

SKILLED**TRADES**<sup>BC</sup>

# Personal Record Book

*Construction Craft Worker  
(Labourer)*

**This is your Record Book!**

## **DO NOT SUBMIT TO SkilledTradesBC**

**This is not required to achieve certification**

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

***Note: Employers and supervisors are not responsible for keeping your Record Book up-to-date. They are responsible for sign-off of hours and sign-off of competencies once you have achieved the required level of skills and knowledge.***

# APPRENTICE IDENTIFICATION

**Trade: CONSTRUCTION CRAFT WORKER (LABOURER)**

Legal First Name:		Legal Last Name:	
Suite Number:	Street Number and Name:		
City:		Province:	Postal Code:
Telephone Number:		Email Address:	

## 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:

- Provide and maintain safety equipment and protective devices
- Ensure proper safe work clothing is worn
- Enforce safe work procedures
- Provide safeguards for machinery, equipment and tools
- Observe all accident prevention regulations
- Train employees in safe use and operation of equipment

Employee's responsibilities:

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

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# EMPLOYER INFORMATION

## Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

\*TWID # - Trade Worker Identification Number

*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:**

- Please have your sponsor update your Work Based Training hours on their [SkilledTradesBC Portal account](#).
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to SkilledTradesBC, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify SkilledTradesBC of the change in your employment by submitting an [Online Registration Request](#) with your new employer on the SkilledTradesBC Portal.

When re-employed...

**You must be registered with your new employer before submitting any work-based training hours to SkilledTradesBC.**

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	Phone:
	Email:

## Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 2:	TWID #:
	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. Keep your Record Book in a safe place.

### Workplace Hours

**Workplace hours** must be 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 Record Book gives you the tools to better manage your apprenticeship. It provides you with the opportunity to:

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





# RECORD OF COMPETENCIES

## Instructions

The Record of Competencies is filled out and signed-off by the journeyperson supervising your work.

1. Know what skills are expected at each level of the program.
2. Ask the journeyperson to sign off on the competency when you have acquired the skills and are able to perform the task without supervision.
3. If the journeyperson agrees that you have the required skills, he/she will:
  - Record the date that the competency was achieved
  - Sign off on the competency
  - Enter his/her Trades Worker Identification Number (TWID #)

### What is a Record of Competencies?

The Record of Competencies lists all competencies you should be knowledgeable in prior to receiving your certification. Keeping this section up to date will allow you to track your progress towards certification and demonstrate proficiency in the skills within the scope of your trade. Completion of the entire program should result in you becoming a skilled and knowledgeable journeyperson.

- Refer to this section periodically to ensure you are getting the work experience you need.
- Use the competencies as a guide to ensure work tasks are assigned so that you acquire the skills and knowledge required to be successful in the trade.

Review the Record of Competencies on a regular basis with your direct supervisor/journeyperson to ensure they have been completed.

### 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 the Record Book. The Program Outline is a great resource for developing a training plan.

Download from: <https://skilledtradesbc.ca/construction-craft-worker-labourer>

### Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit SkilledTradesBC's website to learn about the [apprenticeship basics](#).

# LEVEL 1

## **IMPORTANT!**

**Download the Program Outline!**

<https://skilledtradesbc.ca/construction-craft-worker-labourer>

**Read the competency tables**

**Some competencies are taught in many levels**

**For detailed information about that competency, go to the Program Outline**

## **THEORY**

### **LINE A: USE SAFE WORK PRACTICES**

- ☐ Describe worksite hazards
- ☐ Describe working in confined spaces
- ☐ Describe the assessment of worksite hazards
- ☐ Describe worksite safety policies
- ☐ Describe emergency procedures
- ☐ Describe the control of workplace hazards
- ☐ Describe the removal of hazardous materials
- ☐ Describe effective communication
- ☐ Locate terms used in the Workers' Compensation Act and under which conditions compensation will be paid
- ☐ Locate general duties of employers, employees and other
- ☐ Locate the workers' compensation act requirements for the reporting of accidents
- ☐ Locate the "core requirements" of the Occupational Health and Safety (OHS) regulation
- ☐ Locate the "general hazard requirements" of the OHS regulation
- ☐ Describe Occupational Health and Safety information relevant to the Construction Craft Worker (Labourer) trade
- ☐ Describe procedures for obtaining safety permits and certificates
- ☐ Describe fall protection equipment
- ☐ Describe fall protection systems

- ☐ Describe fall protection plans
- ☐ Describe personal protective equipment (PPE)
- ☐ Describe preventative fire safety precautions
- ☐ Describe considerations and steps to be taken prior to fighting a fire
- ☐ Describe the use of fire extinguishers
- ☐ Describe monitoring hazardous gases
- ☐ Describe performing spark watch, bottle watch and confined space watch
- ☐ Describe monitoring heaters

## LINE B: ORGANIZE WORK

- ☐ Describe types and uses of drawings
- ☐ Describe the alphabet of lines, symbols and abbreviations
- ☐ Describe the parts of the drawings
- ☐ Describe various modes of communication

## LINE C: USE TOOLS AND EQUIPMENT

- ☐ Describe the use of hand tools
- ☐ Describe the use of powder-actuated tools
- ☐ Describe the use of rigging and hoisting equipment
- ☐ Describe the use of portable equipment
- ☐ Describe the use of mobile equipment
- ☐ Describe the use of sandblasters

## LINE D: PERFORM ROUTINE TRADE ACTIVITIES

- ☐ Describe the erection and dismantling of hoarding / enclosures
- ☐ Describe traffic control
- ☐ Describe grades and elevations
- ☐ Describe the handling of construction materials
- ☐ Describe the installation of membranes

- ☐ Describe the installation of insulating materials

## LINE E: PERFORM SITE WORK

- ☐ Describe clearing sites
- ☐ Describe setting up site facilities
- ☐ Describe locating underground utilities
- ☐ Describe excavation, backfill and compaction
- ☐ Describe cutting materials
- ☐ Describe dismantling structures and components
- ☐ Describe excavation safety requirements
- ☐ Describe the excavation process
- ☐ Describe types and construction of trench shoring
- ☐ Describe cleaning a site and job facilities
- ☐ Describe controlling water runoff
- ☐ Describe the set-up of temporary lighting, power, generators and compressors
- ☐ Describe site restoration
- ☐ Describe tool crib attendant duties
- ☐ Describe recycling materials

## LINE F: USE SCAFFOLDING AND ACCESS EQUIPMENT

- ☐ Describe the erection, inspection, maintenance and dismantling of frame and brace scaffolding
- ☐ Describe tending to scaffold erectors
- ☐ Describe the use, inspection and maintenance of ladders
- ☐ Describe the use, inspection and maintenance of power-elevated work platforms and access equipment

## LINE G: PERFORM CONCRETE WORK

- ☐ Describe the installation of shoring for formwork
- ☐ Describe setting up, inspecting, maintaining and dismantling formwork

- ☐ Describe mixing and installing concrete
- ☐ Describe transporting concrete on site
- ☐ Describe controlling concrete curing process

#### LINE I: PERFORM UTILITIES AND PIPELINE TASKS

- ☐ Describe the installation of pipe for water systems
- ☐ Describe the installation of pipe for sewer systems
- ☐ Describe the installation of utility components

#### LINE J: PERFORM ROADWORK

- ☐ Describe road construction
- ☐ Describe placement of paving materials
- ☐ Describe modification of existing paving materials
- ☐ Describe the installation of barriers, road markings and signs

# PRACTICAL

## LINE A: USE SAFE WORK PRACTICES

- ☐ Inspect, assemble and disassemble fall protection equipment and systems
- ☐ Use a harness
- ☐ Demonstrate the use of PPE

## LINE B: ORGANIZE WORK

- ☐ Interpret documents, drawings and specifications
- ☐ Use fractions, decimal fractions and formulas to solve problems
- ☐ Solve problems of ratio and proportion
- ☐ Convert between metric and imperial measurements

## LINE C: USE TOOLS AND EQUIPMENT

- ☐ Use power tools
- ☐ Use packers

## LINE D: PERFORM ROUTINE TRADE ACTIVITIES

- ☐ Install permanent and temporary fencing

## LINE E: PERFORM SITE WORK

- ☐ Demonstrate excavation / backfill of a trench for utilities

## LINE G: PERFORM CONCRETE WORK

- ☐ Demonstrate the setting of edge forms
- ☐ Place and finish concrete flat work

## LINE I: PERFORM UTILITIES AND PIPELINE TASKS

- ☐ Demonstrate cutting and installing pipe

Supervisor Signature

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## NOTES FROM LEVEL 1

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## LEVEL 2

### **IMPORTANT!**

Download the Program Outline!

<https://skilledtradesbc.ca/construction-craft-worker-labourer>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

## THEORY

### **LINE A: USE SAFE WORK PRACTICES**

- ☐ Describe hazards associated with specialty worksites, including:
  - ☐ Hydroelectric dams
  - ☐ Mining
  - ☐ Tunnels
  - ☐ Bridges
  - ☐ Railways
- ☐ Describe participation in safety committees

### **LINE B: ORGANIZE WORK**

- ☐ Describe the alphabet of lines, symbols and abbreviations
- ☐ Describe the use of the parts of the drawings

### **LINE E: PERFORM SITE WORK**

- ☐ Describe building of access and egress roads
- ☐ Describe assisting in the installation of pilings
- ☐ Describe the identification of load bearing walls and other structural components

### **LINE G: PERFORM CONCRETE WORK**

- ☐ Describe forming concrete
- ☐ Describe drilling, coring and cutting of concrete
- ☐ Describe preparing concrete surface for add-ons

- ☐ Describe repairing concrete
- ☐ Describe concrete joints
- ☐ Describe refinishing concrete surfaces

## LINE H: PERFORM MASONRY WORK

- ☐ Describe the set-up of masonry materials
- ☐ Describe mixing mortars and grouts
- ☐ Describe cutting masonry units
- ☐ Describe the installation of lintels and rough bucks
- ☐ Describe washing masonry units
- ☐ Describe assisting with the installation of refractory materials
- ☐ Describe the usage of fireproofing materials

## LINE I: PERFORM UTILITIES AND PIPELINE TASKS

- ☐ Describe the installation of utility piping
- ☐ Describe modifying existing pipe
- ☐ Describe assisting with testing water and sewer lines
- ☐ Describe construction of right of ways
- ☐ Describe pipeline installation
- ☐ Describe pipeline maintenance

# PRACTICAL

## LINE B: ORGANIZE WORK

- ☐ Interpret documents, drawings and specifications
- ☐ Draw a layout sketch
- ☐ Use fractions, decimal fractions and formulas to solve complex problems
- ☐ Solve complex problems of ratio and proportion
- ☐ Convert between metric and imperial measurements

## LINE D: PERFORM ROUTINE TRADE ACTIVITIES

- ☐ Establish grades and elevations

## LINE E: PERFORM SITE WORK

- ☐ Cut material using oxy-acetylene / propane torches

## LINE F: USE SCAFFOLDING AND ACCESS EQUIPMENT

- ☐ Demonstrate erecting and dismantling tube and clamp or system scaffolding

## LINE G: PERFORM CONCRETE WORK

- ☐ Demonstrate setting forms for pony walls
- ☐ Place and finish concrete for a pony wall
- ☐ Demonstrate remedial finishing
- ☐ Mix and install grout, epoxies and / or caulking

Supervisor Signature

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## NOTES FROM LEVEL 2

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## MISSING COMPETENCIES?

To develop the best journeyperson 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:	

Competency:	Date:
Reason:	
Alternate plan:	

# TECHNICAL TRAINING

## Instructions

Keep a record of each level of technical training completed.

### Level 1

Date Completed:	Training Provider:
Mark:	Instructor:

### Level 2

Date Completed:	Training Provider:
Mark:	Instructor:

# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## CONSTRUCTION CRAFT WORKER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
  
- ☐ 4,000 Work-Based Training Hours
  
- ☐ 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.

# 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

*If you have any questions, please contact SkilledTradesBC  
Customer Service at [customerservice@skilledtradesbc.ca](mailto:customerservice@skilledtradesbc.ca)  
778-328-8700 or toll free (within BC) at 1-800-660-6011*