

SSA (Secondary School Apprenticeship) Auto Service Tech Training Plan

Please circle the appropriate course designation: 11A, 11B, 12A, 12B

Student name: Supervisor name:

Company name:

Trade Specific Duties, Tasks:

- Perform routine general auto maintenance

Will observe
Will perform with assistance
Will perform
N/A

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- *Lubricants and fluids/belts & hoses/exterior lamps

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- *Tires and wheels

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Understand inspect & service following fundamental systems:

- Electrical systems

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- Brake systems

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- Steering systems

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- Suspension systems

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- Demonstrate welding techniques

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- Use reference resources & diagnostic skills

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Tools, Equipment, Machinery Used:

- Personal protective equipment

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- Hand tools

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- Measuring instruments

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- Power tools (electric, pneumatic, hoist)

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- Diagnostic equipment

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Employability Skills Check List (please check appropriate skills below):

Fundamental Skills	Personal Management Skills	Teamwork Skills
<input type="checkbox"/> Communicate <input type="checkbox"/> Manage Information <input type="checkbox"/> Use Numbers <input type="checkbox"/> Think & Problem Solve	<input type="checkbox"/> Demonstrate Positive Attitudes & Behaviours <input type="checkbox"/> Be Responsible <input type="checkbox"/> Be Adaptive <input type="checkbox"/> Learn Continuously <input type="checkbox"/> Work Safely	<input type="checkbox"/> Work with Others <input type="checkbox"/> Participate in Projects & Tasks

Student Signature: Date:
month/day/year

Supervisor Signature:.....

SSA (Secondary School Apprenticeship) Carpentry Training Plan

Please circle the appropriate course designation: 11A, 11B, 12A, 12B

Student name: Supervisor name:

Company name:

Trade Specific Duties, Tasks:

- Use construction drawings and specifications
- Use manufacturer and supplier documentation
- Layout building locations
- Build footing and foundation wall forms
- Material handling
- Build floors
- Build interior and exterior walls and partitions
- Build roofs
- Build stairs

Will observe	Will perform with assistance	Will perform	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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Tools, Equipment, Machinery Used:

- Personal protective equipment
- Hand tools: eg. hammer, square, nail bar, level, chalk line
- Portable power tools: eg. circular saw, drill, chop saw, pneumatic nailers
- Leveling instruments

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Student Signature: Date:
month/day/year

Supervisor Signature:.....

SSA (Secondary School Apprenticeship) Heavy Duty Training Plan

Please circle the appropriate course designation: 11A, 11B, 12A, 12B

Student name: Supervisor name:

Company name:

Trade Specific Duties, Tasks:

- Understand, Inspect & Services
 - * Hydraulic Systems
 - * Diesel Engines
 - * Electrical and Electronic Systems
 - * Spark Ignition Systems
 - * Mechanical Diesel Fuel Systems
 - * Power Train Components
 - * Air Systems Breaking Systems
- HD equipment wheeled/tracked & attachments

Will observe	Will perform with assistance	Will perform	N/A
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Tools, Equipment, Machinery Used:

- Personal Protective Equipment
- Hand Tools
- Measuring Instruments
- Power Tools
- Shop Tools and Equipment

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SSA (Secondary School Apprenticeship) Joinery Training Plan

Please circle the appropriate course designation: 11A, 11B, 12A, 12B

Student name: Supervisor name:

Company name:

Trade Specific Duties, Tasks:

- use standard drafting & layout practices
- cut materials to size
- assemble products
- describe and select appropriate materials for tasks
- prepare products for shipping
- prepare surfaces for finishing & apply finishes

Will observe	Will perform with assistance	Will perform	N/A
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Tools, Equipment, Machinery Used:

- personal protective equipment
- use wide array hand & power tools
 - * eg. saws, drills, sanders, & fastening tools
- woodworking machines eg. table saw, joiner, band & scroll saw, thickness planer

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Student Signature: Date:
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SSA (Secondary School Apprenticeship) Professional Cook Training Plan

Please circle the appropriate course designation: 11A, 11B, 12A, 12B

Student name: Supervisor name:

Company name:

Trade Specific Duties, Tasks:

- Engage in preparation of:

- * Vegetables and Fruits
- * Meats and Poultry
- * Stocks, Soups and Sauces
- * Baked Goods and Desserts
- * Eggs and Dairy
- * Garde Manger
- * Starches

Will observe
Will perform with assistance
Will perform
N/A

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Tools, Equipment, Machinery Used:

- Personal protective equipment
- Heating devices (gas & electric grills, deep fryer)
- Cutting devices (knives, meat slicer)
- Mixing & measuring devices (rotary mixer, blenders, scales)
- Section and use of pots/pans other cooking vessels
- Storage equipment

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SSA (Secondary School Apprenticeship) Welding Training Plan

Please circle the appropriate course designation: 11A, 11B, 12A, 12B

Student name: Supervisor name:

Company name:

Trade Specific Duties, Tasks:

- Observe requirements for confined space entry
- Safely execute the following operations:
 - * Oxy-Fuel cutting & brazing
 - * Shielded metal arc welding
 - * Cutting and gouging
- Material handling and rigging procedures
- Read & interpret drawings
- Layout & fabricate components

<input type="checkbox"/> Will observe	<input type="checkbox"/> Will perform with assistance	<input type="checkbox"/> Will perform	<input type="checkbox"/> N/A
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Tools, Equipment, Machinery Used:

- Personal Protective Equipment
- Measuring and layout tools
- Hand tools
- Power tools eg grinders, drills, saws, shearing tools
- Oxy-fuel cutting and brazing devices
- Shielded metal arc welding devices
- Electric arc cutting and gouging devices
- Slings, rigging and hoisting equipment

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