

SKILLED**TRADES**^{BC}

Personal Record Book

Concrete Finisher

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: CONCRETE FINISHER

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:

- Please have your sponsor update your Work Based Training hours on their [SkilledTradesBC Portal account](#).
- 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 [Online Registration Request](#) with your new employer on the SkilledTradesBC Portal.

When re-employed...

You must be registered with your new employer before submitting any work-based training hours to 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/journeyperson 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, 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://skilledtradesbc.ca/concrete-finisher>

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/concrete-finisher>

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 safe work practices and procedures

LINE C: ORGANIZE WORK

- Interpret building code
- Interpret safety documentation
- Describe the characteristics of concrete
- Describe concrete mix design
- Describe the sequence of work

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- Describe communication methods

LINE E: PREPARE SITE

- Describe site inspection before site preparation
- Describe preparation of sub-grade and elevations

LINE F: USE FORMWORK

- Describe concrete formwork
- Describe the purpose of concrete reinforcements
- Describe construction and isolation/expansion joints
- Describe form removal

LINE G: PLACE CONCRETE

- Describe consolidating concrete by hand methods

LINE H: LEVEL CONCRETE

- Describe establishing elevations
- Describe bull floating concrete

LINE M: CURE CONCRETE

- Describe wet-curing concrete
- Describe chemical curing of concrete

LINE N: CREATE CONTRACTION JOINTS

- Describe saw cut contraction joints installation procedures
- Describe installation of joint filling materials

LINE O: PROTECT CONCRETE

- Describe methods of protecting plastic concrete
- Describe methods of protecting hardened concrete

LINE P: REPAIR AND RESTORE CONCRETE

- Describe concrete defects and their causes

PRACTICAL

LINE A: PERFORM SAFETY-RELATED FUNCTIONS

- Use PPE and safety equipment
- Maintain safe work environment

LINE B: USE TOOLS AND EQUIPMENT

- Use hand tools
- Use measuring and layout tools

LINE C: ORGANIZE WORK

- Perform slump test
- Adjust concreting and curing procedures according to environmental conditions

LINE F: USE FORMWORK

- Inspect formwork for defects prior to concrete placement

LINE G: PLACE CONCRETE

- Transport concrete for small projects
- Place and spread concrete

LINE H: LEVEL CONCRETE

- Screed concrete by hand

LINE I: FLOAT CONCRETE

- Float concrete by hand

LINE J: HAND TOOL CONCRETE

- Edge perimeter of slab
- Locate and install control/contraction joints

LINE K: TROWEL CONCRETE

- Trowel concrete to specified finish

LINE P: REPAIR AND RESTORE CONCRETE

- Perform removal for minor repair
- Prepare surface for minor repair, including profile requirement
- Install repair materials for minor repairs

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/concrete-finisher>

Read the competency tables

Some competencies are taught in many levels

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

THEORY

LINE C: ORGANIZE WORK

- Interpret reference materials and drawings for flat work and road building
- Describe sequencing work for self-levelling overlayment installation

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- Describe mentoring techniques

LINE E: PREPARE SITE

- Describe layout for flat work
- Describe preparing layout for hand-formed curbs and gutter

LINE F: USE FORMWORK

- Describe the construction of concrete formwork, their uses and components
- Describe types and advantages of reinforcements
- Describe installation of reinforcements
- Describe the preparation of used forms for reuse

LINE G: PLACE CONCRETE

- Describe transporting concrete for larger projects
- Describe concrete placement and consolidation in vertical formwork
- Describe concrete placement and consolidation in concrete stairs

LINE J: HAND TOOL CONCRETE

- Describe finishing procedures for extruded concrete

LINE L: APPLY SURFACE TREATMENTS TO CONCRETE

- Describe techniques to achieve surface textures
- Describe the application of evaporation reducers

LINE P: REPAIR AND RESTORE CONCRETE

- Identify defects and repair/removal options
- Describe removal procedures for extensive repairs

LINE Q: APPLY SURFACE TREATMENT TO HARDENED CONCRETE

- Describe methods of remediation for surface defects
- Describe methods of surface preparation for surface treatments
- Describe the procedures to abrade concrete surfaces to achieve an architectural finish
- Describe application of bonded and non-bonded toppings to concrete
- Describe application of surface mortar to a vertical concrete surface

LINE S: PERFORM CUTTING AND CORING

- Describe coring procedures

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- Use and maintain power tools
- Use measuring and layout tools

LINE C: ORGANIZE WORK

- Estimate concrete costs

LINE D: USE COMMUNICATION AND MENTORING TECHNIQUES

- Demonstrate effective communication

LINE E: PREPARE SITE

- Report on site conditions

LINE F: USE FORMWORK

- Inspect reinforcement for defects prior to concrete placement

LINE G: PLACE CONCRETE

- Consolidate concrete by mechanical methods

LINE H: LEVEL CONCRETE

- Establish elevations and location using cut sheet
- Screed concrete with roller screed

LINE I: FLOAT CONCRETE

- Operate machines to float concrete

LINE K: TROWEL CONCRETE

- Operate machines to trowel concrete flatwork

LINE L: APPLY SURFACE TREATMENTS TO CONCRETE

- Apply dry shake aggregate surface hardeners
- Create exposed aggregate finish
- Apply stamped concrete finishes

LINE P: REPAIR AND RESTORE CONCRETE

- Prepare surface for extensive structural repairs
- Prepare surface for extensive architectural resurfacing
- Install repair materials for extensive repairs

LINE Q: APPLY SURFACE TREATMENT TO HARDENED CONCRETE

- Profile hardened concrete surface
- Install seamless systems for hardened concrete
- Apply chemical surface treatments for architectural applications

LINE R: GROUT

- Prepare surface for grout installation
- Mix grout
- Install dry pack grout
- Finish exposed grout surfaces

LINE S: PERFORM CUTTING AND CORING

- Perform cutting

Supervisor Signature

NOTES FROM LEVEL 2

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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:

COMPLETION REQUIREMENTS

Instructions

Keep a record of each program completion requirement achieved.

CONCRETE FINISHER

- Level 1 - Technical Training
- Level 2 - Technical Training

- 3,240 Work-Based Training Hours

- 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*