



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Schedule of Training

Tractor Loader Backhoe
Operator – Branch 1

Trade Code: 636A

Development Date: February 2002

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PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices' acquisition of skills of the trade.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (<http://www.collegeoftrades.ca>) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: <http://www.collegeoftrades.ca/about/legislation-and-regulations>

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyman or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

Optional

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

Schedule of Training

An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

Sign-off

Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor

An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS

Apprentice

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the apprenticeship staff at the local Ministry of Training, Colleges and Universities office regarding the following changes:
 - change of sponsor/employer address;
 - change of apprentice name or address;
 - transfer to a new sponsor/employer.
3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.
4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

Apprentice “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
1.0	SAFETY	
2.0	PRE-OPERATION INSPECTION	
3.0	GENERAL PREVENTATIVE MAINTENANCE	
4.0	OPERATE TRACTOR LOADER BACKHOE	
5.0	TRANSPORTING EQUIPMENT	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

LEARNING OUTCOMES COMPLETION FORM

Date of Completion	Organization Name(s)	SIGNING AUTHORITY

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Client ID	

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed Yes () No () Not applicable ()
(Proof to be provided)

Hours completed as
Per Contract: Yes () No () Not applicable ()

SPONSOR/EMPLOYER INFORMATION	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.

A. DESCRIPTION/DUTIES

A TRACTOR LOADER BACKHOE OPERATOR inspects, maintains, transports and operates full (standard) size equipment in the construction and industrial sectors by:

- Operating equipment in a safe and efficient manner
- Performing pre-operational inspections
- Performing preventative maintenance
- Transporting equipment
- Reading and interpreting government legislation, site plans and manufacturers' manuals
- Installing attachments
- Loading and unloading equipment
- Excavating, trenching, grading, loading, ramp building, shuttling, stockpiling, backfilling and hoisting material in an efficient coordinated manner

A TRACTOR LOADER BACKHOE OPERATOR demonstrates knowledge of:

- Occupational Health and Safety Act
- Highway Traffic Act
- TSSA (Natural Gas Regulations)
- Municipal Codes and By-Laws
- Other pertinent government regulations
- Basic rigging principles
- Earthmoving fundamentals e.g. soils characteristics, ground conditions

**BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES:
(ON-THE-JOB AND OFF-THE-JOB):**

2,000 - 2500 hours

Includes 240 hours (78 hours common core, plus 162 hours equipment-specific courses) of in-school training.

B. ON-THE-JOB PERFORMANCE OBJECTIVES

1.0 SAFETY

1.1 Wear, maintain and adjust personal protective equipment, including, but not limited to: hardhat, boots, vest, glasses, appropriate clothing and hearing protection, in accordance with government legislation and company policy.

Date Completed

Apprentice

Supervisor/Trainer

1.2 Demonstrate appropriate workplace actions by: practicing safe personal lifting techniques; reporting accidents; maintaining focus/attention during operation of equipment; and, ensuring safe and efficient operation of equipment; in accordance with manufacturers’ recommendations, government legislation and company policy.

Date Completed

Apprentice

Supervisor/Trainer

1.3 Mount and dismount tractor loader backhoe, by: following recommended procedures, including: maintaining three points of contact at all times; ensuring hand and foot holds are free of debris; avoiding lateral movements; and, avoiding hazardous ground conditions when parking or positioning the equipment; in accordance with government legislation and company policy.

Date Completed

Apprentice

Supervisor/Trainer

1.4 Demonstrate safe operating practices, by: responding to hand signals, communicating with signal person, using radio communication, using occupant safety devices/restraints; in accordance with government legislation, manufacturers’ recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

- 1.5 Demonstrate appropriate worksite communications skills**, by: participating in worksite orientation meetings; demonstrating appropriate verbal and written skills; communicating and cooperating with supervisors and co-workers; and, acting as a team player; in accordance with professional work ethics and company policy.

Date Completed

Apprentice

Supervisor/Trainer

2.0 PRE-OPERATION INSPECTION

2.1 Perform pre-operational Inspection (circle check), by visually inspecting and completing log books on equipment and components including,

- cooling system and components,
- engine lubrication system and components
- electrical system and components
- drive train and components
- hydraulic system and components
- suspension system and components
- cab and components
- load bearing structure and components
- checking for cracks, leaks, corrosion, misalignment, malfunctions, loose, missing, or defective components, in accordance with manufacturers' recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

3.0 GENERAL PREVENTATIVE MAINTENANCE

3.1 Maintain operator station area by: cleaning windows, floors, controls, filters, and gauges; checking and lubricating seat mechanism; replacing windshield wipers and light bulbs; topping up fluids; and, adjusting mirrors; in accordance with manufacturers' recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

3.2 Perform basic maintenance on front and rear steering and drives including, but not limited to rubber tired or track drive systems by: cleaning tracks, rollers, and final drive seals; removing material from tracks and tires, bearings, sprockets rollers and wheels; tightening or adjusting tracks and loose fasteners; and, inflating tires to specified pressure; in accordance with manufacturers' recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

3.3 Perform basic maintenance on buckets and attachments, by: replacing or reporting damaged or missing cutting edges, bolts, teeth, and loose pins; and, replacing ground engaging tools, defective hoses and seals; in accordance with manufacturers' recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

3.4 Lubricate equipment components and attachments, by: selecting appropriate lubricant; identifying lubrication points; installing lubricant and replacing defective grease fittings; changing oil and filters; and, using grease guns and lube charts; in accordance with manufacturers' recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

- 3.5 Complete and maintain equipment log sheets and reports,** by recording data accurately to ensure maintenance functions and defects are documented in a clear, concise and legible manner, in accordance with manufacturers' recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

4.0 OPERATE TRACTOR LOADER BACKHOE

4.1 Perform start-up procedures by: reading and interpreting operator manuals to identify location and function of controls, levers, gauges, alarms, lights, warning labels, capacity charts, and lockouts/safety devices; and, checking that gauges, controls, lights and alarms are functioning; in accordance with manufacturers’ recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

4.2 Perform site planning and setup by: assessing job site conditions and requirements including, but not limited to soil conditions and weather hazards; identifying and locating utilities; interpreting grade stake information and job specifications; and, planning the material handling process to complete the job; in accordance with manufacturers’ recommendations, government legislation work site and company policy.

Date Completed

Apprentice

Supervisor/Trainer

4.3 Install attachments by identifying or selecting appropriate attachments for the work to be performed and by following recommended installation procedures, in accordance with manufacturers’ recommendations, worksite requirements, and company policy.

Date Completed

Apprentice

Supervisor/Trainer

4.4 Test equipment operation, prior to the work application in a controlled manner by: traveling in travel (transport) position; demonstrating ability to steer, swing, and brake; performing forward and reverse operating cycle; and, monitoring work area for obstructions, personnel and equipment traffic; in accordance with manufacturers’ recommendations, government legislation, and company policy.

Date Completed

Apprentice

Supervisor/Trainer

4.9 Perform ramp building operations by following procedures, including, but not limited to: determining ramp location; confirming the ramp specifications; recognizing work area hazards; calculating the slope ratio and maintaining adequate shoulder width and compaction; so that the equipment is operated in a safe manner while maintaining productivity, in accordance with manufacturers' recommendations, government legislation and work site requirements.

Date Completed

Apprentice

Supervisor/Trainer

4.10 Perform stockpiling operations by following procedures, including, but not limited to: determining stockpile location; preparing the area; recognizing work area hazards; estimating the area capacity; and, determining if ramping will be required; so that the equipment is operated in a safe manner while maintaining productivity, in accordance with manufacturers' recommendations, government legislation and work site requirements.

Date Completed

Apprentice

Supervisor/Trainer

4.11 Perform backfilling operations by following procedures, including, but not limited to: assessing the backfill area and structures; recognizing work area hazards; determining compaction specifications; selecting appropriate materials; and, preventing damage to structure; so that the equipment is operated in a safe manner while maintaining productivity, in accordance with manufacturers' recommendations, government legislation and work site requirements.

Date Completed

Apprentice

Supervisor/Trainer

4.12 Perform hoisting operations by following procedures, including, but not limited to: selecting appropriate rigging hardware; inspecting the rigging hardware; determining the weight and centre of gravity of the load; determining capacity and limitations of the machine; selecting appropriate rigging methods; setting-up the machine; and, ensuring the rigging is attached to the manufacturer's lifting point; so that the equipment is operated in a safe and efficient manner, in accordance with manufacturers' recommendations, government legislation and work site requirements.

Date Completed

Apprentice

Supervisor/Trainer

4.13 Shutdown equipment by: selecting an appropriate location; securing equipment against movement and theft; lowering all raised components; following engine shutdown procedure; and, installing vandalism kit; in accordance with manufacturers' recommendations and company policy.

Date Completed

Apprentice

Supervisor/Trainer

5.0 TRANSPORTING EQUIPMENT

5.1 Prepare to load the equipment and attachments by: performing a circle check of the machine and float; selecting the appropriate float; parking on level and solid ground free of hazards; blocking float wheels; cleaning float deck; lowering ramps; and, cleaning and dismantling the machine; in accordance with manufacturers’ recommendations, government legislation, and company policy.

Date Completed

Apprentice

Supervisor/Trainer

5.2 Load the equipment and attachments by: determining whether to drive on or back on; determining if it is a standard load or over-dimensional load; wearing seat belt; locking brakes together; selecting appropriate gear; considering weather conditions; loading the machine; obeying hand signals; locking the brakes; lowering attachments; securing and performing shutdown procedure; in accordance with manufacturers’ recommendations, government legislation, and company policy.

Date Completed

Apprentice

Supervisor/Trainer

5.3 Unload the equipment and attachments by: selecting level and firm ground free of overhead and surrounding hazards; removing and storing all rigging; blocking wheels; lowering and blocking ramps; locking brakes together; raising attachments; engaging gears; and, obeying hand signals; in accordance with manufacturers’ recommendations, government legislation, and company policy.

Date Completed

Apprentice

Supervisor/Trainer

5.4 Transport rubber tired machine (travelling/roading) by: using seat belt, appropriate lighting and signage; locking brake pedals together; engaging ride controls; traveling at appropriate speed for weather, traffic and road conditions; placing attachments in “transport” position; and, ensuring the telescopic boom is retracted and the bucket and boom are in transport mode; in accordance with manufacturers’ recommendations, government legislation, and company policy.

Date Completed

Apprentice

Supervisor/Trainer

C. LEARNING OUTCOMES

78 Hours

1.0 Introduction and Safety

The apprenticeship is able to

- describe and demonstrate proper wear and maintenance of personal protective equipment,
- describe and demonstrate mounting and dismounting procedures
- describe and demonstrate safe operating practices
- demonstrate hand signals, and safe use of other communication methods
- describe fundamentals of earthmoving
- identify, describe and interpret site plan information \ drawings
- read and interpret pertinent government legislation
- describe basic rigging principles
- describe procedures for loading the equipment and attachments on to a transporter

2.0 Pre -Operation Inspection

The apprenticeship is able to

- describe and demonstrate inspection procedures\processes (circle check) for the cooling system and components
- engine lubrication system and components
- electrical system and components
- drive train and components
- hydraulic system and components
- suspension system and components
- cab and components
- load bearing structure and components

3.0 General Preventative Maintenance

The apprenticeship is able to:

- describe and demonstrate basic maintenance procedures on: the operator station area; the front and rear steering; drives, buckets and attachments
- describe and demonstrate lubrication procedures,
- identify and select appropriate lubricants
- complete and maintain equipment log sheets and report

4.0 Operate Tractor Loader Backhoe

The apprenticeship is able to

- perform start-up procedures
- perform site planning and setup
- install attachments
- test equipment operation
- perform excavating and trenching operations
- perform grading, loading, ramp building, stockpiling, and backfilling operations
- perform hoisting and shuttling (transporting material) operations
- shutdown equipment

5.0 Transporting Equipment

The apprenticeship is able to

- prepare to load the equipment and attachments on to a transporter
- load and secure the equipment and attachments
- unload the equipment and attachments
- transport a rubber tired machine (travelling\loading)

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
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Date Completed

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