

# PROVINCIAL RESOURCES

## EXAM PREPARATION RESOURCES

There are many resources available in Ontario to help you prepare. First, you will need to be familiar with your Apprenticeship Training Standard. Other preparation resources include preparation courses, sample exams, study guides, materials and various texts. You can also use your own network of support by speaking to your employers, previous instructors and colleagues at work.

## APPRENTICESHIP TRAINING STANDARD LOG BOOK

The Apprenticeship Training Standard Log Book (ATSLB) is the workbook that Ontario apprentices use to identify & track the skills they learn as part of their on-the-job training. It is developed by industry experts to ensure that apprentices across Ontario are trained to the same standards and learn skills that industry has identified as necessary to work at the journeyman level in their trade.

It is also the workbook that trade applicants who have not completed an Ontario apprenticeship review as part of the Trade Equivalency Assessment process. Most exam candidates, both apprentices who have completed their training and experienced workers from outside Ontario, find it very helpful to review the ATSLB for their trade to prepare for the exam.

Provincial exams are based on the skills described in the Ontario training standards. Red Seal exams are based on the National Occupation Analysis (NOA) document used across the country, which is also used to develop Ontario's training standard workbooks for Red Seal trades. Reviewing the ATSLB for your trade will give you a clear understanding of the skills included in your trade and will remind you of specialized language and tools used when working in the trade. To find a copy of the ATSLB for your trade, go to:

[www.collegeoftrades.ca/training-standards](http://www.collegeoftrades.ca/training-standards)

The skills listed under your trade's performance objectives can provide guidance in your studies. The General Performance Objectives provide an additional summary of all the skills within the skill set. The breakdowns provide even more detail than the competency analysis profile, including tools that may be used to perform a specific task and the standard against which the task or skill must be performed.

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## APPRENTICESHIP TRAINING STANDARD LOG BOOK CONTINUED

Here are steps you can follow to get the most out of the Apprenticeship Training Standard Log Book:

- 1.** Read and understand each skill described (there are usually 100 to 150). The skill will contain the following 3 elements in this order, beginning with the task in bold:
  - The task you have to perform;
  - Under what conditions, using which equipment;
  - To what measurement or level of satisfaction.
- 2.** Identify all the details of the task.
- 3.** Identify the sequence of actions to complete the task.
- 4.** Identify any equipment to be used.
- 5.** Visualize yourself doing each action in the task, in the proper sequence.
- 6.** Talk yourself through the task (you may want to ask someone else to check you while doing this).
- 7.** Discuss the task in detail with others who are experienced.
- 8.** Review the standard of performance required (i.e., how well you have to do it) and make sure you understand how it applies.
- 9.** If you have not done a certain task, ask your supervisor or someone in the trade to show you why, how and when it is done.
- 10.** Remember that the exam may test any skill in the ATSLB whether it is indicated as optional or mandatory.

## USING THE COMPETENCY ANALYSIS PROFILE (CAP)

The CAP chart outlines all the Skill Sets and Skills in your Training Standard. The bolded boxes are your skill sets. They outline the broad skill areas for your trade. The following boxes are your skills. They outline the skills you are required to perform on the job including defining which tools and to what standard (ie. manufacturers' specifications, regulations etc.).

When creating your study plan & reviewing your notes, you can use this document to verify that you have covered all the topics that you need to cover. Use the Skill Set titles as topic areas when preparing your study plan. Print it off & use it as a "checklist" for the purpose of self-assessment. Use it as a guide to make sure you have covered all areas of competency in preparation for your exam. Make notes and checkmarks on things you want to or need to review again. Remember, your CAP chart is posted on the College website under training standards. A copy is also available directly within your Training Standard.

### SKILL SETS

### SKILLS

<b>REPAIR UNIT ELECTRICAL AND ELECTRONIC SYSTEMS (AC AND DC)</b>  <b>U6069.0</b>	Perform visual inspection of AC & DC electrical & electronic systems & components U6069.01	Diagnose and troubleshoot AC & DC electrical and electronic systems & components U6069.02	Repair, replace, or install AC and DC electrical and electronic systems & components U6069.03	Verify the repair, replacements, and installation of AC and DC electrical and electronic systems and components U6069.04
<b>REPAIR LIQUID PETROLEUM GAS (LPG) SYSTEMS AND COMPONENTS</b>  <b>U6070.0</b>	Perform visual inspection of liquid petroleum gas (LPG) systems and components U6070.01	Diagnose and troubleshoot liquid petroleum gas (LPG) systems and components U6070.02	Repair, replace, or install liquid petroleum gas (LPG) systems and components U6070.03	Verify the repair, replacements, and installation of liquid petroleum gas (LPG) systems and components U6070.04

Sample CAP Chart - Recreational Vehicle Technician

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## REFERENCING THE SKILL SETS AND SKILLS IN THE ATSLB

Your trade's ATSLB details the skill sets and skills within your trade that you must perform "on the job". These skills are reflected in your trade's exam. The breakdowns provide even more detail than the CA, including tools that may be used to perform a specific task & the standard against which the task/skill must be performed. The skills listed under your trade's performance objectives can provide guidance in your studies. The General Performance Objectives provide an additional "summary" of all the skills within the skill set. You can download clean copies of your training standard from the College website for the purpose of studying:

[www.collegeoftrades.ca/training-standards](http://www.collegeoftrades.ca/training-standards)

Sample Apprenticeship Training Standard Page - Industrial Mechanical Millwright

### INDUSTRIAL MECHANIC (MILLWRIGHT)

#### U4612.0 INSTALL AND MAINTAIN PUMPS GENERAL PERFORMANCE OBJECTIVE

Install and maintain pumps, including installing and maintaining (non-positive displacement) pumps; installing and maintaining hydrodynamic pump components; installing, maintaining, and repairing hydrostatic (positive displacement) pumps; and installing, maintaining, or repairing hydrostatic pump components.

*Sample: Note to self to review installation procedure.*

#### SKILLS

**4612.01** Install and maintain hydrodynamic pumps, such as axial flow, centrifugal, and mixed-flow pumps, by inspecting, replacing, and repairing pumps, in accordance with manufacturers' specifications.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

**4612.02** Install, maintain, and replace hydrodynamic pump components, such as impellers, casings, wear rings, shaft, shaft sleeves, packing, and seals, by inspecting and replacing components, in accordance with manufacturers' specifications.

(mm/dd/yy)	Trainer Print Name	Trainer Signature
(mm/dd/yy)	Apprentice Signature	Apprentice's College of Trades ID

*Sample: Note to self - review hydrodynamic pump components again.*

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## PREPARATION COURSES

Contact your local Training Delivery Agent (TDA) such as community colleges or union training centres for information on fee-based courses in your area. Many TDAs now provide MTCU-sponsored trade-specific exam preparation courses for both apprentices who have completed their training and applicants who want to take the exam. Exam preparation courses generally target individuals who know their trade but may have difficulty preparing for or writing the exam. The courses provide a comprehensive review of the trade's skills sets. Contact your local apprenticeship office to ask about registering for these courses. Course costs may vary and the College does not endorse any particular course or TDA.

<http://services.findhelp.ca/eo/tcu/appoff>

## SAMPLE QUESTIONS AND TESTS

The Red Seal website is an excellent resource for sample questions for Red Seal exams. In addition, other provinces may have practice exams available for reference. There are also fee-based services that provide sample exam options for some trades. Services not based in Ontario can provide great supports, though it is important to remember that terminology, regulatory codes, skills and other requirements may vary between provinces. The College does not endorse any particular website or resource related to question or exam banks.

- Red Seal : [www.red-seal.ca](http://www.red-seal.ca)
- Exam Bank – Trade & Apprenticeship Exam Bank (fee-based service): <http://trades.exambank.com/>
- Alberta Ministry of Enterprise and Advanced Education: [www.mybookezzz.org/lookup.php?q=red+seal+exam](http://www.mybookezzz.org/lookup.php?q=red+seal+exam)
- British Columbia's Industry Training Authority: [www.itabc.ca/exams/prepare-your-exams](http://www.itabc.ca/exams/prepare-your-exams)

## RELATED RESOURCES

Relevant textbooks, code books, manuals and other trade-based information are available in a number of locations. Check with your community college, union training centre, bookstores and online. The Apprenticeship Curriculum Standards used by TDAs who deliver apprenticeship in-school training can also help you prepare by outlining the topics that apprentices learn through formal instruction at a college or union training centre. To find the Apprenticeship Curriculum Standard for each level of in-school training for your trade, please visit: [www.collegeoftrades.ca/training-standards](http://www.collegeoftrades.ca/training-standards)

## MORE INFORMATION ABOUT CODE BOOKS

When preparing for your exam, it is important to know that there are some trades in Ontario (as well as inter-provincially for Red Seal trades) that use code books. You should familiarize yourself with your trade's code book. When you schedule your exam, make sure you inquire as to whether there will be a code book for your exam. MTCU will notify examinees before the exam whether code books and calculators are required and if they will be supplied.

## USING THE TRADE THEORY / TEXTBOOKS / CURRICULUM STANDARD

- Find a good trade glossary of terms
- Identify the key concepts, theories and principles using the textbook
- Identify important or typical problems in the trade performances
- Identify exceptions to theories and the conditions where they occur
- For each concept, find and learn the related definitions or formulas
- Relate each concept or formula to your work experience
- Relate the concepts to one another to give yourself a general overview
- Sequence or organize information by job application so it makes sense
- Rehearse sequences and relationships by repeating them out loud
- Draw diagrams to show structures and relationships



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## EXAM PLANS FOR PROVINCIAL CERTIFICATION EXAMS

There are exam plans which describe content and percentage of items testing each topic, available for some of the trades that are not designated as Red Seal in Ontario. Ask about them when you pay your exam fee to the College.

 Even if you are writing a provincial exam, it may be useful to visit the Red Seal website to review their general exam tips and techniques, since the provincial exam questions use the same structure and phrasing as the Red Seal exams. Visit [www.red-seal.ca](http://www.red-seal.ca) for more information.

Below you will find a sample of an Ontario Certificate of Qualification (C of Q) Exam Plan for a Powered Lift Truck Technician:

### POWERED LIFT TRUCK TECHNICIAN 282E

#### Examination Plan: Summary

1 Occupational Health & Safety	1%
2 Manufacturer's Specification Plate	2%
3 Internal Combustion Systems	30%
4 Clutches & Transmissions	7%
5 Air Supply, Braking & Auxiliary Systems	8%
6 Steering Systems	7%
7 Batteries	4%
8 Electric Motor Systems	16%
9 Drive Axles, Final Drive Assemblies & Drive Unit - Electric Vehicles	4%
10 Hydraulics	11%
11 Tires & Wheels	4%
12 Lifting Systems	4%
13 Frames & Cabs	2%

 This exam plan is subject to change. You may wish to contact the local Apprenticeship office to confirm that this exam plan is current. However, you will receive the current exam plan when you schedule a time to write the exam.

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## ADDITIONAL TIPS - STUDY PLANS AND SCHEDULES

A study plan is an organized schedule you can create that outlines study times and learning goals. Creating a study plan and schedule can help you concentrate, retain material and effectively manage your time. Remember, circumstances, schedules and time available for preparation can vary for each individual. Here are some helpful hints for creating your plan and schedule:

### GENERAL TIPS

- Find a quiet, comfortable place to study
- Create a study environment that supports your needs
- Be honest with yourself
- Avoid technology while you are studying
- Don't put things off
- Take notes and highlight important information
- Spend time studying with others if possible
- Teach the lesson to another tradesperson, friend or colleague. When you teach someone else, you will find that you need a good understanding of the subject
- Use your NOA (i.e. Glossary and other Appendices) and other resources to ensure you are referring accurately to terminology and definitions
- Prepare flashcards, flowcharts and diagrams of key information including:
  - Formulas
  - Definitions
  - Key concepts

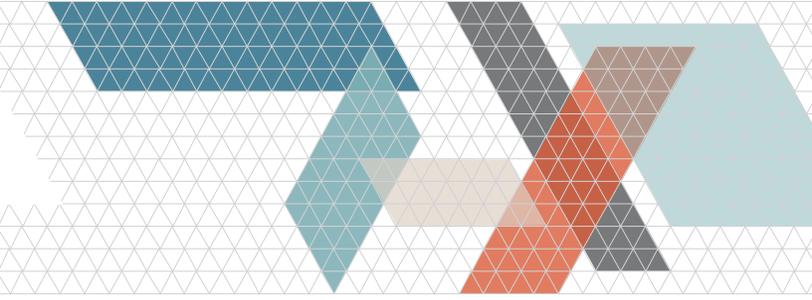
### CREATING YOUR STUDY SCHEDULE

- Assess your current schedule - try to create a healthy balance between your work life, study life, social life and sleep time
- Organize your schedule to fit your needs and your personal learning style
- Establish a regular studying routine
- Look at your calendar and flag study and non-study days
- Schedule study sessions in blocks - short blocks can be easier to schedule and can be more productive
- Write down the subject you studied in each session
- List all the subjects you need to study and rank them
- Do your most difficult studying when you feel best
- Stick to your schedule
- Study regularly, don't wait until the last minute
- Reschedule missed study sessions

## USING YOUR LOCAL PUBLIC LIBRARY

For a cheaper, larger pool of resources, visit your local library to access textbooks and other resources to aid in exam preparation. The Ministry of Tourism, Culture and Sport for Ontario has an easy to access link for you to find your local public library:  
<http://www.mtc.gov.on.ca/en/libraries/oplweb.shtml>

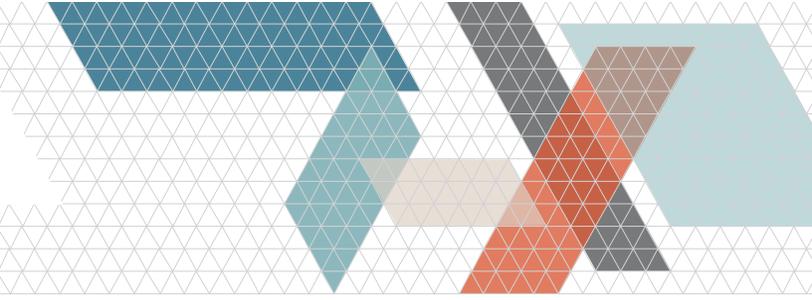
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## WEEKLY STUDY SCHEDULE TEMPLATE

TIME	MON	TUES	WED	THURS	FRI	SAT	SUN
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

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## MONTHLY STUDY PLAN TEMPLATE

MONTH: \_\_\_\_\_

<b>WEEK</b>  (Which new skill sets or blocks in your Training Standard or NOA are you going to focus on?)	<b>NEW SUBJECT/ TOPIC</b>  (Which new skill sets or blocks in your Training Standard or NOA are you going to focus on?)	<b>REVIEW SUBJECT/ TOPIC</b>  (Which new skill sets or blocks in your Training Standard or NOA are you going to focus on?)	<b>PRACTICE QUESTIONS</b>	<b>OTHER</b>	<b>SUPPORTS</b>  (Who can I use as support? What resources will I need? i.e. books, codes)
<b>WEEK 1</b>  Dates: _____ to _____					
<b>WEEK 2</b>  Dates: _____ to _____					
<b>WEEK 3</b>  Dates: _____ to _____					
<b>WEEK 4</b>  Dates: _____ to _____					