

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

# Personal Record Book

*Motorcycle 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:    MOTORCYCLE 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.

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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://www.skilledtradesbc.ca/program/motorcycle-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/motorcycle-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: PERFORM SAFETY-RELATED FUNCTIONS**

- ☐ Describe maintaining safe work environment, including:
  - ☐ WorkSafeBC and regulations
  - ☐ Workplace Hazardous Materials Information System (WHMIS)
  - ☐ Fire safety
  - ☐ Policies, procedures and practices
- ☐ Describe selecting, wearing and maintaining PPE
- ☐ Describe safety equipment and its maintenance

### **LINE B: PERFORM ROUTINE WORK PRACTICES**

- ☐ Describe trade-related consumables
- ☐ Describe lubrication theory, types and classification systems
- ☐ Describe lubricating two-stroke and four-stroke engines
- ☐ Describe maintenance of lubrication systems
- ☐ Describe bearing types and their maintenance
- ☐ Describe storage procedures
- ☐ Describe preparing new motorcycles for sale

## LINE C: USE TOOLS, EQUIPMENT AND DOCUMENTATION

- ☐ Describe diagnostic tools and equipment and their maintenance
- ☐ Describe precision measuring instruments and their use
- ☐ Describe hand tools and their use
- ☐ Describe fastening devices and threading systems
- ☐ Describe using shop equipment, including drill press, bench grinder, lifting equipment and welding equipment
- ☐ Describe documentation, including service information, inventory control systems, and record keeping

## LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Describe communication skills

## LINE H: MAINTAIN BRAKING SYSTEMS

- ☐ Describe diagnosing and servicing hydraulic braking systems

## LINE M: MAINTAIN ELECTRICAL SYSTEMS

- ☐ Describe electrical principles, circuits, diagrams, and schematics
- ☐ Describe standard electrical components

# PRACTICAL

## LINE B: PERFORM ROUTINE WORK PRACTICES

- ☐ Service engine oil and filters
- ☐ Service cooling systems, including air and liquid cooled systems
- ☐ Service wheel bearings

## LINE C: USE TOOLS, EQUIPMENT AND DOCUMENTATION

- ☐ Perform basic electrical measurements using a DMM
- ☐ Perform basic measurements using precision measuring instruments
- ☐ Perform thread repair
- ☐ Use heating/cutting tools and equipment
- ☐ Use pneumatic and electric power tools and equipment

## LINE G: MAINTAIN WHEELS AND TIRES

- ☐ Inspect tires
- ☐ Service tires
- ☐ Inspect and service cast wheels

## LINE H: MAINTAIN BRAKING SYSTEMS

- ☐ Diagnose and service mechanical braking systems

## LINE L: MAINTAIN FINAL DRIVE SYSTEMS

- ☐ Clean, lubricate, and adjust final chain drive systems
- ☐ Inspect, clean, and adjust final drive belt and pulleys (sprockets)

## LINE M: MAINTAIN ELECTRICAL SYSTEMS

- ☐ Maintain batteries

## LINE N: MAINTAIN VEHICLE MANAGEMENT SYSTEMS

- ☐ Read and record DTCs

Supervisor Signature

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## NOTES FROM LEVEL 1

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## LEVEL 2

### **IMPORTANT!**

Download the Program Outline!

<https://skilledtradesbc.ca/motorcycle-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: MAINTAIN CHASSIS AND COMPONENTS**

- ☐ Describe frames
- ☐ Describe performing a visual inspection of a frame
- ☐ Describe diagnosing steering systems for multi-wheeled motorcycles

### **LINE F: MAINTAIN SUSPENSION SYSTEMS**

- ☐ Describe diagnosing and servicing front-suspension components
- ☐ Describe diagnosing front suspension components for multi-wheeled motorcycles

### **LINE I: MAINTAIN TWO-STROKE AND FOUR-STROKE ENGINES**

- ☐ Describe two-stroke and four-stroke engines
- ☐ Describe servicing valve systems on two-stroke engines
- ☐ Describe construction of cylinders and pistons on two-stroke engines
- ☐ Describe diagnosing lubrication systems on two-stroke engines
- ☐ Describe diagnosing and servicing cooling systems on two-stroke and four-stroke engines

### **LINE J: MAINTAIN CLUTCHES AND PRIMARY DRIVES**

- ☐ Describe primary drive belts and pulleys (sprockets)
- ☐ Describe servicing centrifugal force (automatic) clutches

## LINE K: MAINTAIN TRANSMISSIONS

- ☐ Describe CVT, centrifugal clutch and belt drives, and hydrostatic drives
- ☐ Describe maintaining hydrostatic drives

## LINE O: MAINTAIN FUEL AND EXHAUST SYSTEMS

- ☐ Describe diagnosing and servicing fuel tanks and delivery components



# PRACTICAL

## LINE C: USE TOOLS, EQUIPMENT AND DOCUMENTATION

- ☐ Perform tests using diagnostic tools and equipment

## LINE E: MAINTAIN CHASSIS AND COMPONENTS

- ☐ Service steering heads for 2-wheeled motorcycles
- ☐ Install chassis accessory components

## LINE F: MAINTAIN SUSPENSION SYSTEMS

- ☐ Service ATV front suspension components
- ☐ Perform adjustments on rear suspension components

## LINE I: MAINTAIN TWO-STROKE AND FOUR-STROKE ENGINES

- ☐ Service lubrication systems on two-stroke engines
- ☐ Diagnose and service cooling systems on liquid-cooled engines
- ☐ Diagnose primary drives and driven gears

## LINE J: MAINTAIN CLUTCHES AND PRIMARY DRIVES

- ☐ Maintain and adjust primary drive chains
- ☐ Diagnose and service manual clutches
- ☐ Diagnose centrifugal force (automatic) clutches
- ☐ Maintain manual starting systems

## LINE K: MAINTAIN TRANSMISSIONS

- ☐ Maintain centrifugal clutch and belt drives

## LINE M: MAINTAIN ELECTRICAL SYSTEMS

- ☐ Install electrical accessory components
- ☐ Interpret wiring diagrams
- ☐ Repair connections on wiring harness systems
- ☐ Diagnose and service electric starting systems
- ☐ Diagnose and service charging systems

## LINE O: MAINTAIN FUEL AND EXHAUST SYSTEMS

- ☐ Diagnose and service air delivery systems
- ☐ Diagnose carburetor systems
- ☐ Service carburetor systems (on single-cylinder engine)
- ☐ Service exhaust systems

Supervisor Signature

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## NOTES FROM LEVEL 2

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## LEVEL 3

### **IMPORTANT!**

Download the Program Outline!

<https://skilledtradesbc.ca/motorcycle-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 C: USE TOOLS, EQUIPMENT AND DOCUMENTATION**

- ☐ Describe advanced use of diagnostic measuring tools and equipment
- ☐ Describe maintenance of diagnostic tools and equipment

### **LINE E: MAINTAIN CHASSIS AND COMPONENTS**

- ☐ Describe replacing frames
- ☐ Describe LMW technology

### **LINE I: MAINTAIN TWO-STROKE AND FOUR-STROKE ENGINES**

- ☐ Describe engine principles
- ☐ Describe diagnosing cylinder heads on two-stroke engines
- ☐ Describe diagnosing valve trains on four-stroke engines
- ☐ Describe diagnosing crankshaft assemblies
- ☐ Describe diagnosing lubrication systems on four-stroke engines

### **LINE K: MAINTAIN TRANSMISSIONS**

- ☐ Describe diagnosing constant mesh transmissions

## LINE M: MAINTAIN ELECTRICAL SYSTEMS

- ☐ Describe electrical and electronic components
- ☐ Describe electrical troubleshooting
- ☐ Describe diagnosing electrical accessory components

# PRACTICAL

## LINE E: MAINTAIN CHASSIS AND COMPONENTS

- ☐ Diagnose frames
- ☐ Diagnose and service steering systems for multi-wheeled motorcycles
- ☐ Diagnose and service chassis accessory components

## LINE F: MAINTAIN SUSPENSION SYSTEMS

- ☐ Diagnose and service front suspension components
- ☐ Diagnose and service front suspension components for multi-wheeled motorcycles
- ☐ Diagnose and service rear suspension components
- ☐ Diagnose and service spoked wheels

## LINE I: MAINTAIN TWO-STROKE AND FOUR-STROKE ENGINES

- ☐ Service cylinder heads on two-stroke engines
- ☐ Diagnose and service valve systems on two-stroke engines
- ☐ Service valve trains on four-stroke engines
- ☐ Service cylinders and pistons on two-stroke engines
- ☐ Service one-piece crankshaft assemblies
- ☐ Diagnose and service counterbalance assemblies
- ☐ Diagnose and service engine cases
- ☐ Service lubrication systems on four-stroke engines
- ☐ Diagnose cooling systems on two-stroke and four-stroke engines

## LINE K: MAINTAIN TRANSMISSIONS

- ☐ Service constant mesh transmissions

## LINE L: MAINTAIN FINAL DRIVE SYSTEMS

- ☐ Diagnose and service final drive shafts and gears

## LINE M: MAINTAIN ELECTRICAL SYSTEMS

- ☐ Interpret electrical diagrams
- ☐ Diagnose wiring harness systems
- ☐ Diagnose and service ignition systems

## LINE O: MAINTAIN FUEL AND EXHAUST SYSTEMS

- ☐ Diagnose and service fuel tanks and fuel delivery components
- ☐ Diagnose and service air delivery systems
- ☐ Diagnose and service carburetor systems
- ☐ Diagnose and service exhaust systems

Supervisor Signature

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## NOTES FROM LEVEL 3

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## LEVEL 4

### **IMPORTANT!**

Download the Program Outline!

<https://skilledtradesbc.ca/motorcycle-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 B: PERFORM ROUTINE WORK PRACTICES**

- ☐ Describe conducting safety inspections

### **LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES**

- ☐ Describe mentoring
- ☐ Describe maintaining a healthy workplace environment

### **LINE I: MAINTAIN TWO-STROKE AND FOUR-STROKE ENGINES**

- ☐ Describe servicing multi-piece (built-up) crankshaft assemblies
- ☐ Describe specialized designs of counterbalance assemblies
- ☐ Describe lubrication systems accessories

### **LINE N: MAINTAIN VEHICLE MANAGEMENT SYSTEMS**

- ☐ Describe system DTCs and retrieval methods
- ☐ Describe updating program software

### **LINE P: MAINTAIN ELECTRIC MOTORCYCLES**

- ☐ Describe electric motorcycle safety
- ☐ Describe diagnosing and servicing electric motorcycles

# PRACTICAL

## LINE H: MAINTAIN BRAKING SYSTEMS

- ☐ Diagnose and service braking control systems

## LINE I: MAINTAIN TWO-STROKE AND FOUR-STROKE ENGINES

- ☐ Diagnose and service cylinder heads on 4-stroke engines
- ☐ Diagnose and service valve trains on four-stroke engines
- ☐ Diagnose and service cylinders and pistons on four-stroke engines
- ☐ Diagnose crankshaft assemblies
- ☐ Verify repair of counterbalance assemblies
- ☐ Assess engine cases
- ☐ Diagnose lubrication systems on four-stroke engines

## LINE K: MAINTAIN TRANSMISSIONS

- ☐ Diagnose constant mesh transmissions

## LINE N: MAINTAIN VEHICLE MANAGEMENT SYSTEMS

- ☐ Use interface systems
- ☐ Use specialized equipment
- ☐ Interpret DTC results
- ☐ Interpret computer wiring diagrams
- ☐ Test engine management input sensors and output actuators
- ☐ Service computer control systems
- ☐ Verify most recent version of software

## LINE O: MAINTAIN FUEL AND EXHAUST SYSTEMS

- ☐ Diagnose and service fuel injection systems

Supervisor Signature

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## 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.

## MOTORCYCLE TECHNICIAN

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
- ☐ Level 3 - Technical Training
- ☐ Level 4 - Technical Training
  
- ☐ 5,800 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*