Apprenticeship Training Standard

Schedule of Training

Horse Harness Maker

Trade Code: 219D

Development Date: August 2001
## HORSE HARNESS MAKER

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### TRAINING CONTENT

#### A. Description/Duties


#### B. On-the-Job Training Performance Objectives

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<td>Perform finishing work</td>
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</table>

#### C. Learning Outcomes


### Apprentice Record


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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.

Journeyperson 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
HORSE HARNESS MAKER

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 a 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
HORSE HARNESS MAKER

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

<table>
<thead>
<tr>
<th>SKILLS SETS</th>
<th>TITLE</th>
<th>SIGNING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>PROTECT SELF AND OTHERS</td>
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</tr>
<tr>
<td>2.0</td>
<td>STITCH LEATHER BY HAND</td>
<td></td>
</tr>
<tr>
<td>3.0</td>
<td>STITCH LEATHER BY MACHINE</td>
<td></td>
</tr>
<tr>
<td>4.0</td>
<td>REPAIR HORSE HARNESS</td>
<td></td>
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<tr>
<td>5.0</td>
<td>MACHINE FABRICATE HORSE HARNESS</td>
<td></td>
</tr>
<tr>
<td>6.0</td>
<td>PERFORM FINISHING WORK</td>
<td></td>
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</tbody>
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### 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

<table>
<thead>
<tr>
<th>Date of Completion</th>
<th>Organization Name(s)</th>
<th>SIGNING AUTHORITY</th>
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<tbody>
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</table>
**APPRENTICE COMPLETION FORM**

<table>
<thead>
<tr>
<th>APPRENTICE NAME</th>
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</thead>
<tbody>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Client ID</td>
</tr>
</tbody>
</table>

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 (Proof to be provided): Yes ( )  No ( )  Not applicable ( )
- Hours completed as Per Contract: Yes ( )  No ( )  Not applicable ( )

**SPONSOR/EMPLOYER INFORMATION**

<table>
<thead>
<tr>
<th>Name</th>
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<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>E-mail Address</td>
</tr>
<tr>
<td>Signature of Signing Authority</td>
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</tbody>
</table>

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 HORSE HARNESS MAKER

- stitches leather by hand
- cuts heavy leather by hand
- assembles and constructs material by hand
- diagnoses and repairs broken or defective components and replaces worn parts;
- trims, slicks, rubs, creases, punches holes, bevels edges and dyes or burnishes edges
- reads and interprets job specifications technical drawings

A HORSE HARNESS MAKER demonstrates knowledge of:

- harness types, parts and construction requirements
- leather types and weights
- trade terminology
- specialty hand tools and equipment for leather work
- stitching techniques

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

6,000 - 8,000 hours
Includes 600 hours of in-school training
B. ON-THE-JOB PERFORMANCE OBJECTIVES

1.0 PROTECT SELF AND OTHERS

1.1 Identify health and safety hazards in the workplace, so that the potential for personal injury, damage to equipment, vehicles, and the environment is minimized, corrective action as defined in government legislation or company policies is taken, and hazards are reported.

Date Completed  Apprentice  Supervisor/Trainer

1.2 Wear, adjust, and maintain personal protective equipment including eye, ear, hand, and foot protectors, to ensure correct fit and optimum protection for the wearer and the task being performed, in compliance with company procedures and safety legislation.

Date Completed  Apprentice  Supervisor/Trainer

1.3 Practice safe work habits by staying outside guards and barricades, wearing proper clothing (not loose or torn), confining long hair, and removing jewellery, in accordance with company procedures and safety legislation.

Date Completed  Apprentice  Supervisor/Trainer

1.4 Practice good housekeeping in the workplace by cleaning up spills and leaks, keeping work area clean and clear of obstructions, and storing tools or equipment, so that the potential for accident or injury is minimized and tools or equipment are in place and available, in compliance with company procedures and safety legislation.

Date Completed  Apprentice  Supervisor/Trainer
1.5 **Follow company procedures for applying first aid** to treat conditions including sudden illness, burns, cuts, abrasions, sprains, chemical inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first aid treatment.

Date Completed  Apprentice  Supervisor/Trainer

1.6 **Report injuries to supervisor or first aid personnel** promptly and clearly, ensuring that the injured person is attended to, and information is reported precisely and accurately describing how incident occurred, so that future recurrence of similar accidents is prevented, in compliance with company procedures and safety legislation.

Date Completed  Apprentice  Supervisor/Trainer

1.7 **Inspect equipment for repair** and maintenance, by following company procedures and safety legislation, ensuring that no materials can enter the equipment being repaired or maintained, and no damage is caused to the operator or equipment.

Date Completed  Apprentice  Supervisor/Trainer

1.8 **Identify and handle designated substances** using specified handling and storage equipment, so that operator is protected from injury, the environment from contamination, and procedures are followed in compliance with Workplace Hazardous Materials Information Systems (WHMIS).

Date Completed  Apprentice  Supervisor/Trainer
2.0 STITCH LEATHER BY HAND

2.1 Plan and prepare pattern, by reading and interpreting technical drawing and developing template from pattern paper to apply to leather, to match design, according to employer standards.

Date Completed   Apprentice   Supervisor/Trainer

2.2 Prepare needles and thread, by skiving thread ends, waxing thread using bee’s wax, threading needles and tying knots in thread, according to industry standards.

Date Completed   Apprentice   Supervisor/Trainer

2.3 Plan number of lines and stitch mark lines on pieces of leather, at both eight and ten stitches per inch, to prepare for hand stitching, according to employer standards.

Date Completed   Apprentice   Supervisor/Trainer

2.4 Hand stitch double strap flat pieces of leather, that are pre-marked to both eight and ten stitches per inch, in straight lines, using needles, thread and awls, to produce a consistent stitch pattern in one direction, according to employer standards. Hand stitch two pieces of leather with loops and keepers, with buckles and rings or with box loops, integrating loops and fittings at ten stitches per inch in straight lines, using a straight bottom stitch producing a consistent stitch pattern in one direction, according to employer directions and standards.

Date Completed   Apprentice   Supervisor/Trainer

2.5 Hand stitch various styles of harness, including side channelling and straight channelling for both flat and round work, by opening channel and stitching, according to employer directions and standards.

Date Completed   Apprentice   Supervisor/Trainer
2.6 Hand stitch other styles of harness, using stitching techniques, including lacing, whip, baseball and pop stitching and using various types of needles and awls, including round, curved and harness needles and awls, according to employer directions and standards.

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<tr>
<th>Date Completed</th>
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<th>Supervisor/Trainer</th>
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Ontario College of Trades ©
3.0 STITCH LEATHER BY MACHINE

3.1 Set up and adjust harness stitcher for a variety of work, by using various feet, including: flat, stitch, hi, medium and low plate and different varieties of threads, including: three cord, four cord and nylon in assorted colours, varieties of bobbin winding thread and varieties of needles and awls, stitch length and foot pressure, according to employer standards.

Date Completed    Apprentice    Supervisor/Trainer

3.2 Set up and operate needle and awl harness stitcher with a flat foot, by using linen thread and a roller gauge to produce triple stitching at eight stitches per inch, according to employer standards.

Date Completed    Apprentice    Supervisor/Trainer

3.3 Set up and operate needle and awl harness stitcher with a stitch foot, by using linen thread to produce harness parts and components, according to employer standards.

Date Completed    Apprentice    Supervisor/Trainer

3.4 Maintain harness stitcher by lubricating machine parts with oil, waxing thread and cleaning loose debris from stitcher, including: pieces of leather, thread and dry wax, to maintain optimum working efficiency, according to employer standards.

Date Completed    Apprentice    Supervisor/Trainer
4.0 REPAIR HORSE HARNESS

4.1 Diagnose worn or damaged harness parts and components, identifying matching leather types and grades to be used for harness repair or parts replacement, according to employer standards.

Date Completed  Apprentice  Supervisor/Trainer

4.2 Create a pattern or template to modify or replace missing or damaged harness parts or components, according to customer requirements and employer standards.

Date Completed  Apprentice  Supervisor/Trainer

4.3 Match hardware or fittings, for missing or damaged harness parts or components, according to customer requirements and employer standards.

Date Completed  Apprentice  Supervisor/Trainer

4.4 Modify, replace or exchange broken harness parts, according to client requirements and company safety standards.

Date Completed  Apprentice  Supervisor/Trainer
HORSE HARNESS MAKER

5.0 MACHINE FABRICATE HORSE HARNESS

5.1 Identify and select quality of leather, according to part being made, by examining quality of finish on top and bottom and consistency of thickness and strength, according to employer standards.

Date Completed  Apprentice  Supervisor/Trainer

5.2 Sharpen cutting tools, including; draw gauge, round knife and straight knife, by using whetstone, buffing wheel and compounds, according to employer standards.

Date Completed  Apprentice  Supervisor/Trainer

5.3 Cut leather, using a draw gauge to measure and cut strap widths, and using round or straight knife to cut shapes, according to client requirements and employer standards.

Date Completed  Apprentice  Supervisor/Trainer

5.4 Die cut leather, by selecting shapes and sizes of dies determined by pattern used, maximizing leather and minimizing waste, according to client requirements and employer standards.

Date Completed  Apprentice  Supervisor/Trainer

5.5 Cut leather, to make components of harness parts, by using a strap cutting machine to produce various widths and high volume straight cuts, according to employer standards.

Date Completed  Apprentice  Supervisor/Trainer
5.6 **Skive and split leather** to various thicknesses and tapers, by measuring splicing tolerances and thickness of harness parts, according to client requirements and employer standards.

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<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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5.7 **Scale and size harness parts** to various lengths, widths and thicknesses, by cutting harness parts, according to client requirements and employer standards.

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<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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5.8 **Set out, roll, form, mould, temper, round and fold lengths, widths and thicknesses of harness parts** to be stitched, by using hand tools and machinery, according to tolerances, safety and client requirements and employer standards.

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<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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5.9 **End punch, crew punch, and race lengths, widths and thicknesses of harness parts** to be stitched, by using hand tools and machinery, according to tolerances, safety and client requirements and employer standards.

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<th>Date Completed</th>
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5.10 **French edge, raise and bevel various lengths, widths and thicknesses of harness parts** to be stitched, by using hand tools and machinery, according to client requirements and employer standards.

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<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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5.11 Fabricate single-spaced, corrugated or creased keepers and box keepers, by using hand tools and machinery to cut, size, crease and fit keepers to harness parts, according to client requirements and employers standards.

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<th>Date Completed</th>
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5.12 Fit up work for stitchers, by applying adhesives and hand tacks to various harness parts and components, according to client requirements and employer standards.

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<th>Date Completed</th>
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<th>Supervisor/Trainer</th>
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5.13 Stuff leather harness parts with filling, ensuring even distributions of stuffing, using stuffing machine, according to client requirements and employer standards.

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<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
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</table>
6.0 PERFORM FINISHING WORK

6.1 **Black and slick leather**, by using hand tools, including; slickers, creasers and rollers and black dyes to apply to top and bottom of stitched harness parts, according to client requirements and employer standards.

Date Completed  
Apprentice  
Supervisor/Trainer

6.2 **Over-stitch wheeling and bone finishing** by using hand tools, to enhance quality of stitch and the finish of top of leather harness part, according to client requirements and employer standards.

Date Completed  
Apprentice  
Supervisor/Trainer

6.3 **Trim harness parts**, using a round knife to remove excess leather and to make edges even, according to client requirements and employer standards.

Date Completed  
Apprentice  
Supervisor/Trainer

6.4 **Bevel, finish and burnish harness parts**, using hand tools, machine dyes, waxes and coatings, to ensure smooth and finished edges, according to client requirements and employer standards.

Date Completed  
Apprentice  
Supervisor/Trainer

6.5 **Crease, press and form keepers, straight-a-ways and curves on long straps** required to receive harness parts, using hand tools and machines to ensure deeps impressions, permanent markings and shape, according to client requirements and employer standards.

Date Completed  
Apprentice  
Supervisor/Trainer
6.6 **Mark and punch holes**, using hand tools and machines to accommodate buckle, tongue and specific lengths and sizes, according to client requirements and employer standards.
C. LEARNING OUTCOMES

600 hours

1. Protect Self and Others
   The apprenticeship is able to:
   - identify health and safety hazards in the workplace
   - wear, adjust and maintain required personal protective equipment
   - maintain a clean and organized work environment
   - identify the procedures to report information about injuries
   - describe the process for conducting a circle check of service equipment
   - describe the process of documenting safety and/or injury incidences
   - identify and follow site procedures for applying first aid
   - identify the steps in locking out and tagging machines, repair process or power sources
   - describe how to handle, store, and control hazardous materials

2. Layout and Cutting Procedures
   The apprenticeship is able to:
   - select parts of the hide specific to harness parts
   - identify tools used in harness making
   - describe sharpness of tool for preparation of cutting
   - identify and describe use of clear, flat space on table to work on leather
   - identify and describe leather cutting techniques, correct hand position, and consistent length and styles
   - identify and describe adjustment techniques for cutting tools, to ensure width and depth of cut;
   - identify and describe safe hand placement, when operating machinery
   - identify and describe positioning techniques for placing leather in correct position on machinery

3. Communication Skills
   The apprenticeship is able to:
   - demonstrate organizational skills, by preparing and tracking work orders
   - interpret work order directions and specifications
   - document production problems relating to work orders
   - list and describe professional trade terminology
   - resolve or re-direct to supervisor all client inquiries or concerns
C. Learning Outcomes continued:

4. **Documentation**
The apprenticeship is able to:
- prepare documentation, according to time sheet specifications and job number
- keep records on time cards or sheets
- read, interpret and transfer information from technical drawings

5. **Hand Tools and Equipment**
The apprenticeship is able to:
- identify and describe purpose of each tool used in harness making
- identify and describe the differentiation between general and specialty harness making tools, including; round knife, draw gauge, straight knife, edge tools, punches, creases, over stitch wheels, burnishers, awls, needles, hammers, dividers, compasses, screw drivers and rounders
- identify and describe purpose of harness making machinery, including; harness stitcher and roller, clicker, splitter and strap cutter, stuffer, sander, buffer, grinder, drill press and presses creaser
- identify and describe the selection of work according to work order directions

6. **Sewing Materials**
The apprenticeship is able to:
- identify and select thread type, according to quality, colour, size and number of cords
- identify and select needles and awls, according to thickness and length of needle for job
- identify and verify thread type, needle and awl selection
- demonstrate visual inspection techniques

7. **Stitching**
The apprenticeship is able to:
- recognize stitch patterns
- determine the number of stitches per inch
- describe how the awl has gone through the work
- identify and describe whether the work was stitched by hand or machine
- identify and describe stitching techniques, by determining whether or not stitch foot is used
- identify and describe types of stitches; including lacing, whip, baseball or pop
- differentiate between flat and round work
- identify and describe stitch pressure for machined work
C. Learning Outcomes continued:

8. Layout and Stitching Preparation
   The apprenticeship is able to:
   - demonstrate preparation procedures for needles and thread for stitching by hand
   - demonstrate stitching techniques used in stitching by hand
   - demonstrate measuring techniques by using ruler and compass
   - demonstrate planning technique for number of stitches on piece of leather
   - demonstrate layout, materials and tools for hand stitching
   - demonstrate stitching techniques, by following direction, including; number of stitches, length or stitch, placement of furniture and keepers and that stitch follows in a straight line
   - verify work by visual inspection.

9. Machine Stitching
   The apprenticeship is able to:
   - identify and describe stitch feet, by type
   - identify and describe that machine is producing stitch foot or flat foot
   - demonstrate adjustment techniques to produce thickness
   - identify and describe that resulting stitch matches work order

10. Furniture and Keepers
    The apprenticeship is able to:
    - identify and describe location for furniture and keepers, according to supplied sample, pattern or work order
    - identify and select part
    - identify and select keepers according to quality
    - demonstrate verification of work by visual inspection

11. Leather
    The apprenticeship is able to:
    - identify and describe hide properties for strength, work ability, stretch and finish
    - identify and describe hide quality for consistency of finish on top and bottom, consistency of thickness, strength and growth patterns
    - identify and select colour, side, thickness, part and quality of hide, according to work order and part and quality of harness required
    - demonstrate verification of work by visual inspection
C. Learning Outcomes continued:

12. Harnesses Types
The apprenticeship is able to:
- identify and describe harness types by low, mid or high quality
- identify and describe type of harness including: buggy, carriage, coaching, and show
- identify and describe harness selection criteria on work order
- identify and describe the quality of harness construction and quality type suited to harness, according to work order specifications and/or sample supplied
- identify and describe verification work by visual inspection

13. Harness Styles
The apprenticeship is able to:
- identify and select harness styles by visual inspection
- differentiate and describe colours of leather used in harness
- differentiate and describe colours of furniture used in harness
- identify and describe uses of leather and furniture
- identify and describe verification of work by visual inspection
# HORSE HARNESS MAKER

## APPRENTICE RECORD

### APPRENTICE NAME (Print):

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### SUMMARY OF TRAINING

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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.