BC Welder Program

PRACTICAL SKILLS CHECKLIST

MARCH 2017

This Welder Practical Skills Checklist is the property of

Apprentice Name: _____

Address: _____

Town/City: _____

Postal Code: _____

Phone: _____

Email: _____

ITA Registration Number: _____

Notice to the Apprentice

This is an important document that facilitates the flow of information between your Employer(s), and your Training Provider regarding your training progress. Present it to your instructors when you arrive for your technical training classes and to your journeyperson supervisor when you return to the workplace.

It records what you have accomplished throughout your practical training should you change employers during your apprenticeship.

It is recommended you contact your training provider to discuss your training at least **1 month** prior to beginning your technical training at each level.

The time allocated for training at each level in the apprenticeship pathway is based on employer, on-the-job training, of the skills applicable to your level of training. If an area is identified with a skill level rating level below 3 (see skill level rating scale), it will be of benefit to work with your employer/supervisor or contact your training provider to find a way to upgrade these skills in order to be successful in this program. Please review this ***prior*** to your first day of technical training.

When completing the **Level 1** section of this checklist, if you believe that you are not meeting at least 50% of the critical competencies with a rating of 3 you should consider contacting an Apprenticeship Advisor for guidance (http://www.itabc.ca/our-trades-training-system/apprenticeship-advisors).

Employers

Employer 1 _____

From: _____

To: _____

Address _____

Town/City _____

Postal Code _____

Email _____

Phone _____

Supervisor's Signature _____

Employer 2 _____

From: _____

To: _____

Address _____

Town/City _____

Postal Code _____

Email _____

Phone _____

Supervisor's Signature _____

Employer 3 _____

From: _____

To: _____

Address _____

Town/City _____

Postal Code _____

Email _____

Phone _____

Supervisor's Signature _____

Employer 4 _____

From: _____

To: _____

Address _____

Town/City _____

Postal Code _____

Email _____

Phone _____

Supervisor's Signature _____

Employer 5 _____

From: _____

To: _____

Address _____

Town/City _____

Postal Code _____

Email _____

Phone _____

Supervisor's Signature _____

Employer 6 _____

From: _____

To: _____

Address _____

Town/City _____

Postal Code _____

Email _____

Phone _____

Supervisor's Signature _____

Introduction

This *Practical Skills Checklist* is intended to provide information to instructors about the apprentice's work experience, and to provide information to the journeyperson supervisor about progress that the apprentice made during technical training. *It is NOT meant to indicate competence; it is not a log book and does not have any certification value or implication.* It is designed to help instructors quickly assess the apprentice's exposure to practical skills and adjust learning accordingly.

There is a *Practical Skills Checklist* for each level of technical training based on the competencies defined in the BC Welder Program Outline.

Checklist Objectives

- To ensure the apprentice has the skills required to be successful during technical training
- To track the individual's progress through their apprenticeship
- To identify skills that require additional practice/training
- To identify missing skills

Sign-Off

Sign-off is not meant to indicate competence. It is intended to be an up-to-date snapshot of what the apprentice is bringing to school in terms of knowledge, skill and awareness. It is recognition of the apprentice's exposure to, observation of, or hands-on application of skills in the workplace prior to attending technical training.

- Level 1 and Level 2 needs to be signed off by either: a CWB Certified Welder, Welding Journeyperson, or a Welder supervisor
- Level 3 needs to be signed off by a Red Seal Welder and/or Certified Welding Supervisor/Inspector

Instructions

Apprentice

Before you leave for technical training, ensure your journeyperson supervisor has rated your skill level for each practical skill in the *Practical Skills Checklist*. Your supervisor and you both need to initial the skills, whether they have been shown or taught to you or not. Your initials indicate that you agree with the rating given. If you do not agree, do not initial the skill. Mark with an asterisk (star) and write a comment at the bottom of the page explaining why you don't agree.

At the beginning of your technical training session, review the completed *Practical Skills Checklist* with your instructor. Note that your instructor may also ask you to complete a *Welding Process Details Chart* (included at the back of this document) to provide additional information.

This information will help your instructor to determine your practical training needs.

When you have completed your technical training, ensure your instructor rates your skill level showing the progress you have made. Your instructor and you will both initial the skills on the right side of the checklist. This will help your employer understand how much progress you have made at school and where to resume practical training when you return to the workplace.

Employer (Journeyperson Supervisor)

Before your apprentice leaves for technical training, rate his or her skill level for each practical skill in the *Practical Skill Checklist*. You and your apprentice both need to initial the skills, whether they have been shown or taught to your apprentice or not. Your initials indicate that you are the individual who has given the skill rating to the apprentice.

When your apprentice returns from technical training, review the Instructor Entries on the *Practical Skills Checklist* with your apprentice. The instructor's ratings and comments will help you understand the progress your apprentice made at school and where to resume practical training.

Instructor

At the beginning of the technical training session, review the *Practical Skills Checklist* with the apprentice. If you'd like additional detail ask the apprentice to fill out a *Welding Process Details Chart*. This information is intended to help you quickly assess the apprentice's exposure to practical skills.

At the end of the technical training session, complete the Instructor Entries section of the *Practical Skills Checklist*, recording the progress that the apprentice made during technical training. Include additional comments that may be helpful to the employer in understanding the apprentice's progress and areas where more practical training in the workplace is recommended.

INSTRUCTIONS

1. **Prior to technical training**
   - Journeyperson supervisor completes Employer Entries section of the Practical Skills Checklist - reviews with the apprentice - initials and dates the entry.
   - Apprentice initials to indicate agreement with the rating (or provides comments to explain why he/she disagrees).
   - Instructor reviews the Practical Skills Checklist with the apprentice and makes adjustments to the program if required.
     Note that instructors may also ask the apprentice to complete a *Welding Process Details Chart* to provide additional information.
2. **After technical training**
   - Instructor completes the Instructor Entries section, then reviews with the apprentice, initials and dates the entry.
   - Apprentice initials to indicate agreement with the rating (or provides comments to explain why he/she disagrees).
   - Journeyperson supervisor reviews the instructor ratings and comments with the apprentice's training plan if required.

Skill Level Rating Scale

1 Little or no experience
2 Can perform with supervision
3 Can perform but does not meet all acceptable standards/criteria
4 Can perform to acceptable standards/criteria
5 Can perform to acceptable standards/criteria and assist/mentor others

EXAMPLE: Practical Skills Checklist

	EMPLOYER ENTRIES			INSTRUCTOR ENTRIES		
PRACTICAL SKILL	**Skill level prior to Level 1 technical training**			**Skill level upon exit of Level 1 technical training**		
Critical Skills	Rating	Supervisor	Date	Rating	Instructor	Date
1 Use power tools (electric and pneumatic)	1 (2) 3 4 5	ES	Mar 17, 2014	1 2 (3) 4 5	TP	May 20, 2014
2 Perform freehand and guided cuts on low carbon steel	1 2 (3) 4 5	ES	Mar 17, 2014	1 2 (3) 4 5	TP	May 20, 2014
3 Use the SMAW process on low carbon steel plate and pipe	(1) 2 3 4 5	ES	Mar 17, 2014	1 (2) 3 4 5	TP	May 20, 2014
Apprentice, initial to indicate agreement with Skill Rating	Apprentice	RJ*	Mar 17, 2014	Apprentice	RJ	May 20, 2014

Apprentice comments	Employer comments	Instructor comments
*Skill 3: I have not had an opportunity to work on this with my current employer, however I did use SMAW at a previous workplace	Skill 3: we do not perform this activity in our workplace	Skill 2: No opportunity to provide exposure or practice. If there are opportunities to be found in the workplace to provide practice, it will definitely help.

Practical Skills Checklist: Level 1

Skill Level Rating Scale

1 Little or no experience
2 Can perform with supervision
3 Can perform but does not meet all acceptable standards/ criteria
4 Can perform to acceptable standards/criteria
5 Can perform to acceptable standards/criteria and assist/mentor others

Apprentice Name: _____

ITA Registration ID # _____

	EMPLOYER ENTRIES			INSTRUCTOR ENTRIES		
PRACTICAL SKILL	**Skill level prior to Level 1 technical training**			**Skill level upon exit of Level 1 technical training**		
Critical Skills	Rating	Supervisor	Date	Rating	Instructor	Date
1 Perform freehand and guided cuts on low carbon steel (OFC)	1 2 3 4 5			1 2 3 4 5		
2 Use the SMAW process on low carbon steel plate and pipe	1 2 3 4 5			1 2 3 4 5		
3 Use the hardsurfacing process on low carbon steel	1 2 3 4 5			1 2 3 4 5		
4 Use the SMAW process on stainless steel and/or low carbon plate	1 2 3 4 5			1 2 3 4 5		
5 Use the GMAW and GMAW-P process	1 2 3 4 5			1 2 3 4 5		
6 Use the FCAW process	1 2 3 4 5			1 2 3 4 5		
Additional Skills	Rating	Supervisor	Date	Rating	Instructor	Date
7 Apply lifting, hoisting and rigging procedures	1 2 3 4 5			1 2 3 4 5		
8 Use automatic and semi-automatic cutting machines (OFC)	1 2 3 4 5			1 2 3 4 5		
9 Use CAC-A and PAC cutting and gouging processes and equipment	1 2 3 4 5			1 2 3 4 5		
10 Use and maintain measuring and layout tools	1 2 3 4 5			1 2 3 4 5		
11 Use and maintain power tools (electric and pneumatic)	1 2 3 4 5			1 2 3 4 5		
Apprentice, initial to indicate agreement with Skill Rating	Apprentice			Apprentice		

Practical Skills Checklist: Level 1

Apprentice Name: _____

ITA Registration ID # _____

Apprentice comments	Employer comments	Instructor comments

Practical Skills Checklist: Level 2

Skill Level Rating Scale

1 Little or no experience
2 Can perform with supervision
3 Can perform but does not meet all acceptable standards/ criteria
4 Can perform to acceptable standards/criteria
5 Can perform to acceptable standards/criteria and assist/mentor others

Apprentice Name: _____

ITA Registration ID # _____

	EMPLOYER ENTRIES			INSTRUCTOR ENTRIES		
PRACTICAL SKILL	**Skill level prior to Level 2 technical training**			**Skill level upon exit of Level 2 technical training**		
Critical Skills	Rating	Supervisor	Date	Rating	Instructor	Date
1 Use the SMAW process on low carbon steel plate and pipe	1 2 3 4 5			1 2 3 4 5		
2 Use the GMAW and GMAW-P process	1 2 3 4 5			1 2 3 4 5		
3 Use the FCAW process	1 2 3 4 5			1 2 3 4 5		
4 Use blueprints and basic drafting skills	1 2 3 4 5			1 2 3 4 5		
5 Fabricate weldments	1 2 3 4 5			1 2 3 4 5		
Additional Skills	Rating	Supervisor	Date	Rating	Instructor	Date
6 Apply lifting, hoisting and rigging procedures	1 2 3 4 5			1 2 3 4 5		
7 Use the MCAW process	1 2 3 4 5			1 2 3 4 5		
8 Use the SAW process	1 2 3 4 5			1 2 3 4 5		
9 Use the GTAW process	1 2 3 4 5			1 2 3 4 5		
10 Describe common ferrous, non-ferrous and reactive metals and their weldability	1 2 3 4 5			1 2 3 4 5		
Apprentice, initial to indicate agreement with Skill Rating	Apprentice			Apprentice		

Practical Skills Checklist: Level 2

Apprentice Name: _____

ITA Registration ID # _____

Apprentice comments	Employer comments	Instructor comments

Practical Skills Checklist: Level 3

Skill Level Rating Scale

1 Little or no experience
2 Can perform with supervision
3 Can perform but does not meet all acceptable standards/ criteria
4 Can perform to acceptable standards/criteria
5 Can perform to acceptable standards/criteria and assist/mentor others

Apprentice Name: _____

Apprentice ID # _____

	EMPLOYER ENTRIES			INSTRUCTOR ENTRIES		
PRACTICAL SKILL	**Skill level prior to Level 3 technical training**			**Skill level upon exit of Level 3 technical training**		
Critical Skills	Rating	Supervisor	Date	Rating	Instructor	Date
1 Use the SMAW process on low carbon steel plate and pipe	1 2 3 4 5			1 2 3 4 5		
2 Use the GMAW and GMAW-P process	1 2 3 4 5			1 2 3 4 5		
3 Use combined GMAW, MCAW and FCAW processes	1 2 3 4 5			1 2 3 4 5		
4 Use the GTAW process for ferrous and non-ferrous metals	1 2 3 4 5			1 2 3 4 5		
5 Read and interpret drawings	1 2 3 4 5			1 2 3 4 5		
6 Interpret and apply mechanical drawing, layout components and fabricate weldments	1 2 3 4 5			1 2 3 4 5		
Additional Skills	Rating	Supervisor	Date	Rating	Instructor	Date
7 Describe common ferrous, non-ferrous and reactive metals and their weldability	1 2 3 4 5			1 2 3 4 5		
8 Describe inspections and testing procedures	1 2 3 4 5			1 2 3 4 5		
Apprentice, initial to indicate agreement with Skill Rating	Apprentice			Apprentice		

Practical Skills Checklist: Level 3

Apprentice Name: _____

ITA Registration ID # _____

Apprentice comments	Employer comments	Instructor comments

Practical Skills Checklist: Multi-Process Alloy Welding

Skill Level Rating Scale

1 Little or no experience
2 Can perform with supervision
3 Can perform but does not meet all acceptable standards/ criteria
4 Can perform to acceptable standards/criteria
5 Can perform to acceptable standards/criteria and assist/mentor others

Apprentice Name: _____

ITA Registration ID # _____

	EMPLOYER ENTRIES			INSTRUCTOR ENTRIES		
PRACTICAL SKILL	**Skill level prior to Multi-Process Alloy Welding Endorsement technical training**			**Skill level prior to Multi-Process Alloy Welding Endorsement technical training**		
Critical Skills	Rating	Supervisor	Date	Rating	Instructor	Date
1 Use the SMAW process on low carbon steel plate and pipe	1 2 3 4 5			1 2 3 4 5		
2 Use the SMAW process on stainless steel and/or low carbon plate	1 2 3 4 5			1 2 3 4 5		
3 Use the GTAW process for stainless steel	1 2 3 4 5			1 2 3 4 5		
4 Interpret and apply mechanical drawings, layout components, fabricate weldments	1 2 3 4 5			1 2 3 4 5		
Apprentice, initial to indicate agreement with Skill Rating	Apprentice			Apprentice		

Practical Skills Checklist: MPAW

Apprentice Name: _____

ITA Registration ID # _____

Apprentice comments	Employer comments	Instructor comments

Welding Process Details Chart

INSTRUCTIONS: To be completed by the apprentice if requested. Apprentices may be asked by their instructor to complete the following chart providing additional detail on welding processes that the apprentice has used.

Under *Welding Processes*, CIRCLE each welding process that you have used in your workplace and indicate the percentage of time spent on that process compared to other processes. Then provide the additional detail requested in the other 6 columns.

WELDING PROCESS	% OF TIME	Base Metal	Material Type	Filler Metal	Shielding Gas	Weld Type	Positions
SMAW		☐ Low Carbon (Mild) Steel ☐ Aluminum ☐ Stainless Steel ☐ Other	☐ Plate ☐ Pipe ☐ Structural ☐ Other			☐ Fillet ☐ Groove ☐ Other	☐ Flat ☐ Horizontal ☐ Vertical ☐ Overhead
GMAW/ GMAW-P		☐ Low Carbon (Mild) Steel ☐ Aluminum ☐ Stainless Steel ☐ Other	☐ Plate ☐ Pipe ☐ Structural ☐ Other			☐ Fillet ☐ Groove ☐ Other	☐ Flat ☐ Horizontal ☐ Vertical ☐ Overhead
GTAW		☐ Low Carbon (Mild) Steel ☐ Aluminum ☐ Stainless Steel ☐ Other	☐ Plate ☐ Pipe ☐ Structural ☐ Other			☐ Fillet ☐ Groove ☐ Other	☐ Flat ☐ Horizontal ☐ Vertical ☐ Overhead
FCAW/MCAW		☐ Low Carbon (Mild) Steel ☐ Aluminum ☐ Stainless Steel ☐ Other	☐ Plate ☐ Pipe ☐ Structural ☐ Other			☐ Fillet ☐ Groove ☐ Other	☐ Flat ☐ Horizontal ☐ Vertical ☐ Overhead
CAC/PAC		☐ Low Carbon (Mild) Steel ☐ Aluminum ☐ Stainless Steel ☐ Other	☐ Plate ☐ Pipe ☐ Structural ☐ Other			☐ Fillet ☐ Groove ☐ Other	☐ Flat ☐ Horizontal ☐ Vertical ☐ Overhead
OFC		☐ Low Carbon (Mild) Steel ☐ Other	☐ Plate ☐ Pipe ☐ Structural ☐ Other				☐ Flat ☐ Horizontal ☐ Vertical ☐ Overhead

Comments

Apprentice Name: _____

ITA Registration ID #: _____