

SKILLED**TRADES**^{BC}

Personal Record Book

Tilesetter

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: TILESETTER

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.

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/tilesetter>

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/tilesetter>

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: USE SAFE WORK PRACTICES

- ☐ Describe workplace hazards
- ☐ Describe non-emergency injury reporting procedures
- ☐ Describe how worksite safety policies are established
- ☐ Describe the purpose of the Workplace Hazardous Materials Information System (WHMIS) Regulations
- ☐ Explain the contents of Material Safety Data Sheets (MSDS)
- ☐ Explain the contents of a WHMIS label

LINE B: USE TOOLS AND EQUIPMENT

- ☐ Describe measuring and levelling tools
- ☐ Describe ladders, scaffolds and aerial work platforms
- ☐ Describe the safe use of aerial work platforms

LINE C: ORGANIZE WORK

- ☐ Describe the scope and nature of the Tilesetter trade
- ☐ Describe the types, uses and manufacture of tiles

LINE D: PREPARE WORKSITE AND MATERIALS

- ☐ Describe suitability of substrate for installation of tiles

LINE E: INSTALL MATERIAL

- ☐ Describe parts of a stairway and knowledge of the building code as it relates to stairways
- ☐ Describe stair and riser formulas

LINE F: FINISH INSTALLED PRODUCT

- ☐ Describe common types and uses of grout for a variety of applications
- ☐ Describe the use and application of Portland cement grout in a variety of applications

PRACTICAL

LINE A: USE SAFE WORK PRACTICES

- ☐ Manage workplace hazards
- ☐ Demonstrate emergency procedures
- ☐ Locate the parts of the occupational health and safety regulation as it applies to the Tiler work
- ☐ Use applicable codes and standards
- ☐ Apply WHMIS regulations
- ☐ Select and use personal protective equipment
- ☐ Prevent and identify various classes of fires
- ☐ Select appropriate fire extinguishers for the class of fire and environmental condition

LINE B: USE TOOLS AND EQUIPMENT

- ☐ Select hand tools appropriate to tilesetting, terrazzo and stone installations
- ☐ Use hand tools
- ☐ Inspect and maintain hand tools
- ☐ Select power tools appropriate to tilesetter, terrazzo and stone installations
- ☐ Use power tools
- ☐ Inspect and maintain power tools
- ☐ Use measuring and levelling tools
- ☐ Select and use ladders and scaffolds

LINE C: ORGANIZE WORK

- ☐ Use mathematics to solve problems in the Tiler trade
- ☐ Use drafting tools
- ☐ Use drafting symbols, lettering and line conventions
- ☐ Convert between isometric and orthographic projections
- ☐ Interpret information found on a set of drawings

LINE D: PREPARE WORKSITE AND MATERIALS

- ☐ Describe and demonstrate the removal of existing finishes using appropriate equipment in preparation for installation of tiles
- ☐ Determine worksite suitability
- ☐ Prepare and organize required supplies and materials
- ☐ Describe and demonstrate inspection of materials prior to installation
- ☐ Describe and install backings for mortar on walls and floors
- ☐ Describe and demonstrate the preparation, advantages, precautions and use of lime cement mortar on walls and cement mortar on floors

LINE E: INSTALL MATERIAL

- ☐ Install inserts and accessories using appropriate materials and tools
- ☐ Demonstrate preparation, application and setting tiles to walls
- ☐ Describe and demonstrate the application of tiles to floors
- ☐ Set tiles to floors
- ☐ Lay tiles on stairways

LINE F: FINISH INSTALLED PRODUCT

- ☐ Describe and demonstrate the use of specialty grouts in a variety of applications
- ☐ Caulk and seal the tiles to finish the installation

Supervisor Signature

NOTES FROM LEVEL 1

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LEVEL 2

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/tilesetter>

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 hoisting, lifting and rigging equipment

LINE C: ORGANIZE WORK

- ☐ Read plans and specifications using metric measurements
- ☐ Identify and read plan specifications from a variety of drawings used in the trade

LINE D: PREPARE WORKSITE AND MATERIALS

- ☐ Describe a variety of ceiling layouts and applications using appropriate materials and trade methods
- ☐ Describe the application of ceiling tiles

LINE E: INSTALL MATERIAL

- ☐ Determine the appropriate method of covering sub-floors according to the type
- ☐ Describe common mosaic products and their applications
- ☐ Describe types of ceramic veneer

LINE F: FINISH INSTALLED PRODUCT

- ☐ Evaluate the effect of temperature and moisture content on the installed product

PRACTICAL

LINE C: ORGANIZE WORK

- ☐ Identify and demonstrate the use of linear measurement related to the trade
- ☐ Calculate areas of various shapes related to the trade
- ☐ Calculate volumes and weights related to the trade
- ☐ Calculate using metric measurements

LINE D: PREPARE WORKSITE AND MATERIALS

- ☐ Describe and demonstrate the layout of various tile types on a variety of surfaces
- ☐ Calculate estimates for quantities of materials and labour using plans and specifications
- ☐ Describe and demonstrate methods used for installing tiles in areas that have special conditions

LINE E: INSTALL MATERIAL

- ☐ Describe and demonstrate the installing a variety of types and patterns for tiles and trim using appropriate installation techniques
- ☐ Install tiles to floors
- ☐ Describe and install divider strips for setting tiles on floors and horizontal surfaces
- ☐ Calculate the area on stairways to be tiled
- ☐ Install tile on stairways
- ☐ Install glass and mosaic tiles
- ☐ Install ceramic veneer
- ☐ Prepare and install tiles on square or rectangular columns
- ☐ Prepare and install tiles on circular columns
- ☐ Cut and install marble and stone slabs on various surfaces
- ☐ Describe and install divider strips
- ☐ Mix a variety of terrazzo aggregate using manufacturers' instructions and use equipment to produce appropriate mixture consistencies

- ☐ Pour terrazzo mixtures using appropriate procedures and techniques for the trade
- ☐ Install tiles on flat arches
- ☐ Install tiles on curved arches

LINE F: FINISH INSTALLED PRODUCT

- ☐ Finish tile installations with the appropriate caulking and sealing methods
- ☐ Describe and demonstrate finishing processes for terrazzo surfaces

Supervisor Signature

NOTES FROM LEVEL 2

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LEVEL 3

IMPORTANT!

Download the Program Outline!

<https://skilledtradesbc.ca/tilesetter>

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: PREPARE WORKSITE AND MATERIALS

- ☐ Describe the installation of in-floor heating systems using manufacturer's specifications
- ☐ Describe sound rated installations
- ☐ Describe conductive floor installations

LINE E: INSTALL MATERIAL

- ☐ Describe methods of applying tiles to contour walls

PRACTICAL

LINE B: USE TOOLS AND EQUIPMENT

- ☐ Tie knots and hitches
- ☐ Select and use hoisting, lifting and rigging equipment

LINE C: ORGANIZE WORK

- ☐ Use trade related mathematics

LINE D: PREPARE WORKSITE AND MATERIALS

- ☐ Develop layouts using layout tools, blueprints and specifications
- ☐ Estimate materials and labour requirements to complete a project
- ☐ Install glass blocks

LINE E: INSTALL MATERIAL

- ☐ Calculate material requirements for tile installation on stairways with knowledge of building code requirements
- ☐ Describe and demonstrate the floor layout for applying tiles to swimming pools using the appropriate methods, tools and materials

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.

TILESETTER

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

- ☐ 4,500 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*