105-3WC		

LINE C TOOLS AND EQUIPMENT					
Competency			Date	Workplace Assessor	ID#
C6	Use safe rigging practices				
	3		IE104-3WC		

LINE E TEST EQUIPMENT					
Competency			Date	Workplace Assessor	ID#
E4	Use phase rotation meter				
	3		IE142-3WC		

LINE H LOW VOLTAGE DISTRIBUTION SYSTEMS					
Competency			Date	Workplace Assessor	ID#
H8	Install and maintain low voltage circuits				
	3		IE142-3WC		

LINE K LOW VOLTAGE DISTRIBUTION SYSTEMS					
Competency			Date	Workplace Assessor	ID#
K1	Use computerized maintenance management systems and electronic logbooks				
	3		IE196-3WC		

LINE L ELECTRIC MOTORS					
Competency			Date	Workplace Assessor	ID#
L4	Install and maintain AC motors				
	3		IE151-3WC		

LINE M PROGRAMMABLE LOGIC CONTROLLERS						
Competency				Date	Workplace Assessor	ID#
M4	Install and maintain PLC hardware					
		3		IE136-3WC		
M5	Install and maintain PLC networks					
		3		IE137-3WC		
M6	Read and write programming language and install and maintain PLC software					
		3		IE139-3WC		

RECORD OF COMPETENCIES

LEVEL 4

Level 4 – Theory Competencies

Assessed during technical training – sign-off not required.

LINE E	TEST EQUIPMENT
E5	<i>Demonstrate knowledge of measurement and calibration test equipment</i>
LINE H	LOW VOLTAGE DISTRIBUTION SYSTEMS
H9	<i>Demonstrate knowledge of installing and terminating fibre optic cables</i>
LINE I	ELECTRICAL EQUIPMENT
I3	<i>Demonstrate knowledge of installing and maintaining HVAC equipment</i>
I4	<i>Demonstrate knowledge of pumps</i>
I5	<i>Demonstrate knowledge of the installation and maintenance of Robotic Control Systems</i>
LINE K	COMPUTER SYSTEMS
K2	<i>Demonstrate and apply knowledge of network diagnostic tools</i>
K3	<i>Demonstrate and apply knowledge of communication protocols</i>
LINE N	POWER DISTRIBUTION SYSTEMS
N3	<i>Demonstrate knowledge of installation and maintenance of high voltage circuits</i>
LINE O	POWER SUPPLIES
O1	<i>Demonstrate knowledge of back-up power equipment, UPS, battery banks and battery charging systems</i>
LINE P	POWER GENERATION EQUIPMENT
P1	<i>Demonstrate knowledge of power generation controls and standby power generating systems</i>
P2	<i>Describe co-generation principles and operations</i>
P3	<i>Demonstrate knowledge of portable generator and portable electric welding equipment</i>

Level 4 – Workplace Compulsory Competencies

LINE F DRAWINGS AND MANUALS						
Competency				Date	Workplace Assessor	ID#
F5	Design and draw electrical and electrical drawings					
		4		IE119-4WC		

LINE I ELECTRICAL EQUIPMENT						
Competency				Date	Workplace Assessor	ID#
I6	Install and maintain HVAC equipment					
		4		IE157-4WC		

LINE J CONTROL CIRCUITS						
Competency				Date	Workplace Assessor	ID#
J5	Install and maintain motor control, voltage control and power distribution centres					
		4		IE155-4WC		
J6	Install and maintain variable frequency drives (VFD)					
		4		IE179-4WC		

LINE O POWER SUPPLIES						
Competency				Date	Workplace Assessor	ID#
O3	Install and maintain a UPS systems					
		4		IE183-4WC		
O4	Install and maintain batteries					
		4		IE184-4WC		

LINE P POWER GENERATION EQUIPMENT						
Competency				Date	Workplace Assessor	ID#
P7	Install and maintain power generation controls					
		4		IE162-4WC		
P8	Install and maintain power generator protective relays					
		4		IE163-4WC		

LINE Q CONTROL AND MONITORING SYSTEMS AND DEVICES						
Competency				Date	Workplace Assessor	ID#
Q3	Install and maintain process control hardware					
		4		IE172-4WC		
Q4	Install and maintain signal, communication and alarm systems					
				IE185-4WC		
		4		IE186-4WC		

RECORD OF COMPETENCIES

WORKPLACE ELECTIVES

Completion of 35 credits (minimum).

LINE B SAFE WORK PRACTICES				
Competency		Date	Workplace Assessor	ID#
B6	Use jumper and forces safely			
credits 3		IE109-9WE		

LINE C TOOLS AND EQUIPMENT				
Competency		Date	Workplace Assessor	ID#
C4	Use powder actuated tools			
credits 1		IE197-9WE		
C7	Use liquid-fuel powered tools			
credits 1		IE199-9WE		
C9	Operate lifting devices			
credits 1		IE198-9WE		

LINE G CEC, REGULATIONS AND STANDARDS				
Competency		Date	Workplace Assessor	ID#
G4	Access and comply with mining electrical regulations			
credits 2		IE211-9WE		
G5	Demonstrate and apply knowledge of onshore pipeline regulations			
credits 2		IE218-9WE		

LINE I ELECTRICAL EQUIPMENT				
Competency		Date	Workplace Assessor	ID#
I7	Install and maintain pumps			
credits 2		IE159-9WE		
I8	Maintain electronic precipitators			
credits 5		IE195-9WE		
I9	Install and maintain Robotic Control Systems			
credits 3		IE177-9WE		

LINE J CONTROL CIRCUITS				
Competency		Date	Workplace Assessor	ID#
J7	Install and maintain DC drive systems			
credits 9		IE180-9WE		
J8	Install and maintain wound rotor drives			
credits 7		IE200-9WE		

RECORD OF COMPETENCIES

LINE K COMPUTER SYSTEMS				
Competency		Date	Workplace Assessor	ID#
K4	Install and maintain computer networks			
credits 3		IE149-9WE		

LINE L ELECTRONIC MOTORS				
Competency		Date	Workplace Assessor	ID#
L5	Install and maintain DC Electric motors			
credits 9		IE193-9WE		
L6	Install and maintain wheel motors			
credits 9		IE204-9WE		

LINE N POWER DISTRIBUTION SYSTEMS				
Competency		Date	Workplace Assessor	ID#
N4	Install and maintain high voltage circuits			
credits 12		IE153-9WE		
N5	Maintain portable switch houses			
credits 4		IE202-9WE		
N6	Demonstrate knowledge of line installations, maintenance and repair procedures			
credits 3		IE203-9WE		
N7	Make-up and repair trailing cable			
credits 3		IE205-9WE		

LINE O POWER SUPPLIES				
Competency		Date	Workplace Assessor	ID#
O2	Install and maintain power supplies			
credits 9		IE182-9WE		
O5	Demonstrate knowledge of electrolytic cell technology and safety considerations			
credits 4		IE210-9WE		

LINE P POWER GENERATION EQUIPMENT				
Competency		Date	Workplace Assessor	ID#
P4	Troubleshoot and maintain power generation prime movers			
credits 5		IE161-9WE		
P5	Maintain portable generators			
credits 3		IE166-9WE		
P4	Maintain portable electric welding equipment			
credits 5		IE167-9WE		

RECORD OF COMPETENCIES

LINE Q CONTROL AND MONITORING SYSTEMS AND DEVICES				
	Competency	Date	Workplace Assessor	ID#
Q5	Install and maintain servo and proportional valve control loops			
credits 3		IE169-9WE		
Q6	Install and maintain hydraulic and pneumatic controls			
credits 3		IE174-9WE		
Q7	Install and maintain analytical measurement equipment			
credits 4		IE217-9WE		
Q8	Install and maintain encoders			
credits 3		IE170-9WE		
Q9	Install and maintain numeric controllers			
credits 3		IE171-9WE		
Q10	Maintain crane control systems			
credits 4		IE189-9WE		
Q11	Install and maintain boiler furnace system monitors and controls			
credits 6		IE191-9WE		
Q12	Install and maintain wireless radio controllers			
credits 4		IE201-9WE		
Q13	Install and maintain a Global Positioning System (GPS)			
credits 3		IE206-9WE		
Q14	Install and maintain gas detection equipment			
credits 4		IE212-9WE		
Q15	Install and maintain controls for liquid separation and refractionation			
credits 4		IE213-9WE		
Q16	Install and maintain gas metering equipment			
credits 4		IE215-9WE		
Q17	Install and maintain data and process monitoring systems			
credits 3		IE173-9WE		
Q18	Install and maintain video monitoring systems			
credits 4		IE187-9WE		

LINE R INDUSTRY SECTOR SPECIFIC				
	Competency	Date	Workplace Assessor	ID#
R1	Maintain electric arc furnace			
credits 3		IE208-9WE		
R2	Maintain induction furnace			
credits 3		IE209-9WE		
R3	Maintain recovery boiler control systems			
credits 3		IE220-9WE		
R4	Install and maintain scanning and optimization equipment			
credits 4		IE223-9WE		

MISSING COMPETENCIES?

To develop the best journey person possible employers should attempt to provide training in all competencies for the trade. This is not always possible.

If your employer is unable to provide training in any competency required for your trade, note that competency below. Competencies listed here will remain unsigned until your employer can provide training in that area or until you find an alternate way to gain the experience needed.

Competency:

Date:

Reason:

Alternate plan:

TECHNICAL TRAINING AND CERTIFICATIONS

TECHNICAL TRAINING

Instructions

Keep a record of each level of technical training completed.

Level 1 - Technical Training

Date Completed:	Training Provider:
Mark:	Instructor:

Level 2 - Technical Training

Date Completed:	Training Provider:
Mark:	Instructor:

Level 3 - Technical Training

Date Completed:	Training Provider:
Mark:	Instructor:

Level 4 - Technical Training

Date Completed:	Training Provider:
Mark:	Instructor:

CERTIFICATIONS

Instructions

Keep a record of the credentials and endorsements you have earned, including the certification number and date of issue.

CREDENTIAL EARNED	NUMBER	DATE OF ISSUE

COMPLETION REQUIREMENTS

COMPLETION REQUIREMENTS

INDUSTRIAL ELECTRICIAN

- Level 1 - Technical Training
- Level 2 - Technical Training
- Level 3 - Technical Training
- Level 4 - Technical Training

- 6,000 workplace hours

- Logbook Completion Signoff confirming completion of logbook, including:
 - All Workplace Compulsory competencies
 - 35 credits (minimum) from Workplace Elective competencies

- Interprovincial Red Seal examination

- Recommendation for Certification signed by sponsor
Note: After all other completion requirements have been met, SkilledTradesBC sends a Recommendation for Certification form to the sponsor requesting signoff.

NOTES

NOTES

QUESTIONS?

Contact SkilledTradesBC Customer Service

General Inquiries: customerservice@skilledtradesbc.ca

Telephone: 778-328-8700

Toll free (within BC): 1-866-660-6011

Fax: 778-328-8701

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