



ONTARIO COLLEGE OF TRADES
ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Schedule of Training

Industrial Painter

Trade Code: 404D

Development Date: 2008

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PREFACE

This Schedule of Training was developed by the Workplace Training Branch of the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Provincial 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 skills 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 apprentice's 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 (www.collegeoftrades.ca) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: www.collegeoftrades.ca/about/legislation-and-regulations.

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (CofA)

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

Certificate of Qualification (CofQ)

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 local apprenticeship Employment Ontario 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 Employment Ontario 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 Employment Ontario office.

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/DECLARATION FOR 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
5370.0	PROTECT SELF AND OTHERS	
5371.0	USE AND MAINTAIN ACCESS EQUIPMENT	
5372.0	PREPARE FOR PRODUCT APPLICATION	
5373.0	APPLY COATINGS AND LININGS	
5374.0	PRACTISE QUALITY CONTROL	

LEARNING OUTCOMES COMPLETION FORM

Date of Completion	Organization Name(s)	SIGNING AUTHORITY

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Social Insurance Number	

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

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

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

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

A. DESCRIPTION/DUTIES

An **INDUSTRIAL PAINTER** is a person who:

- Protects Self and Others
- Uses and Maintains Access Equipment
- Prepares for Product Application
- Applies Coatings and Linings
- Practises Quality Control

An **INDUSTRIAL PAINTER** demonstrates knowledge of:

- The Ontario Occupational Health and Safety Act
- Society for Protective Coatings (S.S.P.C.) Standards
- National Association of Corrosion Engineers (N.A.C.E.) Standards
- Relevant Material Safety Data Sheets (M.S.D.S.)

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

6000 hours

Includes 720 hours of in-school training.

B. ON-THE-JOB PERFORMANCE OBJECTIVES**5370.0 PROTECT SELF AND OTHERS**

5370.1 Identify health and safety hazards in the workplace so that the potential for personal and public injury, and damage to equipment, structures, or the environment is prevented, and corrective action is taken and documented, in accordance with manufacturers' specifications and instructions, company policy, the *Occupational Health and Safety Act*, and all applicable regulations and guidelines.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5370.2 Select, wear, adjust, and maintain personal protective equipment including respiratory, eye, ear, hand, foot, and skin protectors to ensure correct fit and optimum protection, in accordance with manufacturers' specifications and instructions, company policy, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5370.3 Practise safe work habits by operating and working around equipment properly; protecting the public from work hazards; wearing required clothing; confining long hair and removing jewellery, in accordance with manufacturers' specifications and instructions, company policy, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5370.4 Contain health, safety, and environmental hazards by erecting and maintaining containment structures and installing appropriate ventilation equipment, in accordance with manufacturers' specifications and instructions, company policy, the *Occupational Health and Safety Act*, and all applicable regulations and guidelines.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5370.0 PROTECT SELF AND OTHERS

5370.5 Follow site fire safety directives and procedures by selecting, using, and maintaining fire suppression equipment for class A, B, C, and D fires, in accordance with manufacturers' specifications and instructions, company policy, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.6 Practise industrial hygiene by wearing required clothing, personal protective equipment, and using eye wash or decontamination showers to avoid contamination or injury, in accordance with manufacturers' specifications and instructions, company policy, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.7 Practise good housekeeping in the workplace by cleaning up spills or leaks, keeping work and public access areas clean and clear of obstructions, and storing tools or equipment, so that the potential for accident or injury is prevented, in accordance with company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.8 Conduct pre-operational check of equipment using the company checklist specific to each piece of equipment, in accordance with manufacturers' specifications and instructions, company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.0 PROTECT SELF AND OTHERS

5370.9 Follow emergency procedures for treating conditions including sudden illness, burns, cuts, abrasions, sprains, chemical inhalations, falls, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first aid treatment, in accordance with company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.10 Report injuries to supervisory or first aid personnel promptly and clearly; ensuring that the injured person is attended to and information is reported precisely and accurately describing how the incident occurred, so that future recurrence of similar accidents is prevented, in accordance with company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.11 Lock and/or tag out all energy sources for repair or maintenance by shutting down and tagging machinery or equipment, to ensure that no unauthorized workers can enter the equipment and/or areas being repaired or maintained, no damage is caused to the machinery or equipment, and accidents are prevented, in accordance with manufacturers' specifications and instructions, company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.12 Handle designated substances using specified handling and storage procedures and equipment, so that the worker and the public are protected from injury, and the environment is protected from contamination, in accordance with manufacturers' specifications and instructions, company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.0 PROTECT SELF AND OTHERS

5370.13 Operate and maintain lifting devices and material handling equipment including, but not limited to, hoists, overhead cranes, chain falls, lift pins, eye bolts, slings, cables, and chains; in order to remove, transport and store materials, parts or equipment, in accordance with manufacturers' specifications and instructions, company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed

Apprentice

Supervisor/Trainer

5370.14 Manage hazardous materials used and/or created in the workplace by following established procedures, in accordance with company policy, site specific guidelines, the *Occupational Health and Safety Act*, and all applicable regulations.

Date Completed

Apprentice

Supervisor/Trainer

5371.0 USE AND MAINTAIN ACCESS EQUIPMENT

5371.1 Assemble and operate access equipment, such as swing stages, boatswain's chairs, powered lifting devices; and use personal protective equipment such as fall protection, in accordance with manufacturers' specifications company policy site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5371.2 Erect scaffolds such as pipe, tube and clamp, all-around, and baker type scaffolds by checking for damaged parts; ensuring that parts are properly assembled and that the scaffold is of the appropriate size and type for the specific job, in accordance with the contract specifications, manufacturers' specifications, company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5371.3 Operate lifting equipment, such as personnel lifts, scissor lifts, and articulating and straight boom machines, by using appropriate safety equipment, checking for ground and overhead hazards, positioning the equipment properly, following load limits, applying basic maintenance procedures, and completing equipment checks and documentation, in accordance with manufacturers' specifications and instructions, company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5371.4 Select and use ladders by following industry standards, in accordance with manufacturers' specifications and instructions, company policy, site specific guidelines, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.0 PREPARE FOR PRODUCT APPLICATION

5372.1 Read and apply information from material safety data sheets (MSDS), product data sheets, application instruction sheets, and project specifications to ensure the proper application of coatings and linings.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.2 Identify required types of resins and additives, curing agents and mechanisms, and thinners and solvents, by reading and understanding the manufacturer's product data sheets in order to ensure proper application of the product.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.3 Identify the condition and characteristics of pre-existing coatings by using visual inspection, and destructive and non-destructive testing procedures, in accordance with industry standards.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.4 Perform water and/or chemical cleaning of substrates with low, high, and ultra-high pressure systems; select appropriate nozzle size and water pressure; and select proper personal protective equipment for chemical cleaning, in accordance with company policy, site specific guidelines, the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.5 Perform mechanical cleaning by using power tools including, but not limited to, grinders, needle guns, power chisels, wire wheels, abrasers, and power concrete sanders to remove scale, rust, paint and foreign debris from substrates, in accordance with the contract specifications and standards, manufacturers' specifications and instructions, company policy, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.0 PREPARE FOR PRODUCT APPLICATION

5372.6 Prepare substrates by using hand tools such as, but not limited to, scrapers, hammers, chisels, chipping hammers, wire brushes, brooms, and pole sanders, in accordance with contract specifications and standards, manufacturers' specifications and instructions, company policy, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.7 Etch concrete with chemicals such as acid, using brushes, mops, brooms, and squeegees, in accordance with contract specifications and standards, manufacturers' specifications, company policy, and the *Occupational Health and Safety Act*.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.8 Perform abrasive blasting of structural steel by selecting, using, and maintaining equipment such as compressors, abrasive machines and related equipment, after-dryer moisture separators, and applicable respiratory systems, in accordance with manufacturers' specifications and instructions, company policy, industry standards, such as the Society for Protective Coatings (S.S.P.C.), and the National Association of Corrosion Engineers (N.A.C.E.), the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5372.9 Perform abrasive blasting of concrete substrates by selecting, using, and maintaining equipment such as compressors, abrasive machines and related equipment, after-dryer moisture separators, and applicable respiratory systems, in accordance with manufacturers' specifications and instructions, company policy, site specific guidelines, the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed_____
Apprentice_____
Supervisor/Trainer

5373.0 APPLY COATINGS AND LININGS

5373.1 Apply coatings and linings by selecting, using, and maintaining the hand applicator appropriate for the job, in accordance with project specifications and industry standards.

Date Completed

Apprentice

Supervisor/Trainer

5373.2 Apply coatings and linings by selecting, using, and maintaining the conventional (pneumatic) spray equipment appropriate for the job, in accordance with manufacturers' specifications and instructions, material safety data sheets, company policy, site specific guidelines, the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed

Apprentice

Supervisor/Trainer

5373.3 Apply coatings and linings by selecting, using, and maintaining the High Volume Low Pressure (HVLV) air spray system appropriate for the job, in accordance with manufacturers' specifications and instructions, material safety data sheets, company policy, site specific guidelines, the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed

Apprentice

Supervisor/Trainer

5373.4 Apply coatings and linings by selecting, using, and maintaining the airless (hydraulic) spray system appropriate for the job, in accordance with manufacturers' specifications and instructions, the material safety data sheets, company policy, site specific guidelines, the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed

Apprentice

Supervisor/Trainer

5373.0 APPLY COATINGS AND LININGS

5373.5 Apply coatings and linings by selecting, using, and maintaining the Air Assisted (AA) airless spray system appropriate for the job, in accordance with manufacturers' specifications and instructions, material safety data sheets, company policy, site-specific guidelines, the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed

Apprentice

Supervisor/Trainer

5373.6 Apply coatings and linings by selecting, using, and maintaining the electrostatic spray system appropriate for the job, in accordance with the manufacturers' specifications and instructions, material safety data sheets, company policy, site-specific guidelines, the *Occupational Health and Safety Act*, and all applicable legislation.

Date Completed

Apprentice

Supervisor/Trainer

5374.0 PRACTISE QUALITY CONTROL

5374.1 Complete Quality Control and/or Quality Assurance (QC/QA) documentation by following established industry standards, in accordance with company policy.

Date Completed

Apprentice

Supervisor/Trainer

5374.2 Perform ambient atmospheric testing by using the appropriate psychometer, in accordance with industry standards, project specifications, material safety data sheets, and company policy and document results on the appropriate QC/QA forms.

Date Completed

Apprentice

Supervisor/Trainer

5374.3 Manage material inventory and storage by ensuring that products comply with application requirements, material safety data sheets, and manufacturers' specifications.

Date Completed

Apprentice

Supervisor/Trainer

5374.4 Perform application testing by using non-destructive methods, such as wet and dry film thickness gauges, in accordance with material safety data sheets, accepted industry standards, and project specifications.

Date Completed

Apprentice

Supervisor/Trainer

5374.5 Inspect substrate conditions using visual comparators, in accordance with project specifications and industry standards.

Date Completed

Apprentice

Supervisor/Trainer

C. LEARNING OUTCOMES

720 hours

Please refer to **In-School Curriculum Standards PAINTER & DECORATOR, LEVEL 1, 2 & 3, ISBN: 0-7794-6307-2**

Note: Level 1 and 2 are Common Core; Level 3 - Industrial

APPRENTICE RECORD

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.

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	
Telephone	
E-mail Address	

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

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Name	
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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