



PERSONAL RECORD BOOK

Painter and Decorator



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: PAINTER AND DECORATOR

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/Journeyman 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyman 2:	TWID #:
	Phone:
	Email:

Subsequent Employers

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyman 1:	TWID #:
	Phone:
	Email:
Supervisor/Journeyman 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/painter-and-decorator>

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/painter-and-decorator>

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 A GIVEN WORKSITE SCENARIO
- LOCATE THE PARTS OF THE OCCUPATIONAL HEALTH AND SAFETY REGULATIONS APPLICABLE TO THE PAINTER AND DECORATOR WORKPLACE
- INTERPRET THE PARTS OF THE OCCUPATIONAL HEALTH AND SAFETY REGULATIONS APPLICABLE TO THE PAINTER AND DECORATOR WORKPLACE
- ATTAIN CONFINED SPACE AWARENESS TRAINING
- RECOGNIZE A CONFINED SPACE
- RECOGNIZE FALL HAZARDS
- IDENTIFY THE APPROPRIATE PERSONAL PROTECTIVE EQUIPMENT (PPE) FOR GIVEN WORKPLACE HAZARDS
- IDENTIFY THE FOUR CLASSES OF FIRES
- ATTAIN FIRST AID CERTIFICATION
- ATTAIN WHMIS CERTIFICATION

LINE C: ORGANIZE WORK

- DESCRIBE METHODS OF COMMUNICATION USED IN THE PAINTER AND DECORATOR TRADE
- DESCRIBE CONSIDERATIONS AND RESPONSIBILITIES INVOLVED WHEN HANDLING, ORDERING AND COORDINATING MATERIALS

LINE D: PREPARE SURFACES

- IDENTIFY DRYWALL AND PLASTER SURFACE IMPERFECTIONS
- DESCRIBE SURFACE PREPARATION TECHNIQUES FOR WOOD SURFACES
- IDENTIFY PROCEDURES REQUIRED TO PREPARE A GIVEN WOOD SURFACE
- DESCRIBE THE CAUSES OF SURFACE DEFICIENCIES
- IDENTIFY SURFACE DEFICIENCIES
- DESCRIBE METAL SURFACE PREPARATION STANDARDS

LINE E: APPLY PAINT AND COATINGS

- DESCRIBE PAINT COMPONENTS AND THEIR ASSOCIATED PROPERTIES
- IDENTIFY PAINT/COATING FAILURES
- DESCRIBE CAULKING

LINE G: APPLY FINISHES

- DESCRIBE LAYOUT METHODS FOR GRAPHICS

LINE H: APPLY COLOUR THEORY

- DESCRIBE COLOUR THEORY

PRACTICAL

LINE A: USE SAFE WORK PRACTICES

- CONDUCT A WORKPLACE ASSESSMENT
- DEMONSTRATE CORRECT EMERGENCY PROCEDURES FOR A GIVEN HAZARD
- MINIMIZE HAZARDS BY APPLYING SAFE WORK PRACTICES AT A GIVEN WORKSITE
- APPLY CONFINED SPACE PROCEDURES
- 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 WORKING NEAR OR HANDLING HAZARDOUS MATERIALS
- SELECT AND USE FIRE EXTINGUISHERS FOR THE GIVEN CLASS OF FIRE AND ENVIRONMENTAL CONDITION

LINE B: USE TOOLS AND EQUIPMENT

- DEMONSTRATE PROPER USE OF HAND TOOLS APPROPRIATE FOR A GIVEN TASK
- DEMONSTRATE PROPER USE OF MEASURING AND TESTING EQUIPMENT FOR A GIVEN TASK
- INSPECT AND MAINTAIN HAND TOOLS ACCORDING TO MANUFACTURER'S SPECIFICATIONS
- DEMONSTRATE PROPER USE OF ABRASIVE PRODUCTS FOR A GIVEN TASK
- DEMONSTRATE PROPER USE, SET UP AND ADJUSTMENT OF POWER AND PNEUMATIC TOOLS APPROPRIATE FOR A GIVEN TASK
- INSPECT AND MAINTAIN POWER AND PNEUMATIC TOOLS ACCORDING TO MANUFACTURER'S SPECIFICATIONS
- USE LADDERS AND ELEVATED PLATFORMS FOR A GIVEN TASK
- USE ACCESS EQUIPMENT FOR A GIVEN TASK

- MAINTAIN SCAFFOLDS AND LADDERS

LINE C: ORGANIZE WORK

- PERFORM BASIC MATHEMATICAL CALCULATIONS, INCLUDING ADDITION, SUBTRACTION, MULTIPLICATION AND DIVISION, ON WHOLE NUMBERS, DECIMALS AND FRACTIONS
- USE APPROPRIATE COMMUNICATION METHODS FOR COMPLETING A GIVEN TASK
- HANDLE MATERIALS ACCORDING TO JOB REQUIREMENTS

LINE D: PREPARE SURFACES

- PREPARE DRYWALL AND PLASTER SURFACES
- REPAIR DRYWALL AND PLASTER SURFACES
- APPLY PROCEDURES TO REPAIR GIVEN WOOD SURFACES
- APPLY SURFACE PREPARATION TECHNIQUES FOR CONCRETE AND MASONRY
- TREAT NEW CONCRETE AND MASONRY SURFACES
- REPAIR CONCRETE AND MASONRY SURFACES
- PREPARE METAL SURFACES FOR TREATMENT
- TREAT METAL SURFACES
- REPAIR METAL SURFACES
- PERFORM PRESSURE WASHING
- MAINTAIN PRESSURE WASHING EQUIPMENT ACCORDING TO MANUFACTURER'S SPECIFICATIONS

LINE E: APPLY PAINT AND COATINGS

- PREPARE PAINT AND COATINGS
- USE BRUSHES TO APPLY PAINT AND COATINGS
- USE ROLLERS TO APPLY PAINT AND COATINGS
- CORRECT PAINT/COATING FAILURES

- APPLY A SPRAY FINISH USING AIRLESS SPRAY EQUIPMENT ACCORDING TO PROJECT SPECIFICATIONS
- MAINTAIN AIRLESS SPRAY EQUIPMENT
- TROUBLESHOOT AIRLESS SPRAY EQUIPMENT
- APPLY, FINISH AND REMOVE CAULKING

LINE G: APPLY FINISHES

- APPLY A GRAPHIC ACCORDING TO SPECIFICATIONS

LINE H: APPLY COLOUR THEORY

- CREATE COLOURS
- MATCH COLOURS USING BASES AND COLOURANTS

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/painter-and-decorator>

Read the competency tables

Some competencies are taught in many levels

For detailed information about that competency, go to the Program Outline

THEORY

LINE D: PREPARE SURFACES

- DESCRIBE SPECIFIC METAL SUBSTRATE DEFICIENCIES
- DESCRIBE HYDRO BLASTING
- DESCRIBE THE PROCEDURES INVOLVED IN HYDRO BLASTING

LINE E: APPLY PAINT AND COATINGS

- DESCRIBE INDUSTRIAL, HIGH PERFORMANCE AND ARCHITECTURAL COATINGS
- DESCRIBE SPECIAL FUNCTION MATERIALS
- IDENTIFY COATING FAILURES AND THEIR CAUSES
- DESCRIBE CORROSION CONTROL
- DESCRIBE AIR SPRAY
- DESCRIBE AIR SPRAY SYSTEMS AND COMPONENTS
- DESCRIBE HOW TO REPAIR DEFECTS IN FIBRE-REINFORCED PLASTIC

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- USE RIGGING AND HOISTING EQUIPMENT FOR A GIVEN TASK
- USE LIFTING EQUIPMENT FOR A GIVEN TASK
- MAINTAIN HOISTING AND LIFTING EQUIPMENT AS PER MANUFACTURER'S SPECIFICATIONS

LINE C: ORGANIZE WORK

- APPLY MATHEMATICAL PRINCIPLES TO SOLVE PROBLEMS INCLUDING CALCULATING AREA, VOLUME, PROPORTION AND ANGLES

LINE D: PREPARE SURFACES

- PERFORM QUALITY CONTROL FOR SURFACE PREPARATION ON METAL SUBSTRATES
- SELECT ABRASIVE BASED ON THE SPECIFICATION, SUBSTRATE, EQUIPMENT BEING USED AND COATING TO BE APPLIED
- PERFORM ABRASIVE BLASTING ON A GIVEN SUBSTRATE
- INSPECT AND MAINTAIN ABRASIVE BLASTING EQUIPMENT AS PER MANUFACTURER'S SPECIFICATIONS

LINE E: APPLY PAINT AND COATINGS

- APPLY INDUSTRIAL COATINGS AND MATERIALS TO SUBSTRATES
- CORRECT COATING FAILURES
- APPLY A SPRAY FINISH USING AIR SPRAY ACCORDING TO PROJECT SPECIFICATIONS
- USE THERMAL SPRAY TO APPLY MATERIAL TO A GIVEN SURFACE
- APPLY FIBRE-REINFORCED PLASTIC ACCORDING TO PROJECT SPECIFICATIONS

LINE F: APPLY WALL COVERING PROCEDURES

- REMOVE WALL COVERINGS AND ADHESIVES
- PREPARE FOR APPLICATION OF WALL COVERING
- INSTALL WALL COVERINGS

LINE G: APPLY FINISHES

- PREPARE WOOD FINISHES
- APPLY WOOD FINISHES WITH BRUSHES
- APPLY WOOD FINISHES WITH SPRAY EQUIPMENT
- WIPE ON WOOD FINISHES
- IDENTIFY AND CORRECT COMMON WOOD FINISHING FAILURES

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/painter-and-decorator>

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 FUNCTIONALITY OF DRAWINGS USED IN THE PAINTER/DECORATOR TRADE

PRACTICAL

LINE C: ORGANIZE WORK

- APPLY MATHEMATICAL PRINCIPLES TO SOLVE PROBLEMS INCLUDING CALCULATING AREA, VOLUME, PROPORTION, ANGLES AND ESTIMATING
- CALCULATE MATERIAL REQUIREMENTS FOR A GIVEN APPLICATION, USING BLUEPRINTS, FINISHING SCHEDULES, AND SPECIFICATIONS
- PLAN AND SCHEDULE A PAINTING PROJECT

LINE E: APPLY PAINT AND COATINGS

- USE SPECIALTY SPRAY EQUIPMENT TO APPLY MATERIAL FOR A GIVEN PROJECT

LINE F: APPLY WALL COVERING PROCEDURES

- INSTALL WALL COVERINGS

LINE G: APPLY FINISHES

- APPLY DECORATIVE FINISHES USING THE APPROPRIATE TECHNIQUES ACCORDING TO JOB SPECIFICATIONS AND STANDARDS

Supervisor Signature

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.

PAINTER AND DECORATOR

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

- 5,400 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