



**Locksmith**

**On-the-Job Training Guide**

**2023**

# DESCRIPTION OF THE LOCKSMITH TRADE

Locksmiths evaluate and advise customers of security and access needs. Locksmiths install, adjust, and repair locks, safes, make keys, and change lock combinations. They work on residential, automotive, commercial and institutional locksets and door hinges and hardware. Locksmiths may also install and maintain more sophisticated security systems.

**Training Requirements:** 7200 hours (4 years in the trade) including: Three 8-week training sessions at Red Deer College in Red Deer, Alberta (or) some candidates may be eligible to complete these sessions through distance learning from the same institution.

Journeyman to apprentice ratio for this trade is: 1:2

The information contained in this document serves as a guide for employers and apprentices. Apprenticeship training is mutually beneficial to both employer and apprentice. The employer's investment in training apprentices results in skilled and certified workers. The document summarizes the tasks to be covered by the apprentice during the on-the-job portion of apprenticeship training. An apprentice spends approximately 85% of the apprenticeship term training on-the-job.

**It is the employer's or journeyman's training responsibility to supervise an apprentice's practical skills development until a satisfactory level of proficiency has been reached.**

## EMPLOYER TRAINING RESPONSIBILITY

- expose the apprentice to all appropriate tools and materials
- provide guided, hands-on practice in the set-up, safe operation and evaluation of tools and equipment
- demonstrate the techniques for all assembly processes, and ensure that the apprentice can evaluate the end-product
- provide guidance on professional conduct and customer service
- demonstrate how computers affect the locksmith trade
- provide hands-on practice in the use of a computerized environment (i.e. Microsoft Windows)
- explain the impact of the American Disability Act.

Employers should make every effort to expose their apprentices to work experience in as many areas of the trade as possible.

Below, in-school instruction is listed first; suggestions to help employers assist the apprentice to prepare for in-school training are listed next.

The content of the training components is subject to change without notice.

## Entrance Requirements for Apprenticeship Training

Your grade twelve transcripts (with no modified classes) or GED 12 is your guarantee that you meet the educational entrance requirements for apprenticeship in Saskatchewan. In fact, employers prefer and recommend apprentices who have completed high school. This ensures the individual has all of the necessary skills required to successfully complete the apprenticeship program and receive journeyman certification.

Individuals with “modified” or “general” classes in math or science do not meet our entry requirements. These individuals are required to take an entrance assessment prescribed by the Saskatchewan Apprenticeship and Trade Certification Commission.

English is the language of instruction in all apprenticeship programs and is the common language for business in Saskatchewan. Before admission, all apprentices and/or “upgraders” must be able to understand and communicate in the English language. Applicants whose first language is not English must have a minimum Canadian Language Benchmark Assessment of six (CLB6).

Note: A CLB assessment is valid for a one-year period from date of issue.

Designated Trade Name	Minimum Class Requirements		Recommended /Assets
	Mathematics (one of the following)	Science	
Locksmith	<b>WA</b> 10 or <b>F</b> 10 or <b>P</b> 10 or <b>Math</b> 10	10	<b>5, 6, 7</b>

**WA** - Workplace and Apprenticeship; **F** – Foundations; **P** – Pre-calculus; **1** Biology 10; **2** Chemistry 20; **3** Physics 20; **4** Biology 30; **5** Chemistry 30; **6** Physics 30; **7** English and Math at Level 30

# ON-THE JOB AND IN-SCHOOL TRAINING CONTENT FOR THE LOCKSMITH TRADE

This chart outlines on-the-job examples for apprentices to achieve relevant work experience to prepare for the topics of technical training. Topics of technical training are provided with the associated learning outcomes.

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## Level One

8 weeks

240 hours

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### Trade Skills, Safety and Business Applications

- Safety legislation, regulations and industry policy in the trades
- Climbing, lifting, rigging and hoisting
- Hazardous materials and fire protection
- Apprenticeship training program
- Codes, regulations and standard procedures
- Inventory management
- Customer service and sales
- Reference materials

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *promoting a safe work environment*
  - *having a “clean as you go” policy*
  - *explaining the safety and first aid required on the job*
  - *explaining how to ship, receive and invoice various trade products*
  - *promoting open, clear communication in the workplace*
  - *explaining the correct protocol for written documents*
  - *demonstrating effective selling techniques*
  - *demonstrating the use of reference material*
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### Tools and Equipment

- Tools and equipment
- Locksmithing tools
- Commercial vehicle operation
- Key cutting equipment

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *demonstrating the appropriate hand tools to use*
  - *demonstrating the appropriate power tools to use*
  - *demonstrating specialized locksmithing tools*
  - *providing hands-on opportunity to use tools of the trade*
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## **Keys, Lock Cylinders, High Security and Open Ups**

- Key duplication
- Lock cylinders and high security
- Lock cylinder service
- Key origination
- Open secured entry

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *explaining what high security protocols the company uses*
  - *explaining the security systems*
  - *describing the related hardware*
  - *demonstrate lock cylinder servicing*
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## **Vehicle and Equipment Lock Service**

- Vehicle and equipment lock service
- Automotive open ups

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *demonstrating the opening and servicing of automobile locks*
  - *explaining anti-theft systems*
  - *showing the differences between the locking systems of automobiles and recreational vehicles*
  - *providing job-site training for specialty products*
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**Master Key Systems**

- Master key system design
- Master key system implementation
- Master key maintenance

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *explaining the principles of basic master keying*
  - *demonstrating applicable advanced master key systems*
  - *demonstrating how to plan Master Key projects*
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**Hardware**

- Locking hardware identification
- Locking hardware installation
- Locking hardware service
- Non-locking hardware identification
- Non-locking hardware installation
- Non-locking hardware service
- Commercial hardware identification
- Commercial hardware installation
- Commercial hardware service

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *demonstrating the practical application of mechanical keyless locks*
  - *demonstrating the installation of mortise locks*
  - *demonstrating the correct installation of door closers*
  - *determining the proper power and size rating to comply with the Building Code*
  - *providing hands-on opportunities for the apprentice to practice*
  - *providing the opportunity to build hardware*
  - *demonstrating the correct installation of hardware*
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**Doors and Barrier Free Systems**

- Door installation
- Door service
- Barrier-free systems

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *demonstrating the correct mounting procedures for vertical mount panic bars*
- *explaining building codes related to barrier free installations*

**Electric, Electronic and Electrified Components and Hardware**

- Principles of electricity
- Electric, Electronic and Electrified Components and Hardware Identification
- Electric, Electronic and Electrified Components and Hardware Installation
- Electric, Electronic and Electrified Components and Hardware Service
- Access control system installation
- Access control system service

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *explaining the principles of electricity and how they impact the locksmith trade*
  - *explaining the principles of magnetism*
  - *demonstrating the correct use of electrical components*
  - *explaining options and possibilities of integrating access control in buildings*
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**Safe and Vault Identification and Service**

- Safe and vault identification
- Safe and vault service
- Safe installation
- Night depository service
- Safe deposit box lock service

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *promoting safe work practices when working with safes and vaults*
  - *explaining the design and construction components of vaults and safes*
  - *demonstrating the working mechanisms of night depository receivers*
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**Safe and Vault Opening**

- Safe and vault open ups
- Safe deposit box opening

**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *explaining how to effectively penetrate safes or vaults*
  - *demonstrating the use of various types of locks*
  - *explaining the features of the safe deposit box locking mechanism*
  - *providing the steps to effectively troubleshoot potential problems*
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**Institutions, Drawing Interpretation, Standards and Practices**

- Institutional locks
  - Drawing interpretation
  - Security consultation
  - Workplace coaching skills
  - Alberta's industry network
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**Mentors can assist the apprentice to prepare for this section of technical training by:**

- *explaining different types of institutional locks and locking systems*
  - *explaining different types of drawings*
  - *demonstrate how to find information on a set of drawings*
  - *describe related codes when servicing correctional hardware*
  - *describing the process for coaching an apprentice*
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**Consider apprenticeship training as an investment in the future of your company and in the future of your workforce. Ultimately, skilled and certified workers increase your bottom line.**

**Get involved in the apprenticeship training system. Your commitment to training helps to maintain the integrity of the trade.**

**Do you have employees who have been working in the trade for a number of years but don't have trade certification?**

**Contact your local apprenticeship office for details on how they might obtain the certification they need.**

### **Saskatchewan Apprenticeship & Trade Certification Commission**

2140 Hamilton St Regina SK S4P 2E3

Tel: (306) 787-2444

Fax: (306) 787-5105

Toll Free: 1-877-363-0536

web site: [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca)

### **District Offices**

Estevan (306) 637-4930

La Ronge (306) 425-4385

Moose Jaw (306) 694-3735

North Battleford (306) 446-7409

Prince Albert (306) 953-2632

Saskatoon (306) 933-8476

Swift Current (306) 778-8945

Yorkton (306) 786-1394