

SKILLED**TRADES**^{BC}

Personal Record Book

Automotive Glass Technician

This is your Record Book!

DO NOT SUBMIT TO SkilledTradesBC

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: AUTOMOTIVE GLASS 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.

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EMPLOYER INFORMATION

Originating Employer

Start Date:	End Date:
Employer:	
Contact Person:	
Address:	Phone:
	Email:
	Fax:
Supervisor/Journeyperson 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journeyperson 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 SkilledTradesBC, and if possible, get a copy of all Work-Based Training Hours reports submitted.
- Notify SkilledTradesBC 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 SkilledTradesBC.

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 SkilledTradesBC.

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 SkilledTradesBC 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/journey person on a regular basis.

DATE (TO-FROM)	EMPLOYER	HOURS
TOTAL HOURS		

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, they will:
 - Record the date that the competency was achieved
 - Sign off on the competency
 - Enter their 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://skilledtradesbc.ca/automotive-glass-technician>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit SkilledTradesBC's website to learn about the *[apprenticeship basics](#)*.

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/automotive-glass-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: PERFORM SAFETY-RELATED FUNCTIONS

- Identify safety issues in a work environment
- Describe requirements of federal vehicle safety standards
- Describe obligations and liabilities associated with auto glass installation

LINE C: ORGANIZE WORK AND USE DOCUMENTATION

- Describe effective workplace communication
- Describe vehicle manufacturer's specifications
- Describe procedure to manage diagnostic trouble codes

LINE D: PREPARE VEHICLE

- Describe supplemental restraint systems (SRS)
- Identify contaminants

LINE G: REMOVE AND INSTALL GLASS/MATERIALS

- Describe glass fabrication

LINE I: PERFORM TROUBLE SHOOTING PROCEDURES

- Describe troubleshooting techniques for water leaks
- Describe troubleshooting techniques for glass-related issues

PRACTICAL

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Use PPE and safety equipment
- Apply safe work practices in a work environment

LINE B: USE TOOLS, EQUIPMENT, AND SUPPLIES

- Use tools and equipment
- Maintain tools and equipment
- Use setting and lifting equipment
- Maintain setting and lifting equipment
- Select supplies
- Use supplies

LINE C: ORGANIZE WORK AND USE DOCUMENTATION

- Use national auto glass specifications (NAGS)
- Perform pre-inspection
- Identify repair-related damage
- Identify damage / condition unrelated to the repair
- Plan work flow
- Organize parts, materials and work area

LINE D: PREPARE VEHICLE

- Remove contaminants
- Protect vehicle from damage during service

LINE E: PERFORM WINDSHIELD REPAIR

- Prepare surface and impact area for repair
- Repair glass

LINE F: REMOVE, REPAIR AND INSTALL COMPONENTS

- Determine if component(s) require removal.
- Remove components with minimal or no damage
- Determine if component requires replacement or reinstallation
- Prepare and install components
- Test component functionality

LINE G: REMOVE AND INSTALL GLASS/MATERIALS

- Select removal method (*G1*)
- Remove non-bonded glass and materials
- Select removal method (*G2*)
- Remove bonded glass and materials
- Identify pinchweld conditions
- Prepare pinchweld surface for bonding
- Prepare glass surface for bonding
- Measure, lay out and fabricate a template
- Install non-bonded glass/materials
- Install bonded glass/materials

LINE H: PREPARE VEHICLE FOR DELIVERY

- Identify advanced technology systems
- Determine calibration requirements
- Perform final inspection

Supervisor Signature

NOTES FROM LEVEL 1

Note:

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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:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

AUTOMOTIVE GLASS TECHNICIAN

- Level 1 - Technical Training
- 3,510 Work-Based Training Hours
- SkilledTradesBC Certificate of Qualification examination
- Recommendation for Certification signed by sponsor

Note: After all other completion requirements have been met, SkilledTradesBC 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 SkilledTradesBC
Customer Service at customerservice@skilledtradesbc.ca
778-328-8700 or toll free (within BC) at 1-800-660-6011*