



# PERSONAL RECORD BOOK

**Concrete Finisher**

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: CONCRETE FINISHER**

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.





# 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/concrete-finisher>

### 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/concrete-finisher>

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 SAFE WORK PRACTICES AND PROCEDURES

### **LINE C: ORGANIZE WORK**

- ☐ INTERPRET BUILDING CODE
- ☐ INTERPRET SAFETY DOCUMENTATION
- ☐ DESCRIBE THE CHARACTERISTICS OF CONCRETE
- ☐ DESCRIBE CONCRETE MIX DESIGN
- ☐ DESCRIBE THE SEQUENCE OF WORK

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

- ☐ DESCRIBE COMMUNICATION METHODS

### **LINE E: PREPARE SITE**

- ☐ DESCRIBE SITE INSPECTION BEFORE SITE PREPARATION
- ☐ DESCRIBE PREPARATION OF SUB-GRADE AND ELEVATIONS

### **LINE F: USE FORMWORK**

- ☐ DESCRIBE CONCRETE FORMWORK
- ☐ DESCRIBE THE PURPOSE OF CONCRETE REINFORCEMENTS

- ☐ DESCRIBE CONSTRUCTION AND ISOLATION/EXPANSION JOINTS
- ☐ DESCRIBE FORM REMOVAL

#### **LINE G: PLACE CONCRETE**

- ☐ DESCRIBE CONSOLIDATING CONCRETE BY HAND METHODS

#### **LINE H: LEVEL CONCRETE**

- ☐ DESCRIBE ESTABLISHING ELEVATIONS
- ☐ DESCRIBE BULL FLOATING CONCRETE

#### **LINE M: CURE CONCRETE**

- ☐ DESCRIBE WET-CURING CONCRETE
- ☐ DESCRIBE CHEMICAL CURING OF CONCRETE

#### **LINE N: CREATE CONTRACTION JOINTS**

- ☐ DESCRIBE SAW CUT CONTRACTION JOINTS INSTALLATION PROCEDURES
- ☐ DESCRIBE INSTALLATION OF JOINT FILLING MATERIALS

#### **LINE O: PROTECT CONCRETE**

- ☐ DESCRIBE METHODS OF PROTECTING PLASTIC CONCRETE
- ☐ DESCRIBE METHODS OF PROTECTING HARDENED CONCRETE

#### **LINE P: REPAIR AND RESTORE CONCRETE**

- ☐ DESCRIBE CONCRETE DEFECTS AND THEIR CAUSES

# PRACTICAL

## LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- ☐ USE PPE AND SAFETY EQUIPMENT
- ☐ MAINTAIN SAFE WORK ENVIRONMENT

## LINE B: USE TOOLS AND EQUIPMENT

- ☐ USE HAND TOOLS
- ☐ USE MEASURING AND LAYOUT TOOLS

## LINE C: ORGANIZE WORK

- ☐ PERFORM SLUMP TEST
- ☐ ADJUST CONCRETING AND CURING PROCEDURES ACCORDING TO ENVIRONMENTAL CONDITIONS

## LINE F: USE FORMWORK

- ☐ INSPECT FORMWORK FOR DEFECTS PRIOR TO CONCRETE PLACEMENT

## LINE G: PLACE CONCRETE

- ☐ TRANSPORT CONCRETE FOR SMALL PROJECTS
- ☐ PLACE AND SPREAD CONCRETE

## LINE H: LEVEL CONCRETE

- ☐ SCREED CONCRETE BY HAND

## LINE I: FLOAT CONCRETE

- ☐ FLOAT CONCRETE BY HAND

## **LINE J: HAND TOOL CONCRETE**

- ☐ **EDGE PERIMETER OF SLAB**
- ☐ **LOCATE AND INSTALL CONTROL/CONTRACTION JOINTS**

## **LINE K: TROWEL CONCRETE**

- ☐ **TROWEL CONCRETE TO SPECIFIED FINISH**

## **LINE P: REPAIR AND RESTORE CONCRETE**

- ☐ **PERFORM REMOVAL FOR MINOR REPAIR**
- ☐ **PREPARE SURFACE FOR MINOR REPAIR, INCLUDING PROFILE REQUIREMENT**
- ☐ **INSTALL REPAIR MATERIALS FOR MINOR REPAIRS**

Supervisor Signature

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## NOTES FROM LEVEL 1

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## LEVEL 2

### **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/concrete-finisher>

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

- ☐ INTERPRET REFERENCE MATERIALS AND DRAWINGS FOR FLAT WORK AND ROAD BUILDING
- ☐ DESCRIBE SEQUENCING WORK FOR SELF-LEVELLING OVERLAYMENT INSTALLATION

### LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ DESCRIBE MENTORING TECHNIQUES

### LINE E: PREPARE SITE

- ☐ DESCRIBE LAYOUT FOR FLAT WORK
- ☐ DESCRIBE PREPARING LAYOUT FOR HAND-FORMED CURBS AND GUTTER

### LINE F: USE FORMWORK

- ☐ DESCRIBE THE CONSTRUCTION OF CONCRETE FORMWORK, THEIR USES AND COMPONENTS
- ☐ DESCRIBE TYPES AND ADVANTAGES OF REINFORCEMENTS
- ☐ DESCRIBE INSTALLATION OF REINFORCEMENTS
- ☐ DESCRIBE THE PREPARATION OF USED FORMS FOR REUSE

## **LINE G: PLACE CONCRETE**

- ☐ DESCRIBE TRANSPORTING CONCRETE FOR LARGER PROJECTS
- ☐ DESCRIBE CONCRETE PLACEMENT AND CONSOLIDATION IN VERTICAL FORMWORK
- ☐ DESCRIBE CONCRETE PLACEMENT AND CONSOLIDATION IN CONCRETE STAIRS

## **LINE J: HAND TOOL CONCRETE**

- ☐ DESCRIBE FINISHING PROCEDURES FOR EXTRUDED CONCRETE

## **LINE L: APPLY SURFACE TREATMENTS TO CONCRETE**

- ☐ DESCRIBE TECHNIQUES TO ACHIEVE SURFACE TEXTURES
- ☐ DESCRIBE THE APPLICATION OF EVAPORATION REDUCERS

## **LINE P: REPAIR AND RESTORE CONCRETE**

- ☐ IDENTIFY DEFECTS AND REPAIR/REMOVAL OPTIONS
- ☐ DESCRIBE REMOVAL PROCEDURES FOR EXTENSIVE REPAIRS

## **LINE Q: APPLY SURFACE TREATMENT TO HARDENED CONCRETE**

- ☐ DESCRIBE METHODS OF REMEDIATION FOR SURFACE DEFECTS
- ☐ DESCRIBE METHODS OF SURFACE PREPARATION FOR SURFACE TREATMENTS
- ☐ DESCRIBE THE PROCEDURES TO ABRASE CONCRETE SURFACES TO ACHIEVE AN ARCHITECTURAL FINISH
- ☐ DESCRIBE APPLICATION OF BONDED AND NON-BONDED TOPPING TO CONCRETE
- ☐ DESCRIBE APPLICATION OF SURFACE MORTAR TO A VERTICAL CONCRETE SURFACE

## **LINE S: PERFORM CUTTING AND CORING**

- ☐ DESCRIBE CORING PROCEDURES

# PRACTICAL

## LINE B: USE TOOLS AND EQUIPMENT

- ☐ USE AND MAINTAIN POWER TOOLS
- ☐ USE MEASURING AND LAYOUT TOOLS

## LINE C: ORGANIZE WORK

- ☐ ESTIMATE CONCRETE COSTS

## LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ DEMONSTRATE EFFECTIVE COMMUNICATION

## LINE E: PREPARE SITE

- ☐ REPORT ON SITE CONDITIONS

## LINE F: USE FORMWORK

- ☐ INSPECT REINFORCEMENT FOR DEFECTS PRIOR TO CONCRETE PLACEMENT

## LINE G: PLACE CONCRETE

- ☐ CONSOLIDATE CONCRETE BY MECHANICAL METHODS

## LINE H: LEVEL CONCRETE

- ☐ ESTABLISH ELEVATIONS AND LOCATION USING CUT SHEET
- ☐ SCREED CONCRETE WITH ROLLER SCREED

## LINE I: FLOAT CONCRETE

- ☐ OPERATE MACHINES TO FLOAT CONCRETE

## **LINE K: TROWEL CONCRETE**

- ☐ OPERATE MACHINES TO TROWEL CONCRETE FLATWORK

## **LINE L: APPLY SURFACE TREATMENTS TO CONCRETE**

- ☐ APPLY DRY SHAKE AGGREGATE SURFACE HARDENERS
- ☐ CREATE EXPOSED AGGREGATE FINISH
- ☐ APPLY STAMPED CONCRETE FINISHES

## **LINE P: REPAIR AND RESTORE CONCRETE**

- ☐ PREPARE SURFACE FOR EXTENSIVE STRUCTURAL REPAIRS
- ☐ PREPARE SURFACE FOR EXTENSIVE ARCHITECTURAL RESURFACING
- ☐ INSTALL REPAIR MATERIALS FOR EXTENSIVE REPAIRS

## **LINE Q: APPLY SURFACE TREATMENT TO HARDENED CONCRETE**

- ☐ PROFILE HARDENED CONCRETE SURFACE
- ☐ INSTALL SEAMLESS SYSTEMS FOR HARDENED CONCRETE
- ☐ APPLY CHEMICAL SURFACE TREATMENTS FOR ARCHITECTURAL APPLICATIONS

## **LINE R: GROUT**

- ☐ PREPARE SURFACE FOR GROUT INSTALLATION
- ☐ MIX GROUT
- ☐ INSTALL DRY PACK GROUT
- ☐ FINISH EXPOSED GROUT SURFACES

## **LINE S: PERFORM CUTTING AND CORING**

- ☐ PERFORM CUTTING

Supervisor Signature

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## NOTES FROM LEVEL 2

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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:

# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## CONCRETE FINISHER

- ☐ Level 1 - Technical Training
- ☐ Level 2 - Technical Training
  
- ☐ 3,240 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](mailto:customerservice@itabc.ca) 778-328-8700 or toll free (within BC) at 1-800-660-6011***