



PERSONAL RECORD BOOK

Bricklayer

ita

This is your Record Book!

DO NOT SUBMIT TO THE ITA

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: BRICKLAYER

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/Journeyman 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyman 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:

- Update Workplace Hours through a [Work-Based Training Hours form](#) for the current reporting period and get signoff by your employer.
- Update Record of Competencies with your supervisor.
- Confirm with your employer that your workplace hours have been reported to ITA, and if possible get a copy of all Work-Based Training Hours reports submitted.
- Notify the ITA of the change in your employment by submitting an [Apprentice and Sponsor Registration form](#) with your new employer.

When re-employed...

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

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 the ITA.

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 the ITA 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.

DATE (TO-FROM)	EMPLOYER	HOURS
TOTAL HOURS		

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.itabc.ca/program/bricklayer-mason>

Apprenticeship Toolkit

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

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/bricklayer-mason>

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

- ☐ **RECOGNIZE HAZARDS IN WORKSITE SCENARIOS**
- ☐ **ACCESS APPLICABLE PARTS OF THE WORKERS COMPENSATION ACT AND OHS REGULATIONS**
- ☐ **INTERPRET APPLICABLE PARTS OF THE OHS REGULATIONS**
- ☐ **RECOGNIZE FALL HAZARDS**
- ☐ **IDENTIFY THE APPROPRIATE PPE FOR GIVEN WORKPLACE HAZARDS**
- ☐ **IDENTIFY THE FOUR CLASSES OF FIRES**

LINE B: USE TOOLS AND EQUIPMENT

- ☐ **DESCRIBE HAND TOOLS**
- ☐ **DESCRIBE MEASURING EQUIPMENT**
- ☐ **DESCRIBE WELDING AND CUTTING TOOLS**
- ☐ **DESCRIBE HOISTING, RIGGING AND LIFTING EQUIPMENT**

LINE C: ORGANIZE WORK

- ☐ **DESCRIBE MASONRY UNITS**
- ☐ **IDENTIFY BASIC VIEWS ON DRAWINGS**
- ☐ **DESCRIBE THE BRICKLAYER TRADE**
- ☐ **DESCRIBE METHODS OF COMMUNICATION USED IN THE BRICKLAYER TRADE**

- ☐ DESCRIBE CONSIDERATIONS AND RESPONSIBILITIES INVOLVED WHEN HANDLING, ORDERING AND COORDINATING MATERIALS

LINE D: PERFORM ROUTINE MASON PRACTICES

- ☐ DESCRIBE BUILDING ENVELOPE CONCEPTS

LINE E: APPLY MASONRY SYSTEMS

- ☐ DESCRIBE PRINCIPLES OF RAIN SCREEN TECHNOLOGY

PRACTICAL

LINE A: USE SAFE WORK PRACTICES

- ☐ **ASSESS WORKSITE HAZARDS FOR A GIVEN JOBSITE**
- ☐ **DEMONSTRATE EMERGENCY PROCEDURES FOR A GIVEN HAZARD**
- ☐ **APPLY SAFE WORK PRACTICES TO MINIMIZE HAZARDS AT A GIVEN WORKSITE**
- ☐ **APPLY FALL PROTECTION CONTROLS FOR A GIVEN WORKPLACE SCENARIO**
- ☐ **DEMONSTRATE PROPER USE OF PPE**
- ☐ **MAINTAIN PPE ACCORDING TO MANUFACTURER'S SPECIFICATIONS**
- ☐ **APPLY PREVENTATIVE FIRE SAFETY PRECAUTIONS WHEN HANDLING OR WORKING NEAR HAZARDOUS MATERIALS**
- ☐ **SELECT AND USE FIRE EXTINGUISHERS FOR THE GIVEN CLASS OF FIRE AND ENVIRONMENTAL CONDITION**
- ☐ **ATTAIN GHS CERTIFICATION**

LINE B: USE TOOLS AND EQUIPMENT

- ☐ **USE HAND TOOLS AND MEASURING EQUIPMENT APPROPRIATE FOR A GIVEN TASK**
- ☐ **INSPECT AND MAINTAIN HAND TOOLS AND MEASURING EQUIPMENT ACCORDING TO MANUFACTURER'S SPECIFICATIONS**
- ☐ **DEMONSTRATE PROPER USE, SET UP AND ADJUSTMENT OF POWER AND POWDER-ACTUATED TOOLS APPROPRIATE FOR A GIVEN TASK**
- ☐ **DEMONSTRATE PROPER USE, SET UP AND ADJUSTMENT OF PNEUMATIC AND HYDRAULIC TOOLS APPROPRIATE FOR A GIVEN TASK**
- ☐ **INSPECT AND MAINTAIN POWER, POWDER-ACTUATED, PNEUMATIC AND HYDRAULIC TOOLS ACCORDING TO MANUFACTURER'S SPECIFICATIONS**
- ☐ **USE LADDERS, SCAFFOLDS AND ELEVATED PLATFORMS FOR A GIVEN TASK**
- ☐ **MAINTAIN ACCESS, HOISTING AND RIGGING EQUIPMENT**
- ☐ **TIE KNOTS, BENDS AND HITCHES**

- ☐ SELECT AND USE HOISTING, LIFTING AND RIGGING EQUIPMENT

LINE C: ORGANIZE WORK

- ☐ PERFORM BASIC MATHEMATICAL CALCULATIONS
- ☐ USE APPROPRIATE COMMUNICATION METHODS FOR COMPLETING A GIVEN TASK
- ☐ HANDLE MATERIALS ACCORDING TO JOB REQUIREMENTS
- ☐ LAY OUT WALL AND COURSING

LINE D: PERFORM ROUTINE MASON PRACTICES

- ☐ PREPARE THE JOB SITE ACCORDING TO JOB REQUIREMENTS
- ☐ PREPARE VERTICAL AND HORIZONTAL SUBSTRATES
- ☐ INSTALL INSULATION
- ☐ INSTALL MEMBRANE
- ☐ INSTALL ANCHORING/TIE SYSTEMS
- ☐ LEVEL/PLUMB MASONRY WORK
- ☐ APPLY PARGING
- ☐ WATERPROOF/DAMP-PROOF MASONRY SURFACES
- ☐ USE MORTARS
- ☐ USE CONCRETE OR GROUT FOR BLOCK FILL
- ☐ USE BONDING AGENTS

LINE E: APPLY MASONRY SYSTEMS

- ☐ BUILD NON LOAD-BEARING MASONRY WALLS
- ☐ INSTALL FLASHINGS
- ☐ INSTALL TIES
- ☐ INSTALL MASONRY UNITS FOR NON LOAD-BEARING WALLS

LINE H: PERFORM RESTORATION

- ☐ **PREPARE SURFACES**
- ☐ **CLEAN SURFACES**
- ☐ **APPLY CAULKING TO SURFACES**
- ☐ **APPLY SEALANTS AND COATING MATERIALS FOR RESTORATION WORK**

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/bricklayer-mason>

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: ORGANIZE WORK

- ☐ DESCRIBE THE TYPES AND BASIC USES OF DRAWINGS AND SPECIFICATIONS
- ☐ DESCRIBE DOCUMENTATION
- ☐ ESTIMATE MATERIAL REQUIREMENTS FOR A GIVEN TASK

PRACTICAL

LINE C: ORGANIZE WORK

- ☐ PERFORM BASIC MATHEMATICAL CALCULATIONS
- ☐ USE DRAWINGS, SPECIFICATIONS AND DOCUMENTATION APPROPRIATE FOR A GIVEN TASK

LINE D: PERFORM ROUTINE MASON PRACTICES

- ☐ USE MORTARS
- ☐ USE CONCRETE OR GROUT FOR BLOCK FILL
- ☐ USE BONDING AGENTS

LINE E: APPLY MASONRY SYSTEMS

- ☐ BUILD LOAD-BEARING WALLS
- ☐ BUILD FOUNDATION WALLS
- ☐ BUILD RETAINING WALLS
- ☐ INSTALL REINFORCING SYSTEMS
- ☐ BUILD COLUMNS AND PILASTERS
- ☐ LAY MASONRY UNITS ON HORIZONTAL SURFACES
- ☐ BUILD PRE-FABRICATED MASONRY
- ☐ INSTALL PRE-FABRICATED MASONRY
- ☐ PREPARE SURFACES FOR SURFACE BONDED MASONRY UNITS
- ☐ APPLY SURFACE BONDED MASONRY UNITS

LINE F: APPLY STONE SYSTEMS

- ☐ PREPARE STONE FOR VENEER
- ☐ LAY STONE FOR A GIVEN APPLICATION

LINE G: BUILD CHIMNEYS, FIREPLACES AND REFRACTORY MATERIALS

- ☐ **BUILD CHIMNEYS WITH FLUE LINERS**

LINE H: PERFORM RESTORATION

- ☐ **DISASSEMBLE UNIT MASONRY CONSTRUCTION**
- ☐ **REINSTALL MASONRY AND ACCESSORIES**
- ☐ **REMOVE DETERIORATED COMPONENTS**
- ☐ **REPOINT JOINTS**

LINE I: PERFORM SPECIALIZED MASONRY WORK

- ☐ **PREPARE THE SITE TO INSTALL GLASS BLOCKS**
- ☐ **LAY GLASS BLOCKS**
- ☐ **PREPARE SITES FOR ARCHES**
- ☐ **BUILD, PLACE, AND REMOVE TEMPLATES**
- ☐ **INSTALL ARCH MASONRY UNITS**

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/bricklayer-mason>

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: ORGANIZE WORK

- ☐ ESTIMATE THE QUANTITY OF MATERIALS FOR A GIVEN PROJECT

LINE G: BUILD CHIMNEYS, FIREPLACES AND REFRACTORY MATERIALS

- ☐ DESCRIBE THE BUILDING OF FOUNDATION SUPPORTS FOR FIREPLACES AND CHIMNEYS

PRACTICAL

LINE C: ORGANIZE WORK

- ☐ PERFORM BASIC MATHEMATICAL CALCULATIONS
- ☐ SOLVE GEOMETRIC PROBLEMS
- ☐ LAY OUT ARCHES
- ☐ DEMONSTRATE KNOWLEDGE OF STRATEGIES FOR LEARNING SKILLS IN THE WORKPLACE
- ☐ DEMONSTRATE KNOWLEDGE OF STRATEGIES FOR TEACHING WORKPLACE SKILLS

LINE D: PERFORM ROUTINE MASON PRACTICES

- ☐ USE MORTARS
- ☐ USE CONCRETE OR GROUT FOR BLOCK FILL
- ☐ USE BONDING AGENTS

LINE E: APPLY MASONRY SYSTEMS

- ☐ PREPARE HORIZONTAL SUBSTRATE
- ☐ PREPARE MASONRY UNITS FOR HORIZONTAL SURFACES
- ☐ LAY MASONRY UNITS ON HORIZONTAL SURFACES

LINE F: APPLY STONE SYSTEMS

- ☐ PREPARE WALLS FOR STONE CLADDING
- ☐ PREPARE STONES FOR CLADDING
- ☐ INSTALL STONES

LINE G: BUILD CHIMNEYS, FIREPLACES AND REFRACTORY MATERIALS

- ☐ BUILD HEARTHES AND FIREBOXES
- ☐ BUILD CHIMNEYS AND INSTALL DAMPERS AND FLUE LININGS

- ☐ REMOVE EXISTING HEAT RESISTANT MATERIALS
- ☐ PREPARE FOR INSTALLATION OF HEAT RESISTANT MATERIALS
- ☐ INSTALL HEAT RESISTANT MATERIALS
- ☐ REMOVE CORROSION RESISTANT MATERIALS
- ☐ PREPARE FOR INSTALLATION OF CORROSION RESISTANT MATERIALS
- ☐ PREPARE MORTAR AND ACCESSORIES FOR CORROSION RESISTANT MATERIALS
- ☐ INSTALL CORROSION RESISTANT MATERIALS

LINE H: PERFORM RESTORATION

- ☐ REFACE MASONRY UNITS
- ☐ REPAIR MASONRY UNITS

LINE I: PERFORM SPECIALIZED MASONRY WORK

- ☐ PREPARE SURFACES FOR ORNAMENTAL AND SCULPTURED MASONRY
- ☐ INSTALL ORNAMENTAL AND SCULPTURED MASONRY UNITS
- ☐ PREPARE SITES FOR ARCHES
- ☐ INSTALL ARCH MASONRY UNITS
- ☐ REMOVE ARCH TEMPLATE

Supervisor Signature

NOTES FROM LEVEL 3

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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:	

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:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

BRICKLAYER

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

- ☐ 4,860 Work-Based Training Hours

- ☐ ITA Interprovincial Red Seal examination
- ☐ Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, ITA 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 ITA Customer Service at customerservice@itabc.ca 778-328-8700 or toll free (within BC) at 1-800-660-6011