

SKILLED**TRADES**^{BC}

Personal Record Book

Carpenter (2024)

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: CARPENTER

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/carpenter>

Apprenticeship Toolkit

For general information on apprenticeship and tips for navigating the apprenticeship system in BC visit SkilledTradesBC's website to learn about the <https://skilledtradesbc.ca/become-an-apprentice>.

LEVEL 1

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/carpenter>

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: SAFE WORK PRACTICES

- Describe roles and responsibilities related to workplace safety
- Describe hazard identification in the workplace

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Describe drawings
- Describe the types and purposes of inspections
- Describe the construction planning process
- Describe manufacturer and supplier documentation
- Describe material handling plan
- Describe effective communication skills
- Describe communication expectations
- Describe the role of the protégé

LINE C: TOOLS AND EQUIPMENT

- Describe hand tools
- Describe portable power tools

LINE E: ACCESS, RIGGING, AND HOISTING EQUIPMENT

- Describe access equipment
- Describe rigging equipment

- Describe hoists and cranes

LINE F: SITE LAYOUT

- Describe survey markers
- Describe excavation and grading procedures

LINE G: CONCRETE FORMWORK

- Describe concrete
- Describe the construction of concrete formwork and falsework systems
- Describe formwork material and hardware
- Describe concrete joints
- Describe the construction of footing and vertical forms
- Describe removal of concrete forms
- Describe slabs-on-grade
- Describe reinforcing for concrete
- Describe the delivery and placement of concrete

LINE H: WOOD FRAME CONSTRUCTION

- Describe framing systems
- Describe the terms used in wood frame construction
- Describe framing members
- Describe roof styles
- Describe characteristics of wood
- Describe wood production
- Describe common defects in wood
- Describe manufactured products
- Describe fasteners used in wood frame construction
- Describe hardware used in wood frame construction
- Describe deck systems
- Describe wall systems

LINE J: BUILDING SCIENCE

- Describe the forces acting on a building

PRACTICAL

LINE A: SAFE WORK PRACTICES

- Apply safe work practices used in a shop and on a construction site
- Use PPE
- Apply ergonomic practices
- Use fall protection systems

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Use drafting tools and materials
- Use construction drawings
- Use building codes and bylaws
- Use trade mathematics

LINE C: TOOLS AND EQUIPMENT

- Use hand tools
- Use portable power tools
- Use table saws
- Use bench grinders

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- Use levelling equipment
- Maintain levelling equipment

LINE E: ACCESS, RIGGING, AND HOISTING EQUIPMENT

- Use ladders
- Use scaffolds and temporary access structures
- Use ropes
- Use communication methods for lifting loads with cranes and hoists

LINE F: SITE LAYOUT

- Build batter boards

LINE G: CONCRETE FORMWORK

- Plan footing, wall, and vertical forms
- Calculate concrete volumes
- Construct footing and vertical forms

LINE H: WOOD FRAME CONSTRUCTION

- Plan floor systems
- Calculate floor systems
- Build pony walls
- Build posts/columns and beams
- Build floors
- Plan straight stairs
- Calculate straight stairs
- Build stairs and a handrail

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/carpenter>

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: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Describe schedules
- Describe the use of municipal permits
- Describe warranties and inspections
- Describe the role of BC Housing in construction

LINE C: TOOLS AND EQUIPMENT

- Describe powder-actuated tools
- Describe chain saws
- Describe hammer drills, rotary hammers, and demolition hammers
- Describe cut-off saws
- Describe portable grinders

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- Describe electronic layout instruments

LINE G: CONCRETE FORMWORK

- Describe concrete finishing
- Describe the process of concrete curing
- Describe concrete defects

LINE H: WOOD FRAME CONSTRUCTION

- Describe roof systems
- Describe truss roofs

LINE I: FINISHING MATERIALS

- Describe roofing materials
- Describe building envelope

LINE J: BUILDING SCIENCE

- Describe control of water
- Describe control of vapour
- Describe control of air movement
- Describe control of heat and cold

PRACTICAL

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Use architectural drawings
- Draw finishing details

LINE C: TOOLS AND EQUIPMENT

- Use portable routers
- Use portable sanders
- Use portable power planes
- Use portable biscuit (plate) joiners
- Use a jointer
- Use a thickness planer
- Use sanding machines

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- Use theodolites

LINE G: CONCRETE FORMWORK

- Build slabs-on-grade

LINE H: WOOD FRAME CONSTRUCTION

- Plan wall systems
- Build wood frame walls
- Plan straight stairs and balustrade
- Build straight stairs and balustrade
- Plan a gable roof system
- Build a gable roof
- Build a hip rafter

LINE I: FINISHING MATERIALS

- Plan for the installation of roofing materials
- Calculate roofing materials
- Install exterior doors
- Plan window installation
- Install windows
- Plan exterior finish installation
- Install exterior finishing materials

LINE J: BUILDING SCIENCE

- Install building envelope components

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/carpenter>

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: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Describe structural drawings and specifications
- Describe schedules, details, and shop drawings

LINE E: ACCESS, RIGGING, AND HOISTING EQUIPMENT

- Describe lifting loads with cranes and hoists

LINE F: SITE LAYOUT

- Describe excavations and shoring

LINE G: CONCRETE FORMWORK

- Describe the uses for concrete
- Describe concrete mix designs
- Describe the types of admixtures and treatments for concrete
- Describe structural grout
- Describe the factors affecting form design
- Describe alternative foundation systems
- Describe concrete forming systems
- Describe suspended slab construction
- Describe door frames used in concrete and masonry walls
- Describe concrete fastening systems

- Describe concrete stair construction
- Describe tilt-up construction
- Describe pre-cast concrete
- Describe pre-stressed concrete
- Describe slip-forming
- Describe mass concrete
- Describe architectural formwork
- Describe sealing joints

LINE I: FINISHING MATERIALS

- Describe gypsum wallboard installation

PRACTICAL

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Use structural drawings
- Interpret reflected ceiling plans
- Draw formwork details
- Interpret building codes and bylaws related to public spaces

LINE C: TOOLS AND EQUIPMENT

- Use finishing tools
- Use band saws
- Use drill press

LINE E: ACCESS, RIGGING, AND HOISTING EQUIPMENT

- Use rigging equipment
- Use hoisting equipment
- Maintain and store rigging and hoisting equipment

LINE F: SITE LAYOUT

- Plan excavations and shoring
- Calculate excavation volumes

LINE G: CONCRETE FORMWORK

- Plan footing and vertical formwork
- Construct concrete forming systems
- Plan suspended slab formwork
- Construct suspended slabs
- Install embedded materials
- Plan concrete stair form
- Construct concrete stair forms

- Lay out for pre-cast concrete components

LINE H: WOOD FRAME CONSTRUCTION

- Plan hip roof systems
- Build a hip roof
- Plan an intersecting roof
- Build an intersecting roof

LINE I: FINISHING MATERIALS

- Install interior doors
- Install interior door hardware
- Plan installation of gypsum wallboard
- Calculate materials
- Build cabinets
- Plan installation of cabinets
- Install countertops
- Plan installation of steel stud systems
- Install steel stud walls and partitions
- Plan installation of interior ceiling systems
- Install interior ceiling systems

Supervisor Signature

NOTES FROM LEVEL 3

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LEVEL 4

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/carpenter>

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: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Interpret building codes related to sound transmission and fire-rated assemblies
- Describe contract documents
- Describe the role of mentor
- Describe mentoring skills and attributes
- Describe workplace diversity and inclusion

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- Describe total stations

LINE F: SITE LAYOUT

- Describe site considerations
- Describe site preparation
- Describe hoarding
- Describe site drainage systems
- Describe sumps, catch basins, and septic tanks
- Describe backfilling

LINE H: WOOD FRAME CONSTRUCTION

- Describe geometric stairs
- Describe the construction methods for unequal slope intersecting roofs

- Describe specialized framing systems
- Describe timber and engineered wood construction

LINE I: FINISHING MATERIALS

- Describe specialized floor systems

LINE J: BUILDING SCIENCE

- Describe the forces acting on a building
- Describe the construction details for wood frame seismic applications
- Describe live and dead load calculation
- Describe energy efficient construction and sustainable building systems

PRACTICAL

LINE B: DOCUMENTATION AND ORGANIZATIONAL SKILLS

- Use construction specifications
- Use plans and drawings
- Estimate costs from construction drawings

LINE D: SURVEY INSTRUMENTS AND EQUIPMENT

- Calculate and layout curves

LINE H: WOOD FRAME CONSTRUCTION

- Build geometric stairs
- Build balustrades
- Plan an unequal slope intersecting roof
- Build an unequal slope intersecting roof
- Plan specialized roof framing systems
- Build a specialized roof framing system
- Plan exterior structures
- Plan decks
- Plan renovations and additions

LINE I: FINISHING MATERIALS

- Plan the installation of finished floors
- Plan interior finishes
- Install interior wall finishes and trims

Supervisor Signature

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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.

CARPENTER

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

- 6,360 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*