

SKILLED**TRADES**^{BC}

Personal Record Book

Recreation Vehicle

Service 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: RECREATION VEHICLE SERVICE 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.

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/recreation-vehicle-service-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/recreation-vehicle-service-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 ACTIVITIES

- ☐ Describe flammable and toxic material
- ☐ Describe safety procedures and equipment
- ☐ Describe safety regulations

LINE B: USE TOOLS AND EQUIPMENT

- ☐ Describe lifting, moving, and access equipment

LINE C: PERFORM COMMON WORK PRACTICES AND PROCEDURES

- ☐ Describe shop business practices
- ☐ Describe shop management systems
- ☐ Interpret recalls and service bulletins

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Describe internal and external communication techniques

LINE H: SERVICE DC ELECTRICAL SYSTEMS

- ☐ Describe Direct current (DC) electrical theory
- ☐ Describe DC electrical systems

LINE K: SERVICE LPG SYSTEMS

- ☐ Describe safety procedures for LPG

LINE T: SERVICE FRAMES AND RUNNING GEAR

- ☐ Describe chassis and mechanical components

LINE U: SERVICE LEVELLING SYSTEMS

- ☐ Describe the diagnosis of levelling systems

LINE V: SERVICE SLIDE-OUT SYSTEMS

- ☐ Describe maintaining slide-out systems
- ☐ Describe diagnosis of slide-out systems

LINE W: SERVICE LIFTING SYSTEMS

- ☐ Describe maintaining lift systems
- ☐ Describe folding camping trailers
- ☐ Describe the diagnosis of lifting systems
- ☐ Describe the diagnosis of folding camping trailers

LINE X: SERVICE TOW VEHICLE SYSTEMS

- ☐ Describe tow vehicle systems
- ☐ Describe maintaining tow vehicle systems
- ☐ Describe maintaining camper tie down systems
- ☐ Describe maintaining truck camper jacks

PRACTICAL

LINE A: PERFORM SAFETY-RELATED ACTIVITIES

- ☐ Use PPE
- ☐ Demonstrate safe work practices

LINE B: USE TOOLS AND EQUIPMENT

- ☐ Use tools and equipment
- ☐ Use oxy-fuel cutting equipment

LINE C: PERFORM COMMON WORK PRACTICES AND PROCEDURES

- ☐ Perform pre-delivery inspections (PDI)

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Use communication techniques

LINE E: SERVICE POTABLE WATER SYSTEMS

- ☐ Maintain potable water systems
- ☐ Install potable water systems
- ☐ Diagnose potable water systems
- ☐ Repair potable water systems

LINE F: SERVICE WASTEWATER SYSTEMS

- ☐ Maintain wastewater systems
- ☐ Install wastewater systems
- ☐ Diagnose wastewater systems
- ☐ Repair wastewater systems

LINE G: SERVICE AC ELECTRICAL SYSTEMS

- ☐ Apply Alternating current (AC) electrical theory

- ☐ Maintain AC electrical systems

LINE H: SERVICE DC ELECTRICAL SYSTEMS

- ☐ Service and install batteries
- ☐ Operate RV logic control systems
- ☐ Diagnose DC electrical systems

LINE J: SERVICE PHOTOVOLTAIC SYSTEMS

- ☐ Maintain photovoltaic systems

LINE K: SERVICE LPG SYSTEMS

- ☐ Inspect and fill LPG cylinder and tank
- ☐ Fabricate with copper tubing

LINE L: SERVICE WATER HEATERS

- ☐ Verify operation of water heaters

LINE M: SERVICE FURNACES

- ☐ Verify operation of furnaces

LINE N: SERVICE COOKTOPS AND RANGES

- ☐ Maintain cooktops and ranges
- ☐ Verify operation of cooktops and ranges

LINE O: SERVICE REFRIGERATORS AND ICE MAKERS

- ☐ Maintain refrigerators and ice makers
- ☐ Verify operation of refrigerators and ice makers

LINE P: SERVICE AIR CONDITIONERS AND HEAT PUMPS

- ☐ Maintain operation of air conditioners and heat pumps
- ☐ Verify operation of air conditioners and heat pumps

LINE Q: SERVICE CONSUMER PRODUCTS

- ☐ Install consumer products
- ☐ Replace consumer products

LINE T: SERVICE FRAMES AND RUNNING GEAR

- ☐ Maintain chassis and mechanical components
- ☐ Diagnose towable chassis and mechanical components
- ☐ Repair towable chassis and mechanical components

LINE U: SERVICE LEVELLING SYSTEMS

- ☐ Maintain levelling systems
- ☐ Operate levelling systems

LINE V: SERVICE SLIDE-OUT SYSTEMS

- ☐ Operate slide-out systems

LINE X: SERVICE TOW VEHICLE SYSTEMS

- ☐ Install tow vehicle wiring
- ☐ Install camper tie down systems
- ☐ Diagnose tow vehicle systems
- ☐ Diagnose camper tie down systems
- ☐ Diagnose truck camper jacks
- ☐ Repair tow vehicle systems

LINE Y: SERVICE TOWED VEHICLE SYSTEMS

- ☐ Maintain towed vehicle systems

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/recreation-vehicle-service-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 G: SERVICE AC ELECTRICAL SYSTEMS

- ☐ Describe repairing AC electrical systems

LINE H: SERVICE DC ELECTRICAL SYSTEMS

- ☐ Describe installing monitor panels
- ☐ Describe installing collision avoidance systems
- ☐ Describe repairing monitoring panels
- ☐ Describe repairing collision avoidance systems

LINE K: SERVICE LPG SYSTEMS

- ☐ Describe maintaining of LPG systems
- ☐ Describe the design and installation of LPG systems
- ☐ Describe repairing LPG systems

LINE L: SERVICE WATER HEATERS

- ☐ Describe diagnosing of water heaters
- ☐ Describe repairing water heaters

LINE M: SERVICE FURNACES

- ☐ Describe repairing furnaces

LINE P: SERVICE AIR CONDITIONERS AND HEAT PUMPS

- ☐ Describe air conditioner components

LINE R: SERVICE INTERIOR COMPONENTS

- ☐ Describe interior construction and components
- ☐ Describe installing interior construction and components
- ☐ Describe diagnosing interior components
- ☐ Describe repairing interior construction
- ☐ Describe repairing interior components

LINE S: SERVICE EXTERIOR COMPONENTS

- ☐ Describe exterior construction
- ☐ Describe installing exterior components
- ☐ Describe diagnosing exterior components

LINE X: SERVICE TOW VEHICLE SYSTEMS

- ☐ Describe installing truck camper jacks

PRACTICAL

LINE C: PERFORM COMMON WORK PRACTICES AND PROCEDURES

- ☐ Use manufacturers' appliance service manuals

LINE G: SERVICE AC ELECTRICAL SYSTEMS

- ☐ Maintain 120VAC electrical systems and converters
- ☐ Install 120VAC electrical systems and converters
- ☐ Diagnose AC electrical systems
- ☐ Repair converters

LINE H: SERVICE DC ELECTRICAL SYSTEMS

- ☐ Maintain of 12VDC wiring systems

LINE K: SERVICE LPG SYSTEMS

- ☐ Maintain LPG systems
- ☐ Perform black pipe cutting, reaming, and threading
- ☐ Perform copper pipe cutting, reaming, and flaring
- ☐ Diagnose LPG systems (high pressure)
- ☐ Diagnose LPG systems (low pressure)

LINE L: SERVICE WATER HEATERS

- ☐ Maintain water heaters
- ☐ Install and remove water heaters

LINE M: SERVICE FURNACES

- ☐ Maintain furnaces
- ☐ Install and remove furnaces
- ☐ Diagnose furnaces

LINE N: SERVICE COOKTOPS AND RANGES

- ☐ Maintain cooktops and ranges
- ☐ Install and remove cooktops and ranges
- ☐ Diagnose cooktops and ranges
- ☐ Repair cooktops and ranges

LINE O: SERVICE REFRIGERATORS AND ICE MAKERS

- ☐ Maintain refrigerators and ice makers
- ☐ Install and remove refrigerators and ice makers
- ☐ Diagnose refrigerators and ice makers
- ☐ Repair refrigerators and ice makers

LINE P: SERVICE AIR CONDITIONERS AND HEAT PUMPS

- ☐ Diagnose air conditioners and heat pumps

LINE R: SERVICE INTERIOR COMPONENTS

- ☐ Maintain interior components
- ☐ Build cabinets and countertops

LINE S: SERVICE EXTERIOR COMPONENTS

- ☐ Maintain exterior components
- ☐ Build walls
- ☐ Repair exterior construction
- ☐ Repair exterior components
- ☐ Service steps

LINE X: SERVICE TOW VEHICLE SYSTEMS

- ☐ Load and unload camper
- ☐ Repair truck camper jacks

Supervisor Signature

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/recreation-vehicle-service-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 D: USE COMMUNICATION AND MENTORING TECHNIQUES

- ☐ Describe mentoring techniques

LINE G: SERVICE AC ELECTRICAL SYSTEMS

- ☐ Describe installing 120VAC wiring systems
- ☐ Describe repairing 120VAC wiring systems

LINE H: SERVICE DC ELECTRICAL SYSTEMS

- ☐ Describe collision avoidance systems
- ☐ Describe the maintenance of collision avoidance systems
- ☐ Describe installing RV logic control systems

LINE I: SERVICE GENERATORS

- ☐ Describe generators
- ☐ Describe installing generators
- ☐ Describe diagnosing generators

LINE J: SERVICE PHOTOVOLTAIC SYSTEMS

- ☐ Describe repairing photovoltaic systems

LINE M: SERVICE FURNACES

- ☐ Describe the installation and removal of hydronic heating systems

LINE O: SERVICE REFRIGERATORS AND ICE MAKERS

- ☐ Describe the maintenance of compressor refrigerators and stand-alone ice makers
- ☐ Describe the installation and removal of compressor refrigerators and stand-alone ice makers
- ☐ Describe diagnosing compressor refrigerators and stand-alone ice makers
- ☐ Describe repairing compressor refrigerators and stand-alone ice makers

LINE P: SERVICE AIR CONDITIONERS AND HEAT PUMPS

- ☐ Describe components of air conditioners and heat pumps
- ☐ Describe repairing air conditioners and heat pumps

LINE Q: SERVICE CONSUMER PRODUCTS

- ☐ Describe installing consumer products
- ☐ Describe replacing consumer products

LINE U: SERVICE LEVELLING SYSTEMS

- ☐ Describe installing levelling systems
- ☐ Describe repairing levelling systems

LINE V: SERVICE SLIDE-OUT SYSTEMS

- ☐ Describe repairing slide-out systems

LINE W: SERVICE LIFTING SYSTEMS

- ☐ Describe repairing lift systems
- ☐ Describe repairing folding camping trailers

LINE Y: SERVICE TOWED VEHICLE SYSTEMS

- ☐ Describe installing towed vehicle systems
- ☐ Describe diagnosing towed vehicle systems
- ☐ Describe repairing towed vehicle systems

PRACTICAL

LINE C: PERFORM COMMON WORK PRACTICES AND PROCEDURES

- ☐ Complete estimating procedures

LINE G: SERVICE AC ELECTRICAL SYSTEMS

- ☐ Maintain inverters, and transfer switches

LINE H: SERVICE DC ELECTRICAL SYSTEMS

- ☐ Maintain monitoring panels
- ☐ Repair RV logic control systems

LINE I: SERVICE GENERATORS

- ☐ Maintain generators

LINE J: SERVICE PHOTOVOLTAIC SYSTEMS

- ☐ Install photovoltaic systems
- ☐ Diagnose photovoltaic systems

LINE M: SERVICE FURNACES

- ☐ Maintain hydronic heating systems
- ☐ Diagnose hydronic heating systems
- ☐ Repair hydronic heating systems

LINE P: SERVICE AIR CONDITIONERS AND HEAT PUMPS

- ☐ Maintain air conditioners and heat pumps
- ☐ Install and remove air conditioners and heat pumps
- ☐ Diagnose air conditioners and heat pumps

LINE S: SERVICE EXTERIOR COMPONENTS

- ☐ Repair composite panels
- ☐ Perform plastic welding

LINE T: SERVICE FRAMES AND RUNNING GEAR

- ☐ Diagnose chassis and mechanical components
- ☐ Repair chassis and mechanical components

LINE U: SERVICE LEVELLING SYSTEMS

- ☐ Diagnose levelling systems

LINE V: SERVICE SLIDE-OUT SYSTEMS

- ☐ Diagnose slide-out systems

LINE W: SERVICE LIFTING SYSTEMS

- ☐ Diagnose lift systems
- ☐ Diagnose folding camping trailers

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.

RECREATION VEHICLE SERVICE TECHNICIAN

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

- ☐ 4,680 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*