

SKILLED**TRADES**^{BC}

Personal Record Book

Powerline Technician

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: POWERLINE TECHNICIAN

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.

CONTENTS

CONTENTS.....3

EMPLOYER INFORMATION.....4

WORKPLACE HOURS6

 DATE (TO-FROM)7

 EMPLOYER7

 HOURS7

 TOTAL HOURS7

RECORD OF COMPETENCIES8

LEVEL 19

LEVEL 2.....14

LEVEL 3.....18

LEVEL 4.....21

MISSING COMPETENCIES?24

TECHNICAL TRAINING25

COMPLETION REQUIREMENTS.....26

CERTIFICATIONS27

EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journey person 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journey person 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 the 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, they will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter their 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/powerline-technician>

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/powerline-technician>

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: SAFETY AND SAFE WORK PRACTICES

- ☐ Determine requirements applicable in the workplace
- ☐ Recognize potential risks and identify and apply relevant regulations for limits of approach
- ☐ Recognize potential risks and identify relevant procedures with reference to WorksafeBC regulation
- ☐ Recognize potential risks of grounding and equi-potential bonding
- ☐ Recognize potential rescue risks

LINE C: POLICIES AND REGULATIONS

- ☐ Identify environmental hazards and apply regulations common to the trade

LINE E: ELECTRICAL THEORY

- ☐ Explain single-phase transformers
- ☐ Identify and describe self-contained metering

LINE F: EQUIPMENT

- ☐ Identify and describe the operation of various types of mobile equipment

LINE G: RIGGING

- ☐ Describe principles of work, force and mechanical advantage

LINE H: OVERHEAD DISTRIBUTION (OD)

- ☐ Describe materials used in overhead distribution systems
- ☐ Describe overhead distribution systems
- ☐ Describe safe work procedures for live lines
- ☐ Describe the difference between a regulated utilities system and unregulated system

LINE I: UNDERGROUND DISTRIBUTION (UD)

- ☐ Identify and describe equipment and materials used in underground distribution systems

LINE K: COMMUNICATION

- ☐ Describe the purpose of tailboard meetings
- ☐ Describe methods of communication

PRACTICAL

LINE A: SAFETY AND SAFE WORK PRACTICES

- ☐ Apply applicable Occupational Health and Safety (OH&S) Regulations
- ☐ Demonstrate the care and use of Personal Protective Equipment
- ☐ Apply specific work procedures based on limits of approach
- ☐ Apply workplace roles and responsibilities
- ☐ Demonstrate grounding and bonding principles
- ☐ Perform rescue

LINE B: CLIMBING

- ☐ Describe care and use of climbing equipment
- ☐ Use climbing equipment to climb structures
- ☐ Describe and apply procedures for working on elevated platforms and ladders
- ☐ Describe and apply procedures for testing the structural stability of poles

LINE C: POLICIES AND REGULATIONS

- ☐ Identify and apply industry safety regulations common to the trade

LINE D: TOOLS AND INSTRUMENTS

- ☐ Describe, use and care for hand tools
- ☐ Use and care for power tools
- ☐ Describe, use and care for live line tools
- ☐ Describe, use and care for test instruments

LINE E: ELECTRICAL THEORY

- ☐ Describe and demonstrate the fundamentals of electrical theory and principles
- ☐ Install single-phase transformers
- ☐ Install self-contained meters

LINE F: EQUIPMENT

- ☐ Use and care for hydraulically-equipped vehicles

LINE G: RIGGING

- ☐ Perform calculations related to rigging
- ☐ Describe, use and care for lifting tools and equipment

LINE H: OVERHEAD DISTRIBUTION (OD)

- ☐ Describe and construct overhead distribution lines
- ☐ Describe and use live line maintenance procedures
- ☐ Maintain single-phase overhead distribution lines

LINE K: COMMUNICATION

- ☐ Participate in tailboard meetings
- ☐ Use hand signals to communicate
- ☐ Communicate using electronic devices and systems
- ☐ Communicate with people
- ☐ Apply reporting processes

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/powerline-technician>

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE E: ELECTRICAL THEORY

- ☐ Describe the operation of three-phase motors and generators

PRACTICAL

LINE D: TOOLS AND INSTRUMENTS

- ☐ Describe, use and care for advanced test instruments

LINE E: ELECTRICAL THEORY

- ☐ Apply advanced electrical theory
- ☐ Apply three-phase transformation principles
- ☐ Install three-phase transformer banks

LINE G: RIGGING

- ☐ Apply rigging principles for construction and maintenance
- ☐ Apply rigging tools and equipment for live line distribution

LINE H: OVERHEAD DISTRIBUTION (OD)

- ☐ Construct overhead distribution lines using advanced methods
- ☐ Demonstrate advanced grounding and equi-potential bonding principles
- ☐ Apply live line maintenance procedures
- ☐ Maintain three-phase overhead distribution lines
- ☐ Operate overhead distribution electrical apparatus

LINE I: UNDERGROUND DISTRIBUTION (UD)

- ☐ Use equipment and materials used in underground distribution systems
- ☐ Construct underground distribution systems
- ☐ Access underground distribution systems
- ☐ Maintain underground distribution systems

LINE K: COMMUNICATION

- ☐ Lead a basic tailboard meeting
- ☐ Apply communication protocols and requirements

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/powerline-technician>

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE F: EQUIPMENT

- ☐ Describe conductor stringing equipment

LINE G: RIGGING

- ☐ Identify and describe lifting equipment, resources and components for transmission lines
- ☐ Describe the procedures and equipment used in live line transmission rigging

LINE J: TRANSMISSION

- ☐ Describe materials used in transmission
- ☐ Describe overhead maintenance procedures

PRACTICAL

LINE E: ELECTRICAL THEORY

- ☐ Select and install three-phase meters

LINE G: RIGGING

- ☐ Use lifting components involved in transmission
- ☐ Perform live line rigging

LINE I: UNDERGROUND DISTRIBUTION (UD)

- ☐ Operate underground distribution electrical apparatus

LINE J: TRANSMISSION

- ☐ Construct transmission lines
- ☐ Perform overhead transmission maintenance procedures
- ☐ Operate transmission electrical apparatus

LINE K: COMMUNICATION

- ☐ Lead a complex tailboard meeting

Supervisor Signature

NOTES FROM LEVEL 3

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LEVEL 4

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/powerline-technician>

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE E: ELECTRICAL THEORY

- ☐ Describe system operation and protection

LINE H: OVERHEAD DISTRIBUTION (OD)

- ☐ Describe high-voltage rubber glove methods

LINE J: TRANSMISSION

- ☐ Describe bare hand methods

LINE K: COMMUNICATION

- ☐ Describe mentoring techniques

PRACTICAL

LINE E: ELECTRICAL THEORY

- ☐ Perform system switching
- ☐ Operate voltage regulators
- ☐ Operate capacitors

LINE F: EQUIPMENT

- ☐ Use stringing equipment

LINE H: OVERHEAD DISTRIBUTION (OD)

- ☐ Perform high-voltage rubber glove methods
- ☐ Operate overhead distribution electrical apparatus
- ☐ Troubleshoot overhead distribution system components

LINE I: UNDERGROUND DISTRIBUTION (UD)

- ☐ Troubleshoot overhead distribution system components

LINE J: TRANSMISSION

- ☐ Troubleshoot overhead transmission system components

LINE K: COMMUNICATION

- ☐ Apply mentoring techniques

Supervisor Signature

NOTES FROM LEVEL 4

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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:

Level 3

Date Completed:	Training Provider:
Mark:	Instructor:

Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

POWERLINE TECHNICIAN

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

- ☐ 6,720 Work-Based Training Hours, including a minimum 500 WBT hours “live line” work

- ☐ 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
778-328-8700 or toll free (within BC) at 1-800-660-6011*