



# PERSONAL RECORD BOOK

## Climbing Arborist



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: CLIMBING ARBORIST**

|                   |                         |                  |              |
|-------------------|-------------------------|------------------|--------------|
| 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

|  |           |
|--|-----------|
| <b>APPRENTICE IDENTIFICATION .....</b> | <b>2</b>  |
| <b>CONTENTS.....</b>                   | <b>3</b>  |
| <b>EMPLOYER INFORMATION.....</b>       | <b>4</b>  |
| <b>WORKPLACE HOURS.....</b>            | <b>6</b>  |
| DATE (TO-FROM).....                    | 7         |
| EMPLOYER .....                         | 7         |
| HOURS .....                            | 7         |
| TOTAL HOURS.....                       | 7         |
| <b>RECORD OF COMPETENCIES .....</b>    | <b>8</b>  |
| <b>LEVEL 1.....</b>                    | <b>9</b>  |
| <b>MISSING COMPETENCIES? .....</b>     | <b>14</b> |
| <b>TECHNICAL TRAINING .....</b>        | <b>15</b> |
| <b>COMPLETION REQUIREMENTS .....</b>   | <b>16</b> |
| <b>CERTIFICATIONS .....</b>            | <b>17</b> |

# 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.





# 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/climbing-arborist>

### 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/climbing-arborist>

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: REGULATIONS AND OTHER OCCUPATIONAL SKILLS**

- ☐ DESCRIBE WORKPLACE LEADERSHIP AND COMMUNICATION, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION

### **LINE I: JOB PLANNING AND RISK ASSESSMENT**

- ☐ IDENTIFY AND UNDERSTAND ALL FACTORS AND ASSOCIATED RISKS INFLUENCING THE SAFE EXECUTION OF THE JOB, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION

# PRACTICAL

## LINE A: REGULATIONS AND OTHER OCCUPATIONAL SKILLS

- ☐ APPLY LEGISLATION AND REGULATIONS TO DECISION MAKING ON THE JOB SITE, ACCORDING TO THE AUTHORITIES HAVING JURISDICTION

## LINE B: POWER EQUIPMENT

- ☐ WORK SAFELY AT A NUMBER OF TASKS WHILE IN THE BUCKET OF AN AERIAL LIFT TRUCK, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION

## LINE D: TREE WORK AND MANAGEMENT

- ☐ IDENTIFY A VARIETY OF TREE SPECIES COMMON TO BRITISH COLUMBIA, USING SEVERAL DIFFERENT METHODOLOGIES
- ☐ IDENTIFY AND DIAGNOSE COMMON STEM AND ROOT CROWN DISEASES IN BRITISH COLUMBIA, ACCORDING TO INDUSTRY STANDARDS
- ☐ IDENTIFY AND DIAGNOSE COMMON WOODY PLANT PESTS AND DISEASES IN BRITISH COLUMBIA, ACCORDING TO INDUSTRY STANDARDS
- ☐ ASSESS TREES FOR COMMON ABIOTIC TREE DISORDERS, INCLUDING ASSESSMENT OF SOILS AND TREE STRUCTURAL CONDITIONS, ACCORDING TO INDUSTRY STANDARDS
- ☐ APPLY BASIC ACTIONS SUCH AS PRUNING, WOUND TRACING AND TREATMENTS TO MITIGATE ABIOTIC TREE DISORDERS, ACCORDING TO INDUSTRY STANDARDS
- ☐ PRUNE A WIDE VARIETY OF TREES USING APPROPRIATE TECHNIQUES AND TOOLS, ACCORDING TO INDUSTRY STANDARDS
- ☐ SELECT APPROPRIATE TREES FOR SITE CONDITIONS AND ASSESS THE TREES PRIOR TO INSTALLATION TO ENSURE THEY ARE HEALTHY, ACCORDING TO INDUSTRY STANDARDS
- ☐ SELECT AND INSTALL STRUCTURAL SUPPORTS IN TREES TO REDUCE TREE FAILURE, REDUCE TREE HAZARDS, AND IMPROVE STRUCTURE FOR TREE RESTORATION PURPOSES, ACCORDING TO INDUSTRY STANDARDS

## **LINE F: RIGGING**

- ☐ **USE RIGGING TECHNIQUES TO REMOVE LARGE TREES OR PORTIONS OF TREES IN CONFINED LOCATIONS OR WHEN SURROUNDED BY OBSTACLES, WITH A LOW IMPACT FOCUS, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **SAFELY USE VARIOUS CUTTING TECHNIQUES IN AERIAL SITUATIONS TO REMOVE TREE PARTS, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

## **LINE G: CLIMBING**

- ☐ **DETERMINE AND COMMUNICATE THE CONDITIONS NECESSARY TO CLIMB SAFELY, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **SELECT THE APPROPRIATE CLIMBING EQUIPMENT AND INSPECT IT FOR SAFETY, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **SELECT AND USE THE APPROPRIATE CLIMBING TECHNIQUES FOR THE JOB**
- ☐ **DEMONSTRATE SAFE CLIMBING TECHNIQUES INCLUDING BODY THRUST AND FOOT LOCKING**
- ☐ **INSPECT THE JOB SITE AND EQUIPMENT TO ENSURE ITS SAFETY FOR RE-USE, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

## **LINE H: EMERGENCY RESPONSE**

- ☐ **PERFORM AN AERIAL POSITION EMERGENCY RESCUE IN A SAFE AND EFFECTIVE MANNER, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

## **LINE I: JOB PLANNING AND RISK ASSESSMENT**

- ☐ **DEVELOP A SAFE JOB PLAN AND COMMUNICATE IT TO WORKERS AND SUB-CONTRACTORS, ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**

- ☐ **SELECT THE APPROPRIATE RESOURCES TO UNDERTAKE A TREE CARE ASSIGNMENT, BASED ON THE JOB ESTIMATE AND ACCORDING TO INDUSTRY STANDARDS AND THE AUTHORITIES HAVING JURISDICTION**
- ☐ **ENSURE THAT ACTIVITIES AT THE JOB SITE COMPLY WITH ALL STANDARDS AND REGULATIONS, ACCORDING TO THE AUTHORITIES HAVING JURISDICTION**

Supervisor Signature

---



## NOTES FROM LEVEL 1

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

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:        |

# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## CLIMBING ARBORIST

- ☐ Level 1 - Technical Training
- ☐ 1,800 Work-Based Training Hours
- ☐ ITA Certificate of Qualification examination
- ☐ ITA Standardized Practical assessment
- ☐ 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](mailto:customerservice@itabc.ca) 778-328-8700 or toll free (within BC) at 1-800-660-6011***