

INSTRUCTOR NOTES

Apprenticeship Completion

Skill Builder: Key Words & Phrases, Flowcharts

During the activity pre/apprentices will:

- Discuss barriers to apprenticeship completion
- Review common elements of charts and graphs
- Locate information in complex forms

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Numeracy (measurement & calculation)

Handouts

- Questions and Document Set (2 pages)

Talking Points

- In 2015 (last available data), 75% of registered apprentices completed their certification.
- Research proves that apprentices who complete their programs are more likely to find employment and earn higher income.
- Failure to complete apprenticeship costs everyone: apprentices, government and employers.
- Using charts in place of text is a quick way to show detailed information at a glance.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Flowchart: Backhoe Operation
Skill Builder: Flowcharts

During the activity pre/apprentices will:

- Review common elements of flowcharts
- Recognize how the display of information in flowcharts can simplify and clarify complex processes

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Thinking (planning & organizing)

Handouts

- Questions and Document Set (2 pages)

Talking Points

- Flowcharts are used to make complex processes easier to understand and to show the “big picture” at a glance.
- Flowcharts usually flow from left to right or top to bottom.
- Flowcharts typically include shapes, and use a minimum of text.
- Flowcharts clarify the order in which tasks should be completed and may include roles and responsibilities related to each task.
- Need more help? Use the Skill Builder identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Hazard Assessment

Skill Builders: Key Words & Phrases, Entry Forms

During the activity pre/apprentices will:

- Review common elements of forms used to assess and report hazards
- Enter information in complex forms

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Thinking (critical thinking)

Handouts

- Questions and Document Set (2 pages)

Talking Points

- Mistakes in hazard assessments can result in injuries and fatalities.
- The purpose of the assessment is twofold. 1) identify any hazard and related risk, and 2) identify and put into place ways to control the risk.
- Reporting risk prevents future accidents and resulting injury and downtime.
- Most hazard assessment forms use similar structure and categories.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Incident Report

Skill Builders: Key Words & Phrases, Entry Forms

During the activity pre/apprentices will:

- Review common elements of forms used to report incidents
- Enter information into complex forms

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Reading

Handouts

- Questions and Document Set (4 pages)

Talking Points

- Entry forms are widely used in the workplace to collect or retrieve information (e.g., job applications, incident reports, invoices, etc.).
- Recognizing that entry forms share a common structure makes it more likely that you will fill them out correctly.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Invoice 3

Skill Builders: Entry Forms, Tables

During the activity pre/apprentices will:

- Review common elements of invoices
- Locate information in complex forms

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Numeracy (measurement & calculation)

Handouts

- Questions and Document Set (3 pages)

Talking Points

- Paperwork – either paper or digital – is part of most tradesperson’s work.
- Mistakes in order forms, invoices and log books can result in costly errors.
- Being able to quickly and accurately locate the information you need in a form can save time and money.
- Most forms use similar structure and categories.
- Need more help? Use the Skill Builders identified in the Handout.

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INSTRUCTOR NOTES

Line Drawings
Skill Builder: Technical Drawings

During the activity pre/apprentices will:

- Convert between imperial and metric systems
- Navigate technical drawings

Skill Focus

- **Key Skill:** Document Use

Handouts

- Questions and Document Set (2 pages)

Talking Points

- Contractors, estimators, builders and tradespersons all rely on technical drawings for the information they need to construct and/or manufacture a product.
- Basic math errors in can result in costly materials and lost-time time mistakes.
- While electronics can help with most calculations, it is important to be able to recognize when an answer does not look right as information may have been inputted incorrectly.
- Need more help? Refer to the Skill Builders identified in the Handout.
- You may also use your phone or a calculator to help with the calculations.

Distribute the Handout.

INSTRUCTOR NOTES Log Book: HEO
Skill Builder: Entry Forms**During the activity pre/apprentices will:**

- Review the importance of tracking time
- Locate and enter information in complex forms
- Make basic calculations

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Numeracy

Handouts

- Questions and Document Set (3 pages)

Talking Points

- Paperwork – either paper or digital – is part of most tradesperson’s work.
- Mistakes in log books, order forms and invoices can result in costly errors.
- The ability to specifically account for time spent on individual activities is essential to staying on budget.
- Most forms use similar structure and categories.
- Need more help? Use the Skill Builder identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Maintenance Schedule: Sprinkler
Skill Builder: Entry Forms, Tables & Lists

During the activity pre/apprentices will:

- Recognize scheduled maintenance is an essential part of preventing machine breakdown
- Locate information in forms
- Create work schedules

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Numeracy

Handouts

- Questions and Document Set (3 pages)

Talking Points

- Poor maintenance of tools and machinery can result in costly errors.
- Scheduling maintenance according to employer and manufacturers' recommendations will reduce breakdown.
- Most forms used for scheduling use similar structure and categories.
- Need more help? Use the Skill Builder identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Mileage Log

Skill Builder: Entry Forms, Tables & Lists

During the activity pre/apprentices will:

- Review common elements of time and distance logs
- Calculate costs and distances

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Numeracy (measurement and calculation)

Handout

- Questions and Document Set (2 pages)

Talking Points

- Paperwork – either paper or digital – is part of most tradesperson’s work.
- Basic calculation errors made in your mileage logs or time sheets can result in errors in your payment and wasted time in the payroll office.
- Logs are legal documents. In the event of an accident or other incident that goes to court, logs are often required as evidence.
- While electronics can help with most calculations, it is important to be able to recognize when an answer does not look right. This is usually a sign that the information was inputted incorrectly.
- Need more help? Use the Skill Builder identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Project Schedule

Skill Builders: Key Words & Phrases, Charts & Graphs

During the activity pre/apprentices will:

- Review common elements of charts used to track project schedules and responsibilities
- Locate information in complex forms

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** Numeracy (scheduling, budgeting & accounting)

Handouts

- Questions and Document Set (2 pages)

Talking Points

- The ability to meet project deadlines is an important skill for all tradespersons as failed deadlines cost money.
- Using charts in place of text is a quick way to show task sequence and identify potential delays where one task must be completed before another can begin.
- Horizontal bar graphs, also called Gantt charts, are frequently used to show the start and finish dates of inter-related project tasks and can include resources, milestones, and show who is responsible for each task.
- Need more help? Use the Skill Builders identified in the Handout.

Distribute the Handout.

INSTRUCTOR NOTES

Product Recall: Chainsaw

Skill Builder: Key Words & Phrases, Scanning, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents of a product recall alert
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** NA

Handouts

- Questions and Document Set (4 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- Continuing to use a product that has been recalled may put you or other members of your team at risk.
- Product recall notices may be quite long – knowing which section to look in for the information you need will save time.
- Need more help? Use the Skill Builder identified in the Handout.

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INSTRUCTOR NOTES

Product Recall: Digital Clamp Meters

Skill Builders: Key Words & Phrases, Scanning, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents of a product recall alert
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** NA

Handouts

- Questions and Document Set (4 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- Continuing to use a product that has been recalled may put you or other members of your team at risk.
- Product recall notices may be quite long – knowing which section to look in for the information you need will save time.
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INSTRUCTOR NOTES

Product Recall: Torch Handles

Skill Builder: Key Words & Phrases, Scanning, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents of a product recall alert
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** NA

Handouts

- Questions and Document Set (4 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- Continuing to use a product that has been recalled may put you or other members of your team at risk.
- Product recall notices may be quite long – knowing which section to look in for the information you need will save time.
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INSTRUCTOR NOTES

Product Recall: Hot Water Boiler

Skill Builder: Key Words & Phrases, Scanning, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents of a product recall alert
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** NA

Handouts

- Questions and Document Set (4 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- Continuing to use a product that has been recalled may put you or other members of your team at risk.
- Product recall notices may be quite long – knowing which section to look in for the information you need will save time.
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INSTRUCTOR NOTES

SDS: Auto Service Technician

Skill Builders: Key Words & Phrases, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents and purpose of an SDS
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** NA

Handouts

- Questions and Document Set (5 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- In 2015, SDS became the legal standard but the term MSDS may still be used on the job site.
- The format for all SDS is standardized and set by law.
- All SDS must be available in paper format on the job site.
- SDS are long documents – knowing which section to look in for the information you need will save time, and in an emergency, maybe someone's life.
- Need more help? Use the Skill Builders identified in the Handout.

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INSTRUCTOR NOTES

SDS: Carpenter

Skill Builders: Key Words & Phrases, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents and purpose of an SDS
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use
- **Supporting Skill(s):** NA

Handouts

- Questions and Document Set (5 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- In 2015, SDS became the legal standard but the term MSDS may still be used on the job site.
- The format for all SDS is standardized and set by law.
- All SDS must be available in paper format on the job site.
- SDS are long documents – knowing which section to look in for the information you need will save time, and in an emergency, maybe someone's life.
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INSTRUCTOR NOTES

SDS: Heavy Equipment Operator
Skill Builders: Key Words & Phrases, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents and purpose of an SDS
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use

Handouts

- Questions and Document Set (5 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- In 2015, SDS became the legal standard but the term MSDS may still be used on the job site.
- The format for all SDS is standardized and set by law.
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INSTRUCTOR NOTES

SDS: Welder

Skill Builders: Key Words & Phrases, Tables & Lists

During the activity pre/apprentices will:

- Become familiar with the contents and purpose of an SDS
- Identify key information in a document

Skill Focus

- **Key Skill:** Document Use

Handouts

- Questions and Document Set (5 pages)

Talking Points

- Working safely is the responsibility of everyone on the job site.
- In 2015, SDS became the legal standard but the term MSDS may still be used on the job site.
- The format for all SDS is standardized and set by law.
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