



# PERSONAL RECORD BOOK

Lather (Interior Systems Mechanic)



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: LATHER (INTERIOR SYSTEMS MECHANIC)**

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/lather-interior-systems-mechanic>

### 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/lather-interior-systems-mechanic>

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: APPLY SAFE WORK PRACTICES

- IDENTIFY WORKPLACE HAZARDS
- INTERPRET SAFETY DATA SHEETS (SDS)

### LINE C: USE TRADE RELATED SKILLS

- IDENTIFY PURPOSE OF BLUEPRINTS
- IDENTIFY ELEMENTS OF A BLUEPRINT
- APPLY TRADE MATH CONCEPTS
- APPLY CONVERSIONS IN THE IMPERIAL AND METRIC SYSTEMS
- DEFINE TRADE STRUCTURE AND CONCEPTS

### LINE D: USE LADDERS, SCAFFOLDS, AND LIFT EQUIPMENT

- DESCRIBE RIGGING AND HOISTING

### LINE E: USE TOOLS AND EQUIPMENT

- DESCRIBE THE USE OF GAS AND POWDER-ACTUATED TOOLS
- DESCRIBE THE MAINTENANCE OF GAS AND POWDER-ACTUATED TOOLS

### LINE F: INSTALL INSULATION

- DESCRIBE THE INSTALLATION OF THERMAL INSULATION

- DESCRIBE THE INSTALLATION OF ACOUSTICAL INSULATION
- DESCRIBE MOULD, ITS CAUSES, AND RELATED ISSUES
- DESCRIBE SUSCEPTIBILITY TO MOULD
- DESCRIBE OCCUPATIONAL HEALTH AND SAFETY REQUIREMENTS
- DESCRIBE MOULD PREVENTION
- DESCRIBE MOULD REMEDIATION AND MITIGATION METHODS

# PRACTICAL

## LINE A: APPLY SAFE WORK PRACTICES

- SELECT PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIRED FOR A GIVEN TASK
- CONTROL WORKPLACE HAZARDS
- USE GHS 2015 (WHMIS) AND RELATED MATERIALS
- APPLY OHS REGULATIONS AND WORKSAFEBC STANDARDS
- SET UP FALL ARREST AND RESTRAINT SYSTEMS
- USE FALL PROTECTION EQUIPMENT AND SYSTEMS

## LINE C: USE TRADE RELATED SKILLS

- USE COMMUNICATION TOOLS AND MEDIA
- COMMUNICATE WITH OTHERS
- COORDINATE WORK WITH OTHER TRADES
- USE TRADE TERMINOLOGY

## LINE D: USE LADDERS, SCAFFOLDS, AND LIFT EQUIPMENT

- USE LADDERS, SCAFFOLDS, AND ELEVATED PLATFORMS
- MAINTAIN ACCESS AND HOISTING EQUIPMENT

## LINE E: USE TOOLS AND EQUIPMENT

- USE HAND TOOLS
- MAINTAIN HAND TOOLS
- USE POWER AND PNEUMATIC TOOLS
- MAINTAIN POWER AND PNEUMATIC TOOLS
- USE MEASUREMENT AND LAYOUT TOOLS

## LINE G: INSTALL NON-LOAD-BEARING METAL FRAMING

- FRAME WALLS, CEILINGS, AND BULKHEADS

**LINE I: INSTALL GYPSUM WALLBOARD PRODUCTS**

- INSTALL GYPSUM WALLBOARD**

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/lather-interior-systems-mechanic>

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 TRADE RELATED SKILLS

- CALCULATE AREA AND PERIMETER
- CALCULATE DIMENSIONS USING GEOMETRY

### LINE F: INSTALL INSULATION

- DESCRIBE THE INSTALLATION OF VAPOUR/AIR BARRIERS AND SEALANTS

### LINE H: INSTALL LOAD-BEARING METAL FRAMING

- DESCRIBE WIND LOAD AND AXIAL LOAD-BEARING WALLS

### LINE I: INSTALL GYPSUM WALLBOARD PRODUCTS

- DESCRIBE THE INSTALLATION OF MATERIALS FOR LEAD ASSEMBLIES
- DESCRIBE THE INSTALLATION OF SECURITY MESH

### LINE J: INSTALL FIREPROOFING AND SOUNDPROOFING

- DESCRIBE MATERIALS FOR SOUNDPROOFING ASSEMBLIES
- DESCRIBE THE USE OF CAULKING EQUIPMENT
- DESCRIBE THE INSTALLATION OF MATERIALS FOR FIREPROOFING ASSEMBLIES

## **LINE M: INSTALL DRYWALL TAPING AND FINISHING**

- DESCRIBE DRYWALL FINISHING PROCESS**

## **LINE N: APPLY EXTERIOR BUILDING ENVELOPE TECHNOLOGIES**

- DESCRIBE THE INSTALLATION OF VAPOUR AND AIR BARRIERS**
- DESCRIBE THE APPLICATION OF CAULKING AND SEALANTS**



# PRACTICAL

## LINE B: APPLY CODES, STANDARDS, AND DOCUMENTATION

- APPLY CODES, STANDARDS, AND REGULATIONS
- APPLY FIRE ASSEMBLIES AND THEIR RATINGS WHEN BUILDING WALLS AND CEILINGS

## LINE C: USE TRADE RELATED SKILLS

- INTERPRET BLUEPRINT ELEVATIONS, FLOOR PLANS, CROSS SECTIONS, SCHEDULES, AND DETAILS

## LINE G: INSTALL NON-LOAD-BEARING METAL FRAMING

- FRAME ADVANCED WALLS, SUSPENDED CEILINGS, AND BULKHEADS
- INSTALL WOOD AND METAL BACKING
- INSTALL METAL DOOR AND WINDOW FRAMES
- INSTALL SPECIALTY METAL DOOR AND WINDOW FRAMES
- INSTALL ACCESS PANELS

## LINE I: INSTALL GYPSUM WALLBOARD PRODUCTS

- INSTALL COMPLEX GYPSUM WALLBOARD COMPONENTS

## LINE J: INSTALL FIREPROOFING AND SOUNDPROOFING

- INSTALL SHAFT WALL ASSEMBLIES

## LINE K: INSTALL ACOUSTICAL CEILINGS

- INSTALL ACOUSTICAL CEILINGS

## LINE M: INSTALL DRYWALL TAPING AND FINISHING

- INSTALL TAPES, BEADS, AND TRIMS
- INSTALL REVEALS AND EXPANSION JOINTS

Supervisor Signature

## NOTES FROM LEVEL 2

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## LEVEL 3

### **IMPORTANT!**

Download the Program Outline!

<https://www.itabc.ca/program/lather-interior-systems-mechanic>

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 TRADE RELATED SKILLS

- INTERPRET ENGINEERED SHOP DRAWINGS
- USE TRIGONOMETRY

### LINE H: INSTALL LOAD-BEARING METAL FRAMING

- DESCRIBE THE INSTALLATION OF ROOF RAFTERS

### LINE J: INSTALL FIREPROOFING AND SOUNDPROOFING

- DESCRIBE THE INSTALLATION OF MATERIALS FOR SOUNDPROOFING ASSEMBLIES

### LINE L: INSTALL SPECIALTY SYSTEMS

- DESCRIBE THE INSTALLATION OF METAL LATH ON WALLS AND CEILINGS
- DESCRIBE THE INSTALLATION OF SPECIALTY TRIMS AND MOULDINGS
- DESCRIBE THE INSTALLATION OF PLASTER BEADS, STOPS, AND EXPANSION JOINTS TO LATH AND WIRE SYSTEMS

### LINE N: APPLY EXTERIOR BUILDING ENVELOPE TECHNOLOGIES

- DESCRIBE THE INSTALLATION OF EXTERIOR FINISHES
- DESCRIBE THE INSTALLATION OF RAINSCREEN SYSTEMS

# PRACTICAL

## LINE C: USE TRADE RELATED SKILLS

- PERFORM GEOMETRIC LINE CONSTRUCTION
- PLAN A PROJECT

## LINE H: INSTALL LOAD-BEARING METAL FRAMING

- BUILD WIND LOAD AND AXIAL LOAD-BEARING WALLS
- COORDINATE INSTALLATION OF UTILITIES POST CONSTRUCTION
- INSTALL EXTERIOR WALLS AND PANELIZED SYSTEMS
- INSTALL FLOOR JOISTS

## LINE K: INSTALL ACOUSTICAL CEILINGS

- INSTALL SPECIALTY ACOUSTICAL CEILINGS

## LINE L: INSTALL SPECIALTY SYSTEMS

- BUILD ACCESS FLOORS
- BUILD DEMOUNTABLE PARTITIONS
- INSTALL SPECIALTY SYSTEMS

Supervisor Signature

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## NOTES FROM LEVEL 3

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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:

# COMPLETION REQUIREMENTS

## Instructions

Keep a record of each program completion requirement achieved.

## LATHER (INTERIOR SYSTEMS MECHANIC)

- Level 1 - Technical Training
- Level 2 - Technical Training
- Level 3 - Technical Training
  
- 6,000 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***