



## Guidelines for Trainers Signing Apprenticeship Log Books

The Ontario College of Trades (College) has the legislated responsibility to establish apprenticeship programs and other training programs for trades, including training standards, curriculum standards and examinations. It is important to know what it means for a trainer (Journeyman for compulsory trades or journeyman equivalent for voluntary trades) to sign-off an apprentice's training standard log book.

### Liability Concern

1. Trainers must provide their signature based on their assessment and professional judgement that the apprentice is able to perform each mandatory skill to the required standard. The trainer's signature is **not** a general warranty of the apprentice's future conduct or performance *regardless* of the language currently contained in any of the log books or whether the trade is voluntary or compulsory. The sign-offs are meant exclusively for training purposes. As such, they reflect the apprentice's performance at the time of the observation and are meant to document the apprentice's progress toward completion of their apprenticeship program.

### Skill Details

2. The detailed content listed for each skill is not intended to represent an inclusive list; rather, it is included to illustrate the intended direction for the skill acquisition. The trainer must provide their signature based on their assessment and professional judgment that the apprentice is competent in the skills described above. The trainer's signature is not a general warranty or guarantee of the apprentice's future conduct.

### Mandatory vs. Optional Skills

3. Training Standards require sign-offs from the trainer (journeyman or journeyman equivalent) and apprentice; however, if a skill is shaded, it is optional and does not require a signature.