

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

# Personal Record Book

*Drywall Finisher and Plasterer*

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: DRYWALL FINISHER AND PLASTERER**

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

APPRENTICE IDENTIFICATION.....	2
CONTENTS.....	3
EMPLOYER INFORMATION.....	4
WORKPLACE HOURS .....	6
DATE (TO-FROM) .....	7
EMPLOYER .....	7
HOURS.....	7
TOTAL HOURS .....	7
RECORD OF COMPETENCIES .....	8
LEVEL 1 .....	9
LEVEL 2 .....	14
MISSING COMPETENCIES? .....	18
TECHNICAL TRAINING .....	19
COMPLETION REQUIREMENTS.....	20
CERTIFICATIONS .....	21

# 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:**

- **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/drywall-finisher-and-plasterer>

### 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/drywall-finisher-and-plasterer>

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: PERFORM SAFETY-RELATED FUNCTIONS

- Describe job hazards
- Interpret Safety Data Sheets (SDS)
- Use Workplace Hazardous Materials Information System (WHMIS) 2015 and related materials
- Identify the aspects of fire prevention and fire control

### LINE B: USE TOOLS AND EQUIPMENT

- Describe hand tools
- Describe power tools
- Describe access and lifting equipment
- Describe stilts
- Describe mechanical taping and finishing tools
- Describe texture sprayers

### LINE C: PERFORM COMMON OCCUPATIONAL SKILLS

- Describe methods of communication
- Describe the role of a mentor
- Describe workplace equity, diversity, and inclusion
- Describe hand signals used to control hoist operations
- Describe the proper storage of materials

- Describe types of drywall
- Describe sanding materials
- Describe the disposal of materials
- Describe handling product delivery
- Identify shop drawings and blueprints
- Describe job site preparation

## LINE D: INSTALL BEADS, TRIM, AND TAPE

- Describe and select beads and trim
- Describe tape
- Describe applying tape
- Describe taping machines
- Describe machine taping process

## LINE E: FILL DRYWALL

- Describe filling compounds
- Describe mixing by hand and machine
- Describe filling by hand
- Identify filling equipment and tools
- Describe machine filler application
- Describe finishing practices
- Identify filling problems
- Describe board problems
- Describe fast-set materials

# PRACTICAL

## LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Apply knowledge and techniques to control or minimize job hazards
- Locate OHS Regulations and WorkSafeBC standards
- Select and use personal protective equipment
- Apply preventative fire safety precautions

## LINE B: USE TOOLS AND EQUIPMENT

- Use hand tools
- Maintain hand tools
- Use power tools
- Maintain power tools
- Use access and lifting equipment
- Use stilts
- Use and maintain texture sprayers

## LINE C: PERFORM COMMON OCCUPATIONAL SKILLS

- Demonstrate the role of the apprentice
- Communicate with others on the job site *(C2)*
- Coordinate work with other trades
- Use trade-related mathematical formulas
- Perform mathematical calculations
- Locate and interpret codes, regulations and industry standards
- Apply codes, regulations, and industry standards to projects
- Use manufacturers' and suppliers' documentation
- Locate and interpret documentation
- Move mud and accessories
- Communicate with others *(C8)*
- Demonstrate job site preparation

## LINE D: INSTALL BEADS, TRIM, AND TAPE

- Prepare areas for beading
- Prepare walls for taping
- Measure and cut beads and trim
- Attach beads and trim
- Select tape appropriate for the job
- Apply tape by hand
- Use wiping techniques

## LINE E: FILL DRYWALL

- Select filling compounds
- Mix compounds
- Apply filler by hand
- Finish drywall
- Correct filling problems
- Use fast-set materials

## LINE F: REPAIR SURFACES

- Apply sealers and primers for texturing
- Apply textured surfaces by machine

Supervisor Signature

## NOTES FROM LEVEL 1

Note:

## LEVEL 2

### **IMPORTANT!**

Download the Program Outline!

<https://skilledtradesbc.ca/drywall-finisher-and-plasterer>

Read the competency tables

Some competencies are taught in many levels

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

## THEORY

### **LINE B: USE TOOLS AND EQUIPMENT**

- Describe airless paint machines

### **LINE C: PERFORM COMMON OCCUPATIONAL SKILLS**

- Describe the role of mentor
- Describe mentoring skills and attributes
- Describe workplace diversity and inclusion

### **LINE D: INSTALL BEADS, TRIM, AND TAPE**

- Describe beads and trim

### **LINE F: REPAIR SURFACES**

- Describe surface problems
- Accurately identify areas needing repair
- Describe sealing stain problems
- Describe tools and materials for repairing plaster
- Describe process to repair plaster
- Describe tools and materials for restoring moulding
- Describe process to restore moulding

# PRACTICAL

## LINE B: USE TOOLS AND EQUIPMENT

- Use mechanical taping and finishing tools
- Maintain mechanical taping and finishing tools
- Use airless paint machines
- Maintain airless paint machines

## LINE C: PERFORM COMMON OCCUPATIONAL SKILLS

- Perform calculations
- Use trade-related mathematics to solve practical problems
- Establish reference lines for specialty layout patterns
- Lay out patterns on walls and ceilings
- Interpret information on shop drawings and blueprints
- Communicate with others
- Estimate material requirements and project timelines
- Plan a project

## LINE D: INSTALL BEADS, TRIM, AND TAPE

- Prepare areas for beading
- Inspect and prepare walls for taping
- Select beads and trim
- Measure and cut beads and trim
- Attach beads and trim
- Inspect and prepare walls for taping
- Prepare taping machines
- Apply tape using an automatic taping machine
- Wipe tape efficiently

## LINE E: FILL DRYWALL

- Apply filler efficiently by hand
- Apply filler by machine
- Inspect and maintain filler machine equipment
- Describe and apply finishing practices
- Finish drywall
- Apply Level 5 finish

## LINE F: REPAIR SURFACES

- Repair surface problems
- Repair sealing stain problems
- Repair drywall
- Apply textured surfaces by hand
- Repair textured surfaces by hand

Supervisor Signature

---

## NOTES FROM LEVEL 2

Note:

## 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.

## DRYWALL FINISHER AND PLASTERER

- Level 1 - Technical Training
- Level 2 - Technical Training
  
- 5,040 Work-Based Training Hours
  
- SkilledTradesBC 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*