



PERSONAL RECORD BOOK

Security Systems Technician

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: SECURITY SYSTEMS TECHNICIAN

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

APPRENTICE IDENTIFICATION	2
CONTENTS.....	3
EMPLOYER INFORMATION.....	4
WORKPLACE HOURS.....	6
DATE (TO-FROM).....	7
EMPLOYER	7
HOURS	7
TOTAL HOURS.....	7
RECORD OF COMPETENCIES	8
FOUNDATION	9
MISSING COMPETENCIES?	15
TECHNICAL TRAINING	16
COMPLETION REQUIREMENTS	17
CERTIFICATIONS	18

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/security-systems-technician>

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](#).

FOUNDATION

IMPORTANT!

Download the Program Outline!

<https://www.itabc.ca/program/security-systems-technician>

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

- ☐ DESCRIBE THE APPLICATION OF THE OCCUPATIONAL HEALTH AND SAFETY REGULATIONS AND KNOW HOW TO FIND REQUIREMENTS APPLICABLE TO THE SECURITY SYSTEM TECHNICIAN TRADE
- ☐ RECOGNIZE THE ERGONOMIC RISKS IN THE WORKPLACE AND IDENTIFY APPLICABLE PREVENTIVE MEASURES
- ☐ EXPLAIN ELECTRICAL SAFETY REGULATIONS AS THEY APPLY TO THE SECURITY SYSTEM INSTALLATIONS
- ☐ DESCRIBE AN ELECTRICAL LOCKOUT
- ☐ PREVENT AND IDENTIFY VARIOUS CLASSES OF FIRES
- ☐ INTERPRET MATERIAL SAFETY DATA SHEETS (MSDS)

LINE B: USE STANDARD WORK PRACTICES AND PROCEDURES

- ☐ IDENTIFY THE PROPER CHEMICAL FASTENING COMPOUND FOR WORK APPLICATIONS
- ☐ INTERPRET DRAWINGS AND SPECIFICATIONS
- ☐ INTERPRET TECHNICAL INFORMATION CONTAINED IN SERVICE AND OPERATING MANUALS, TECHNICAL BULLETINS AND WARRANTIES

LINE C: APPLY CODES AND REGULATIONS

- ☐ IDENTIFY REGULATORY REQUIREMENTS OF THE SSA FOR SECURITY SYSTEM INSTALLATIONS AND SECURITY SYSTEM PERSONNEL
- ☐ EXPLAIN ITA REQUIREMENTS FOR CERTIFICATE OF QUALIFICATION
- ☐ DESCRIBE COMPLIANCE REQUIREMENTS FOR MUNICIPAL FALSE ALARM BYLAW PROVISIONS GENERALLY APPLIED IN BRITISH COLUMBIA
- ☐ DETERMINE FIRE CODE, BUILDING CODE AND ELECTRICAL SAFETY ACT COMPLIANCE REQUIREMENTS FOR SECURITY SYSTEM INSTALLATIONS
- ☐ DESCRIBE COMPLIANCE REQUIREMENTS FOR ULC STANDARDS

LINE D: USE WORK PRACTICES FOR SECURITY SYSTEM

- ☐ RELATE BUILDING CODE AND CONSTRUCTION DESIGN FEATURES TO SECURITY SYSTEM INSTALLATION METHODS
- ☐ EXPLAIN ELECTRICAL THEORY

PRACTICAL

LINE A: USE SAFE WORK PRACTICES

- ☐ USE PERSONAL PROTECTIVE EQUIPMENT AND EXPLAIN PROPER MAINTENANCE AND STORAGE TECHNIQUES
- ☐ APPLY WORK PRACTICES TO REDUCE RISK OF ELECTRICAL INJURY
- ☐ SELECT APPROPRIATE FIRE EXTINGUISHERS FOR THE CLASS OF FIRE AND ENVIRONMENTAL CONDITION
- ☐ APPLY KNOWLEDGE OF WHMIS REGULATIONS TO MAINTAIN A SAFE WORKING ENVIRONMENT

LINE B: USE STANDARD WORK PRACTICES AND PROCEDURES

- ☐ SELECT AND SAFELY USE HAND TOOLS AND SOLDERING/DE-SOLDERING EQUIPMENT FOR VARIOUS WORK APPLICATIONS
- ☐ MAINTAIN HAND TOOLS AND SOLDERING/DE-SOLDERING EQUIPMENT IN GOOD WORKING ORDER
- ☐ SELECT AND SAFELY USE POWER TOOLS FOR VARIOUS WORK APPLICATIONS
- ☐ MAINTAIN POWER TOOLS IN GOOD WORKING ORDER
- ☐ SELECT AND SAFELY USE TEST INSTRUMENTS FOR VARIOUS WORK APPLICATIONS
- ☐ MAINTAIN TEST INSTRUMENTS IN GOOD WORKING ORDER
- ☐ USE ASSORTED FASTENERS AND LOCKING DEVICES FOR SECURITY SYSTEM INSTALLATIONS
- ☐ USE SEALANTS AND SURFACE FILLERS
- ☐ CONSTRUCT AS-BUILT DRAWINGS AND SKETCHES TO FACILITATE SECURITY SYSTEM INSTALLATION
- ☐ APPLY EFFECTIVE ORAL COMMUNICATION SKILLS
- ☐ APPLY EFFECTIVE WRITTEN COMMUNICATION SKILLS

LINE C: APPLY CODES AND REGULATIONS

- ☐ **COMPLY WITH SECURITY PROGRAMS AND POLICE TECHNOLOGY DIVISION (SPPTD) LICENSING REGULATIONS FOR SECURITY WORKERS**
- ☐ **APPLY THE CANADIAN ELECTRICAL CODE (CEC) FOR SECURITY SYSTEM INSTALLATIONS**

LINE D: USE WORK PRACTICES FOR SECURITY SYSTEM

- ☐ **SOLVE SIMPLE CIRCUIT PROBLEMS**
- ☐ **CONNECT COMMON ELECTRICAL AND ELECTRONIC COMPONENTS**
- ☐ **TROUBLESHOOT COMMON ELECTRICAL FAULTS**
- ☐ **SELECT AND INSTALL CABLES FOR SECURITY SYSTEMS**
- ☐ **PLAN AND ORGANIZE A TYPICAL WIRING INSTALLATION**
- ☐ **INSTALL RACEWAYS AND CONDUIT**
- ☐ **INSTALL SYSTEM DEVICES AND CONTROL PANELS**
- ☐ **USE COMPUTERS TO PERFORM SECURITY SYSTEM WORK TASKS**
- ☐ **APPLY SYSTEMATIC TROUBLESHOOTING STRATEGIES TO SOLVE SECURITY SYSTEM PROBLEMS**

LINE E: SELECT SECURITY SYSTEM DEVICES

- ☐ **SELECT DEVICES FOR AN INTRUSION ALARM SYSTEM INSTALLATION**
- ☐ **SELECT ACCESS CONTROL SYSTEM DEVICES**
- ☐ **SELECT DEVICES FOR A CCTV INSTALLATION**
- ☐ **SELECT DEVICES FOR MONITORING SYSTEMS**
- ☐ **SELECT DEVICES FOR AN INTERCOM SYSTEM INSTALLATION**

LINE F: INSTALL SECURITY SYSTEMS

- ☐ DESIGN A SECURITY SYSTEM
- ☐ USE PLANNING AND ORGANIZING STRATEGIES FOR A SECURITY SYSTEM INSTALLATION
- ☐ INSTALL AN INTRUSION ALARM SYSTEM
- ☐ INSTALL AN ACCESS CONTROL SYSTEM
- ☐ INSTALL A CCTV SYSTEM
- ☐ INSTALL AN INTERCOM SYSTEM

Supervisor Signature

NOTES FROM FOUNDATION

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

Note:

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.

Foundation

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

SECURITY SYSTEMS TECHNICIAN

- ☐ Foundation - Technical Training*
- ☐ 3,600 Work-Based Training Hours
- ☐ ITA Certificate of Qualification 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.

*Foundation technical training is an optional requirement if you've registered into the program through direct entry with your sponsor. See Competency C2 in the Program Outline for more information.

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