

SKILLED**TRADES**^{BC}

Personal Record Book

Cabinetmaker

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: CABINETMAKER

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/Journey person 1:	*TWID #:
	Phone:
	Email:
Supervisor/Journey person 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.

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/cabinetmaker>

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/cabinetmaker>

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 maintaining a safe work environment, including:
 - WorkSafeBC and regulations
 - Policies, procedures, and practices
 - Emergency equipment
 - Fire safety
- Describe use of safety equipment

LINE C: ORGANIZE WORK

- Describe elements of drawings
- Describe views, lines, and symbols on drawings
- Interpret drawings
- Describe planning a project
- Describe layout process
- Describe producing a cutting bill
- Calculate lumber quantity and costs
- Calculate sheet good quantity and costs

LINE D: PERFORM ROUTINE WORK PRACTICES

- Describe considerations when handling and storing materials
- Describe procedures for handling materials
- Describe the handling and storage of solid wood

- Describe considerations for hardware selection
- Describe hardware take off
- Describe considerations for selection of adhesives and sealants
- Describe characteristics of adhesives

LINE E: USE COMMUNICATION AND MENTORING TECHNIQUES

- Describe effective communication skills
- Describe communication expectations

LINE F: MACHINE COMPONENTS USING STATIONARY AND PORTABLE POWER TOOLS

- Describe considerations and properties of solid wood
- Identify structure of solid wood
- Describe considerations for breaking out solid wood
- Describe saw blades
- Describe detail machining
- Describe the shaper
- Describe the power-feed attachments
- Describe considerations and properties of sheet materials
- Describe sheet goods breakout procedure
- Describe cutting equipment
- Describe detail machining
- Identify sanding equipment

LINE I: LAMINATE WOOD AND COMPOSITE MATERIALS

- Identify materials for laminating
- Identify tools and equipment
- Describe hand-operated clamps

LINE K: APPLY LAMINATE SHEETS

- Identify types of plastic laminates
- Identify handling and storage techniques
- Describe selection of substrate materials
- Describe preparation of plastic laminate
- Describe preparation of laminate sheets

LINE L: ASSEMBLE CABINETS AND FURNITURE

- Describe subassembly components (*L1*)
- Describe subassembly components (*L2*)
- Describe final assembly techniques

LINE N: PREPARE SURFACE FOR FINISHING

- Describe abrasives

PRACTICAL

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Use PPE

LINE B: USE TOOLS AND EQUIPMENT

- Use hand tools
- Use portable power and pneumatic tools and equipment
- Maintain hand tools
- Maintain portable power and pneumatic tools and equipment
- Use stationary power tools and equipment
- Maintain stationary power tools and equipment

LINE C: ORGANIZE WORK

- Prepare an estimate
- Produce drawings
- Use CAD software

LINE D: PERFORM ROUTINE WORK PRACTICES

- Apply adhesives and sealants

LINE F: MACHINE COMPONENTS USING STATIONARY AND PORTABLE POWER TOOLS

- Breakout solid wood
- Dress solid wood
- Shape solid wood
- Machine sheet materials
- Select joints
- Fabricate joints
- Perform sanding

LINE I: LAMINATE WOOD AND COMPOSITE MATERIALS

- Arrange materials for basic laminating
- Apply adhesive to materials for basic lamination
- Clamp material together for lamination

LINE L: ASSEMBLE CABINETS AND FURNITURE

- Prepare assembly space (*L1*)
- Select cabinet components (*L1*)
- Apply assembly procedures (*L1*)
- Prepare assembly space (*L2*)
- Select furniture components (*L2*)
- Apply assembly procedures (*L2*)

LINE N: PREPARE SURFACE FOR FINISHING

- Repair imperfections
- Prepare parts for finishing
- Perform final sanding for surfaces

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/cabinetmaker>

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: PERFORM ROUTINE WORK PRACTICES

- Describe templates
- Describe jigs
- Describe hardware

LINE I: LAMINATE WOOD AND COMPOSITE MATERIALS

- Identify materials for laminating
- Identify tools and equipment
- Describe power, pneumatic, and hydraulic clamps

LINE K: APPLY LAMINATE SHEETS

- Identify types of plastic laminates
- Describe selection of substrate materials
- Describe preparation of plastic laminate
- Describe final clean-up of laminated panel

LINE L: ASSEMBLE CABINETS AND FURNITURE

- Identify cabinet components
- Describe subassembly components (*L1*)
- Identify furniture components
- Describe subassembly components (*L2*)

LINE O: FINISH WOOD PRODUCTS

- Describe finishing materials
- Describe factors influencing finish selection
- Describe manual finishing
- Describe spray finishing equipment
- Describe quality control

LINE P: MODIFY PRODUCTS TO SITE CONDITIONS

- Describe considerations for access holes
- Describe cutting access holes on site
- Describe considerations for scribing products to fit on site

LINE Q: INSTALL CABINETS AND COUNTERTOPS

- Describe the installation of cabinets and countertops

PRACTICAL

LINE C: ORGANIZE WORK

- Draft a project
- Produce a cutting bill
- Produce a cutting plan

LINE D: PERFORM ROUTINE WORK PRACTICES

- Fabricate jigs and templates
- Perform hardware take off

LINE I: LAMINATE WOOD AND COMPOSITE MATERIALS

- Arrange materials for laminating
- Apply adhesive to materials for lamination
- Laminate multiple panels to make assemblies
- Clamp material together for multiple laminations

LINE K: APPLY LAMINATE SHEETS

- Apply handling and storage techniques
- Prepare laminate sheets
- Select adhesives
- Apply plastic laminate to substrate
- Perform final clean-up of laminated panel

LINE L: ASSEMBLE CABINETS AND FURNITURE

- Prepare assembly space (*L1*)
- Select cabinet components
- Apply assembly procedures for a cabinet with multiple openings
- Prepare assembly space (*L2*)
- Select furniture components

- Apply complex furniture assembly procedures
- Apply final assembly techniques

LINE O: FINISH WOOD PRODUCTS

- Prepare finishing materials
- Apply finishing material manually
- Apply solvent-based finishing

LINE P: MODIFY PRODUCTS TO SITE CONDITIONS

- Scribe products to fit on site

LINE Q: INSTALL CABINETS AND COUNTERTOPS

- Install cabinets and countertops on site
- Finalize installation of cabinets and countertops

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/cabinetmaker>

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE B: USE TOOLS AND EQUIPMENT

- Describe automated equipment
- Describe CNC equipment
- Describe finishing equipment
- Describe safety procedures for maintenance of finishing equipment
- Describe maintenance of finishing equipment

LINE G: MACHINE COMPONENTS USING AUTOMATED AND CNC EQUIPMENT

- Describe CNC equipment
- Describe automated equipment

LINE H: CREATE CURVED COMPONENTS USING WOOD AND COMPOSITE MATERIALS

- Describe forms
- Describe steam-forming wood
- Describe building a steam box
- Describe procedure for steam-forming wood

LINE J: APPLY VENEER

- Describe veneers

- Describe considerations for adhering veneer to substrate

LINE L: ASSEMBLE CABINETS AND FURNITURE

- Describe subassembly components (*L1*)
- Describe assembly procedures for curved cabinets
- Describe subassembly components (*L2*)
- Describe curved furniture assembly procedures
- Describe curved final assembly techniques

LINE O: FINISH WOOD PRODUCTS

- Describe finishing materials
- Describe factors influencing opaque/pigmented solvent-based finish selection
- Describe manual finishing
- Describe spray finishing equipment
- Describe quality control

LINE S: BUILD STAIRS AND BALUSTRADES

- Define staircase terminology
- Describe staircase layout considerations
- Describe layout stairs
- Describe machining stair components
- Describe machining stair component procedure
- Describe stair and balustrade assembly
- Describe installation of stairs and balustrades

LINE T: INSTALL SOLID SURFACE MATERIALS

- Describe fabricating solid surface materials

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- Perform maintenance on basic CNC and automated equipment

LINE D: PERFORM ROUTINE WORK PRACTICES

- Fabricate curved jigs and templates
- Build prototypes

LINE G: MACHINE COMPONENTS USING AUTOMATED AND CNC EQUIPMENT

- Set up CNC equipment for basic operations
- Set up of automated equipment
- Operate CNC equipment for basic operations
- Operate automated equipment

LINE H: CREATE CURVED COMPONENTS USING WOOD AND COMPOSITE MATERIALS

- Build a form by hand
- Laminate curved components

LINE J: APPLY VENEER

- Select veneer
- Prepare veneer
- Prepare substrate
- Adhere single panel of veneer to substrate
- Perform final clean-up of laminated sheets for a single panel of veneer

LINE L: ASSEMBLE CABINETS AND FURNITURE

- Prepare assembly space (*L1*)

- Select cabinet components
- Prepare assembly space (*L2*)
- Select furniture components

LINE O: FINISH WOOD PRODUCTS

- Prepare finishing materials
- Apply finish to colour match a sample
- Apply water-based finishing

LINE T: INSTALL SOLID SURFACE MATERIALS

- Breakout materials for solid surface
- Install solid surface materials

Supervisor Signature

NOTES FROM LEVEL 3

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LEVEL 4

IMPORTANT!

Download the Program Outline!

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Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE E: USE COMMUNICATION AND MENTORING TECHNIQUES

- Describe effective leadership skills
- Describe mentorship techniques
- Describe anti-harassment and inclusivity

LINE M: ASSEMBLE ARCHITECTURAL MILLWORK PRODUCTS

- Describe assembly of architectural millwork components
- Describe assembly of architectural fixtures in shop

LINE R: INSTALL ARCHITECTURAL MILLWORK PRODUCTS AND MOULDINGS

- Describe considerations for installing architectural millwork products
- Describe shipping and receiving architectural millwork products
- Describe installation of architectural millwork products
- Describe installation of mouldings
- Describe finalization of architectural millwork products and mouldings

LINE U: CREATE DECORATIVE WOODWORK

- Describe performing carving

LINE V: RESTORE WOODWORK

- Describe repairing woodwork for restoration
- Describe restoration principles
- Describe refinishing woodwork for restoration

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- Perform maintenance on complex CNC and automated equipment
- Maintain finishing equipment

LINE G: MACHINE COMPONENTS USING AUTOMATED AND CNC EQUIPMENT

- Set up CNC machining centre for complex operations
- Set up CNC beam saw
- Set up automated equipment
- Operate CNC machining centre for complex operations
- Operate CNC beam saw

LINE H: CREATE CURVED COMPONENTS USING WOOD AND COMPOSITE MATERIALS

- Build a form using CNC equipment
- Laminate curved components for furniture
- Steam-form wood

LINE J: APPLY VENEER

- Adhere multiple veneer panels with continuous grain
- Perform final clean-up on multiple veneer panels with continuous grain

LINE M: ASSEMBLE ARCHITECTURAL MILLWORK PRODUCTS

- Assemble architectural millwork components
- Assemble architectural fixtures in shop

LINE U: CREATE DECORATIVE WOODWORK

- Perform marquetry
- Perform wood turning

Supervisor Signature

NOTES FROM LEVEL 4

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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:

Level 4

Date Completed:	Training Provider:
Mark:	Instructor:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

CABINETMAKER

- Level 1 - Technical Training
- Level 2 - Technical Training
- Level 3 - Technical Training
- Level 4 - Technical Training

- 6,480 Work-Based Training Hours

- SkilledTradesBC Interprovincial Red Seal 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*