

# TRADEOPOLY

*The Apprenticeship Journey  
To Trade Certification*




**Record of Occupational Progress  
LOGBOOK**



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## Record of Occupational Progress LOGBOOK

	<p>The TRADEOPOLY Record of Occupational Progress - Logbook contains sequentially numbered “tasks” that represent different parts of the apprenticeship journey. As you take your turn and progress towards trade certification, you will find some of the options involve taking steps forward and others mean taking steps back. Follow the “tasks” to complete the FULL JOURNEY to trade certification.</p>
TASK	DESCRIPTION
1	You like to work with your hands and create things. Others in your life help you to see the connections between the skilled trades and how things work. Go ahead three steps.
2	You have known since a very young age that you are very interested in the trades. However, your parents influence you into thinking that the trades would not be a good option for you. You are encouraged into a career that does not interest you in the least. Move back two steps.
3	Even though they are busy, your parents take the “Parents as Career Coaches” course. They know that you are very interested in the trades and the course helps them to better help you. Go ahead three steps.
4	You have always been interested in the trades and decide to do a little research on your own to find out more. You visit the “Career Options” web site at <a href="http://www.careeroptions.ednet.ns.ca/">http://www.careeroptions.ednet.ns.ca/</a> to tour the resource library and read some success stories. Go ahead three steps.
5	After figuring out that you want to pursue a career in the trades, you do some additional investigative work. You visit the Apprenticeship Training and Skill Development web site at <a href="http://apprenticeship.ednet.ns.ca/">http://apprenticeship.ednet.ns.ca/</a> and are amazed to find out how many different trades are designated in your province. Go ahead three steps.
6	A friend knows you are interested in trades and encourages you to visit the “Workit” web site at <a href="http://www.workitns.ca/">http://www.workitns.ca/</a> to find out what is involved in youth apprenticeship. Go ahead three steps.
7	You think you are interested in a particular trade and take the initiative to ask a few people who work in the trade questions about how they got started and why they enjoy the trade. These efforts are important in finding out if that trade is right for you. Go ahead three steps.
8	You take the time to explore the trade that interests you by arranging a workplace tour. This helps you to see what working in the trade will really be like. Go ahead three steps.
9	You are interested in a trade and make the arrangements to do some job shadowing by following a tradesperson through a typical workday. This gives you the chance to see the trade from a real-life perspective. Go ahead three steps.



<b>10</b>	You complete an online “Test Drive” for a trade that interests you and discover things about the trade you did not realize. Go ahead three steps.
<b>11</b>	You meet with your school Guidance Counselor to ask questions about the trades that interest you. Go ahead three steps.
<b>12</b>	You are interested in the trades but do not bother trying to do any research or exploratory work to find out more. You end up going down a career path unrelated to your interest in trades. Move back two steps.
<b>13</b>	You know a young girl that is interested in the trades. You refer her to the Techsploration Program to nurture this interest. She visits the website at <a href="http://www.techsploration.ca/">http://www.techsploration.ca/</a> and becomes involved. She eventually starts working the trades and becomes a mentor to others. Way to go on encouraging others! Go ahead three steps.
<b>14</b>	You jump at the chance of completing a high school Cooperative Education credit and get the chance for your hours at work to count towards an actual apprenticeship. Go ahead three steps.
<b>15</b>	You find out that your school is one of the ones offering the Options and Opportunities (O2) Program. You pursue the program and choose the Trades and Technologies stream, knowing that it will give you valuable experience and preferred standing when applying for the College Program. Go ahead three steps.
<b>16</b>	You are disappointed to find out that your school is not one of the ones offering the Options and Opportunities (O2) Program. Someone suggests that you pursue co-op instead so you look into it and find out that students who complete a co-op placement in a designated trade may be eligible to receive up to 100 hours in apprenticeship credit once registered as a youth apprentice. Go ahead three steps.
<b>17</b>	You are between the ages of 16-19 and realize that you have the option of becoming a Youth Apprentice. You take action to find an employer who is willing to pay and train you. Go ahead three steps.
<b>18</b>	You are interested in the trades and are working part-time in a local trades business while completing your High School Diploma. You do not realize you have the option of being registered as a Youth Apprentice and miss out on the chance to have work hours count towards an apprenticeship. Move back two steps.
<b>19</b>	When you register as a youth apprentice, one of the benefits you did not realize is that it saves you some money. Since there is no registration fee for youth apprenticeship, the only fee you have to pay is for your all important photo identification card. Go ahead three steps.
<b>20</b>	You have been registered as a youth apprentice and have your identification card. As a registered youth apprentice you get the chance to get a head start on your career, and progress toward trade certification while still in high school. Go ahead three steps.
<b>21</b>	You have a friend who has not completed grade 12, but very much wants to pursue a career in trades. You help your friend with making some calls and are told about the Nova Scotia School for



	Adult Learning. You visit the website at <a href="http://gonssal.ca/">http://gonssal.ca/</a> and find out that there are all kinds of options for improving skills and for completing a high school diploma. Go ahead three steps.
<b>22</b>	You have known since a very young age that you are very interested in the trades and take action to become registered as an apprentice as soon as you graduate from high school. Good for you in knowing what you want to do and doing it. Go ahead three steps.
<b>23</b>	After completing high school, you pursue a community college Pre-Apprenticeship Program. You end up becoming registered as an apprentice at the business where you completed your work term. Go ahead three steps.
<b>24</b>	You have a friend who is not currently in school and very much wants to pursue a career in trades. You encourage the person to connect with the local Career Resource Centre and your friend discovers that there are options for enrolling in programs that will count practical hours toward a future apprenticeship. Go ahead three steps.
<b>25</b>	You are in a meeting with your Industrial Training and Certification Officer and are just about to sign your agreement to become registered as an apprentice. There is a part of the agreement that you do not understand. You take the initiative to ask questions to better understand what you are signing. Go ahead three steps.
<b>26</b>	You are in a meeting with your Industrial Training and Certification Officer and are just about to sign your agreement to become registered as an apprentice. There is a part of the agreement that you do not understand, but you quickly sign the agreement without bothering to ask for clarification. Do not move forward or back, you are not going anywhere fast.
<b>27</b>	You have just become registered as an apprentice with a new employer. You take action to find out about your roles and responsibilities so that you will better understand what you are supposed to do. Go ahead three steps.
<b>28</b>	You have just become registered as an apprentice with a new employer. You make the assumption that processes with this company are the same as with your previous employer. You end up making a costly mistake that costs the company time and money. Move back two steps.
<b>29</b>	You have just become registered as an apprentice with a new employer. Someone at work mentions the term Red Seal and you have no idea what this means. You research to find out for yourself and visit the website <a href="http://www.red-seal.ca/">http://www.red-seal.ca/</a> online. Way to go on taking the initiative to find out. Go ahead three steps.
<b>30</b>	You have just become registered as an apprentice with a new employer. Someone at work mentions the term Red Seal and you have no idea what this means. You take no action and figure that you will find out eventually. Do not move forward or back, you are not going anywhere fast.
<b>31</b>	You are a registered apprentice and make an effort to get to know your co-workers. Whenever you get a chance, you strike up a conversation during lunch or break. This helps you in building trust with co-workers. Go ahead three steps.
<b>32</b>	You are a registered apprentice and always go to work with your head down and try not to talk to anyone. You miss out on the opportunity to build trust with co-workers. Do not move forward or



	back, you are not going anywhere fast.
<b>33</b>	You are a registered apprentice and have a positive attitude at work. Others notice this. When it comes time to look for someone to help on an interesting task, you are someone that your co-workers seek out. Go ahead three steps.
<b>34</b>	You are a registered apprentice and have a very poor attitude at work. Others notice this. When someone needs help on an interesting task, you are asked only as a last resort. Do not move forward or back, you are not going anywhere fast.
<b>35</b>	You are a registered apprentice and take initiative to make sure that you get what you need from your workplace experience and always make sure to keep your Record of Occupational Progress up to date. Go ahead three steps.
<b>36</b>	You are a registered apprentice and are having difficulty with your technical training. Your Industrial Training and Certification Officer recommends that you participate in Math Refresher Training. You grudgingly attend, but are pleasantly surprised to find that improving your math helps you not only with your training, but with your work performance as well. Go ahead three steps.
<b>37</b>	You are a registered apprentice and have completed all of the skills that your current employer can provide. You take action to secure employment elsewhere. You update your Industrial Training and Certification Officer on your employment change so that a Transfer Agreement can be issued. Go ahead three steps.
<b>38</b>	You are not able to get exposure to the full scope of trade where you are working, so you decide to change employers, but you fail to notify your Industrial Training and Certification Officer to process the transfer. Move back two steps.
<b>39</b>	You are a registered apprentice and are not getting exposure to the full scope of trade at your current employer. You are content to stay put, doing the same skills over and over again and are not signed off on any new skills in your Record of Occupational Progress. Do not move forward or back, you are not going anywhere fast.
<b>40</b>	You register to complete Technical Training and you pass with flying colors. Way to go on continuing your journey. Go ahead three steps.
<b>41</b>	You are a registered apprentice working to complete the full journey to trade certification. You register to complete Technical Training, but end up extremely busy at work and need to withdraw. You choose to complete the training online instead, around the requirements of your work. Way to go on continuing your apprenticeship journey. Go ahead three steps.
<b>42</b>	You are a registered apprentice and are extremely busy at work. You have not registered for any Technical Training for well over two years. Shame on you for not progressing with your Apprenticeship. Move back two steps.
<b>43</b>	You are a registered apprentice and lose your Record of Occupational Progress. You can be issued a new logbook, but trying to get validation of your skills is going to take considerable time and effort. Move back two steps.









<b>44</b>	You are a registered apprentice and take action to become involved in the provincial skills competition. You do very well and get the chance to compete at the National Skills/Compétences Canada Competition. Go ahead three spaces.
<b>45</b>	You check out the performance of a fellow apprentice at the National Skills/Compétences Canada competition online at <a href="http://www.skillscanada.com/">http://www.skillscanada.com/</a> and find out that your classmate won a gold medal. You decide to volunteer at the Skills Competition the next year and become more involved. Way to go on showing your support for the trades! Go ahead three spaces.
<b>46</b>	You are a registered apprentice and one of the journeypersons you work with does not want to teach you anything. Every time you ask questions you are stonewalled. It is frustrated, but this is your apprenticeship and you are determined to make the best of it. You keep trying, asking different ways and approaching different people to get what you need. Go ahead three steps.
<b>47</b>	You are a registered apprentice and lose your Apprenticeship identification card. You do not have anything to show when a client asks for the card. In addition to the embarrassment for yourself and your employer, it costs you time and money to get a replacement card. Move back two steps
<b>48</b>	You are a registered apprentice and take action to schedule a time and meet with your Industrial Training and Certification Officer. The meeting goes very well and you now have an updated training plan for completing your apprenticeship. Go ahead three steps.
<b>49</b>	You are a registered apprentice and take action to schedule a meeting with your Industrial Training and Certification Officer. You forget to write the appointment time down and miss the meeting. You have cost the system time and money. Move back two steps.
<b>50</b>	You are a registered apprentice who always makes an effort to observe what is happening around you, to watch what others are doing. Good for you in learning through observation while still getting your own work done. Go ahead three steps.
<b>51</b>	You are a registered apprentice and you come across a situation you have not handled before. You think the process through and then go to the journeyperson and ask a few key questions. Good for you in problem solving for yourself first and taking the initiative to ask questions. Go ahead three steps.
<b>52</b>	You are a registered apprentice and you come across a situation you have not handled before. You decide to try to address the situation all by yourself without asking anyone for help. You make a costly mistake that damages company equipment. Move back two steps.
<b>53</b>	You are a registered apprentice and a journeyperson is working on something you have not seen before. You are on your lunch break, but you decide to venture over to see, since it may be a while before you get to see this again. Go ahead three steps.
<b>54</b>	You are a registered apprentice and a journeyperson is working on something you have not seen before. You are on your lunch break and decide to stay put. You miss the chance to see something you might not get the chance to see again. Do not move forward or back, you are not going anywhere fast.



55	You see a journeyperson doing something differently than how you learned how to do it. What do you do? Move forward one step – choices are not always clear cut and there are lots of decisions to make in the workplace.
56	You are a registered apprentice who is always in a rush, always hurrying to complete a task. All this rushing results in a costly mistake for the company. You talk things over with your supervisor and realize that you need to work on doing things the way you would want them to be done yourself. Good for you on learning from your mistakes. Go ahead two steps.
57	You are a registered apprentice who is always in a rush, always hurrying to complete one thing and move on to the next. All this rushing results in a costly mistake for the company. You try to hide the mistake and end up causing a more serious problem. Move back two steps.
58	You are a registered apprentice who needs to ask questions to help you learn. You are respectful of others workloads and always make sure to thank them for their help and then go back afterwards and let them know how things turned out. Go ahead three steps.
59	The trade you are working in has just become compulsory certified. You do not know what that means so you go to the Apprenticeship Division web site at <a href="http://apprenticeship.ednet.ns.ca/">http://apprenticeship.ednet.ns.ca/</a> to find out. Good for you on taking initiative. Go ahead three steps.
60	One of your co-workers is going through the process of completing a trade refresher. You offer to spend some time during lunch to share some of the resources from your own technical training. You discuss the material together and both benefit from the review. Go ahead three steps.
61	You are working with someone who has just moved to Canada and in the process of trying to receive credit for foreign trade credentials. You offer to spend some time during lunch to share some of the resources from your own technical training. You discuss the material together and both benefit from the review. Go ahead three steps.
62	You are a registered apprentice with a couple years experience. You find yourself working with a newly hired first year apprentice. This person keeps asking you questions. At first you feel bothered by the interruption, but then you remember that learning in the workplace is how an apprenticeship works. There are things you can do to help this person. You pass on the skills you have learned. Go ahead three steps.
63	You are working with an experienced journeyperson who never received a high school diploma. You know from your recent experiences with the Apprenticeship System that journeypersons can use their completed Apprenticeship Training to count as elective credits towards a High School Diploma. You share the information with your co-worker. Go ahead three steps.
64	You are working with a journeyperson who seems to be having difficulty with some of the new manuals and company documentation that has just been released. At the urging of your Industrial Training and Certification Officer, you had completed Document Use Refresher Training the year before and got a lot out of the experience. You mention this option to your co-worker. A couple of journeypersons from the company ultimately decide to take the training. Go ahead three steps.
65	You take good care of your Apprenticeship identification card and are able to produce it when a customer asks for it. Go ahead three steps.



66	You and your family move to a new home. However, you fail to notify the Apprenticeship Division of your change of address and miss out on important correspondence. Move back two steps.
67	You are a registered apprentice and take great care of your logbook and are always sure to keep it up-to-date. Go ahead three steps.
68	You have completed all of the requirements in your trade and are eligible to write the certification exam. You coast through your review course and do not bother studying. You do not achieve a passing mark on the exam. Do not move forward or back, you are not going anywhere fast.
69	You have completed all of your trade technical training and practical hours, but you have not applied to write the certification exam. You keep putting it off. Move back two steps.
70	You have completed all of the requirements in your trade and are eligible to write the certification exam. You study hard, complete a review course and practice some of the skills you have not completed in some time. You pass your certification examination with flying colors. Proceed to the finish line!
	<p><b>You have successfully completed your apprenticeship and passed your certification exam. Proceed to the finish line!</b></p>
    	<p><b>FINISH LINE - CONGRATULATIONS!</b></p> <p>You now have your Certificate of Qualification (CoQ) and have completed the full journey. Certification demonstrates proof of your ability to work in the trade, to the defined standards. Some designated trades are Red Seal - This Program provides workers with greater mobility across Canada. For these trades, you will obtain a "Red Seal" endorsement through successful completion of the Interprovincial Standards Examination.</p> <p>You will receive an official journeyperson identification card.</p> <p>You will have the option of attending one of the regional Apprentice Celebration Events held each year to recognize and celebrate Apprenticeship Training achievements.</p> <p>Although this is the end of the apprenticeship journey, learning never ends. You can continue your "journey" many ways:</p> <ul style="list-style-type: none"> <li>✓ Completing a Journeyperson Diploma</li> <li>✓ Building a career through continuous learning and training</li> <li>✓ Coaching and mentoring apprentices</li> <li>✓ Serving on trade committees and groups</li> <li>✓ Becoming a manager</li> <li>✓ Gaining certification in additional skilled trades</li> <li>✓ Becoming self-employed and starting your own business</li> <li>✓ Completing Business Competencies Training</li> <li>✓ Becoming more involved in your trade</li> <li>✓ Serving on the Provincial Apprenticeship Board</li> <li>✓ Complimenting trade-specific education with further learning...</li> <li>✓ There are all kinds of options!</li> </ul> <p><b>Do the skills, learn the trade and PASS IT ON!</b></p>

