Lather (Interior Systems Mechanic)

On-the-Job Training Guide

2024

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Saskatchewan Apprenticeship and Trade Certification Commission

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Recognition:
To promote transparency and consistency, this document has been adapted from the 2021 Lather (Interior Systems Mechanic) Red Seal Occupational Standard (Employment and Social Development Canada).

A complete version of the Occupational Standard can be found at www.red-seal.ca

STRUCTURE OF THE ON-THE-JOB TRAINING GUIDE

To facilitate understanding of the occupation, this on-the-job training guide contains the following sections:

Task Matrix: a chart which outlines graphically the major work activities, tasks and sub-tasks of this standard detailing the essential skills and the level of training where the content is covered. The Task Matrix is broken down into the following:

Major Work Activity (MWA): the largest division within the standard that is comprised of a distinct set of trade activities.

Task: distinct actions that describe the activities within a major work activity.

Sub-task: distinct actions that describe the activities within a task.

Training Profile Chart: a chart which outlines the model for Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) technical training.

On-the-Job and In-school Training Content for the Lather Trade a chart which outlines on-the-job examples for apprentices to achieve relevant work experience to prepare for topics of technical training.

TRAINING REQUIREMENTS FOR THE LATHER (INTERIOR SYSTEMS MECHANIC) TRADE

To graduate from each level of the apprenticeship program, an apprentice must successfully complete the required technical training and compile enough on-the-job experience to total at least 1500 hours each year. Total trade time required is 6000 hours and at least 4 years in the trade.

Journeyperson 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 their on-the-job portion of apprenticeship training. An apprentice spends approximately 85% of their apprenticeship term training on-the-job.

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

EMPLOYER TRAINING RESPONSIBILITY

- promote a safety-conscious workplace
- provide mentored, hands-on practice in the use of tools and equipment
- demonstrate procedures relevant to layout, forming, framing, exterior and interior finishing
- further the apprentice's ability to interpret technical drawings
- allow the apprentice to apply procedures used for estimating materials, costing projects and supervising personnel
- ensure that the apprentice can evaluate the end product

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

In the On-the-Job Training Guide, in-school instruction is listed first; on-the-job 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.

LATHER (INTERIOR SYSTEMS MECHANIC)
TASK MATRIX

This chart outlines the major work activities, tasks and sub-tasks from the 2021 Lather (Interior Systems Mechanic) Red Seal Occupational Standard. Each sub-task details the corresponding essential skill.

A - Performs common occupational skills — 21%

Task A-1 Performs safety-related functions	1.01 Maintains safe work environment	1.02 Uses personal protective equipment (PPE) and safety equipment			
Task A-2 Uses tools and equipment	2.01 Uses hand tools	2.02 Uses power tools	2.03 Uses powder-actuated tools	2.04 Uses gas-actuated tools	2.05 Uses pneumatic tools
	2.06 Uses layout and measuring devices	A-2.07 Uses scaffolding and access equipment			
Task A-3 Organizes work	3.01 Uses documentation and reference materials	3.02 Uses blueprints and drawings	3.03 Plans project tasks	3.04 Estimates materials and supplies	
Task A-4 Performs routine trade activities	4.01 Performs measurements	4.02 Uses jigs and templates	4.03 Handles materials, supplies, and products	4.04 Lays out work	4.05 Applies sealants and gaskets

Task A-5 Uses communication and mentoring techniques	5.01 Uses communication techniques	5.02 Uses mentoring techniques

B – Performs framing activities 30%

Task B-6 Erects non-loadbearing steel assemblies	6.01 Frames non-loadbearing walls	6.02 Frames spanned ceilings	6.03 Frames suspended drywall ceilings	6.04 Frames non-loadbearing bulkheads	6.05 Installs metal door and window frames
	6.06 Installs backing				
Task B-7 Erects loadbearing steel assemblies	7.01 Frames loadbearing walls	7.02 Frames exterior ceilings and soffits	7.03 Frames loadbearing bulkheads	7.04 Frames loadbearing floors	7.05 Frames loadbearing roofs

C – Installs interior systems 36%

Task C-8 Installs wall systems and components	8.01 Installs demountable walls	8.02 Installs drywall	8.03 Finishes drywall	8.04 Installs drywall trims and mouldings	8.05 Installs security mesh

	8.06 Installs access panels		
Task C-9 Installs ceiling systems	9.01 Installs suspended ceiling	9.02 Installs non-suspended ceilings	
Task C-10 Install access flooring systems	10.01 Installs pedestals and supporting hardware	10.02 Installs flooring panels	
Task C-11 Installs sound barriers and lead radiation shielding	11.01 Installs sound barriers	11.02 Installs lead radiation shielding	
Task C-12 Installs smoke and fire barriers	12.01 Installs shaft wall systems	12.02 Seals penetrations	12.03 Encloses beams, columns and staircases to achieve desired fire rating

D – Installs exterior systems 13%

Task D-13 Installs insulation and membranes	13.01 Installs thermal insulation	13.02 Installs interior/exterior membranes

Task D-14 Prepares surface for exterior finishes	**14.01 Installs exterior sheathing**	**14.02 Installs lath**	**14.03 Installs exterior insulation finish system (EIFS)**
Task D-15 Installs exterior finishes	**15.01 Fabricates panels**	**15.02 Installs pre-manufactured panels**	

TRAINING PROFILE CHART

This Training Profile Chart represents NAIT and SAIT training at the topic level.

Level One
Codes, Regulations and General Safety
Tools, Equipment and Materials
Walls
Exterior Stucco Preparation
Drywall Applications
Component Ceiling Systems
Air and Moisture Barriers
Blueprint Reading
Trade Mathematics

Level Two
Fire Resistive and Acoustical Ratings
Wind/Load Bearing Wall and Floor Systems
Metal Lath Partitions, Walls and Ceilings
Shaft Wall Systems
Component and Specialty Ceiling Systems
Demountable Partition Systems
Specialized Systems
Exterior Insulation Finish Systems (EIFS)
Blueprint Reading
Trade Mathematics

Level Three
Advanced Ceiling Systems
Renovations, Walls and Fireproofing
Specialized Environments
Blueprint Reading
Business Fundamentals
Final Period Practical Project

TECHNICAL TRAINING COURSE CONTENT

This chart outlines the model for Alberta's NAIT and SAIT technical training.

Level One 8 weeks

Codes, Regulations and Safety

- construction safety
- project organization
- study of regulations
- fire prevention and controls
- introduction to WHMIS

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

- *having the apprentice identify OH&S Regulations as they pertain to the Lather (Interior System Mechanic) trade*
- *making the use of personal protective equipment mandatory*
- *training in the use of fall arrest equipment and making its use mandatory*
- *describing unsafe working conditions and industrial health hazards and monitoring for actions appropriate to situations*
- *explaining the responsibilities of the employer, the supervisor and the employee with respect to safety*
- *explaining the roles and responsibilities of the owner, the architect, the engineer and the general contractor with respect to project organization*
- *discussing and expecting cooperative interaction with other sub-trades*
- *explaining the role of the Lather (Interior System Mechanic)*
- *outlining regulations and expected procedures regarding general accident prevention such as housekeeping, safety belts and respiratory protective equipment*
- *discussing safety regulations such as for ladders, scaffolds, ramps and stairways; guard rails, powered lifts, asbestos; and electrical safety*
- *having the apprentice identify the classes of fires and acceptable extinguishers*
- *orienting and having the apprentice define the different WHIMIS labels; and explaining the use, purpose and limitations of an MSDS*

Tools, Equipment and Materials

- hand and power tools
- scaffolding
- materials
- explosive actuated tools

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

- *describing and having the apprentice demonstrate the components, assembly, types, sizes and the care, maintenance and safe use of hand and power tools*
- *demonstrating the safe use and hazards associated with laser levels*
- *describing and demonstrating the safe use, applications, erection and dismantling of ladders; and stationary and rolling scaffolds*
- *ensuring the apprentice is familiar with the regulations regarding the operation of motorized scaffolds*
- *when applicable, providing training on scissor lifts or other mechanized access equipment*
- *identifying different types and gauges of metal components used in the industry*
- *explaining temperature requirements for the set-up of gypsum and adhesive products*
- *showing and describing to the apprentice the types and use of both typical and special fasteners*

- *discussing common causes of breakage and damage to materials; and proper storage techniques*
- *explaining the importance of point loading*
- *describing and demonstrating safe use of explosive actuated tools, their pins and charges and discussing applicable OH&S regulations*

Walls

- various types and specifications
- materials and erection
- metal framing
- furring systems on existing walls
- preparations for other trades
- application of insulation in walls and ceilings

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

- *describing how to differentiate between bearing, non-bearing, prefabricated and shaft walls*
- *describing the different types and uses of wall materials such as floor and ceiling channels; stud types and backing systems*
- *demonstrating installation procedures for these materials including spacing; layout and aligning methods; securing systems, bracing and establishing wall openings*
- *demonstrating the layout and installation procedures for metal framing including resilient sound bars*
- *demonstrating the layout and installation procedures for a furring system*
- *describing, showing examples and having the apprentice install backing and brackets for electrical and plumbing fixtures; wood or metal cabinets, fire hose cabinets and other recessed fixtures*
- *explaining the different types and thicknesses of insulation and vapour barriers and the installation techniques for these materials*
- *explaining the process of heat transfer and heat loss*
- *explaining sound attenuation and absorption*
- *explaining fire codes and how these codes apply to wall construction*

Exterior Stucco Preparation

- sheathing and building paper
- stucco wire and coatings

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

- *describing how to differentiate between asphalt impregnated and air barrier paper*
- *explaining the identification of interior and exterior gypsum products*
- *describing the different stucco wire and building code application requirements*
- *describing how to differentiate between the scratch, brown and finish coats*
- *discussing the different finish stucco types such as stone dash and other decorative patterns*

Drywall Applications

- application, layout and installation
- taping
- drywall ceiling systems

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

- *explaining the different types of drywall materials such as exterior, fire rated, etc.*
- *discussing the use of single-layer drywall and explaining standard lamination procedures*
- *ensuring the apprentice is aware of the code requirements regarding the use of nails and screws and their location and spacing*
- *discussing dimensions of product (thicknesses and lengths)*
- *describing patterns or sequence of joints*
- *showing the various methods to measure and cut to length*

- *demonstrating the various methods to cut out openings and outlets*
- *demonstrating techniques to construct curved walls and rounded bulkheads*
- *describing how and where to apply backing board*
- *describing and demonstrating how to prepare and apply adhesives for laminating drywall*
- *describing the various types and demonstrating the application of joint compounds and trims*
- *outlining and demonstrating the various levels of finishing joints*
- *describing types of sanding paper and sanding equipment; and demonstrating proper sanding methods*
- *exposing the apprentice to projects that include the use of inserts, hangers, eye pins, clips and bolts as used to apply drywall ceiling systems*
- *demonstrating the selection and installation of carrying and secondary channels*
- *demonstrating how to establish elevations using laser and hydro (water) levels*
- *outlining and demonstrating bending and tying techniques*
- *describing how to develop and install bracing systems; how to lift and secure heavy sheets; and how bend and form channels*
- *demonstrating the layout and fabrication required for electrical fixtures, access panels, vertical drops and returns; and false beams*

Component Ceiling Systems

- component ceilings
- component baffles

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

- *describing ceiling board and tile with reference to composition types, edge details, physical properties (noise reduction, coefficiency and sound transmission class); and fire hazard and fire resistive ratings*
- *explaining suspension systems with exposed grid*
- *describing specialty ceilings such as luminous, axiom, curved, etc.*
- *describing cement-up preparation and applications (layout and technique for adhesion application)*
- *demonstrating an exposed modular grid layout, vertical drops and returns and open peripheral details*
- *discussing the determination of fire resistive requirements for fixture enclosures and duct openings*
- *describing and demonstrating the installation of steel studs, insulation, caulking and gypsum board for baffle systems*

Air and Moisture Barriers

- application of air and moisture barriers
- barrier failures
- exterior insulation finish systems (EIFS)

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

- *describing the principles and fundamentals if air and moisture barriers*
- *describing the types of barriers including conventional polyethylene, self-adhesive modified; asphalt peel and stick sheet; and torch-on*
- *describing tools and equipment used for the preparation and application of barriers*

Blueprint Reading

- drawing instruments and techniques
- freehand sketching
- drawing to specifications
- blueprint interpretation

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

- *explaining the different lines used on drawings such as object, extension, centre, hidden and break*

- *demonstrating how to make freehand sketches*
- *showing the apprentice orthographic and isometric drawings and explaining the differences*
- *demonstrating how to draw plan and elevation views for projects*
- *working with the apprentice to interpret simple plan, elevation and section views*
- *demonstrating how to isolate the Lather (Interior System Mechanic)work on plans*
- *explaining how a full set of blueprints work including how to find details*
- *describe the scope and responsibilities of other trades*
- *demonstrating how to interpret a reflected ceiling plan*

Trade Mathematics

- basic applied mathematics
- trade problems from basic plans and specifications
- metric systems

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

- *ensuring the apprentice clearly understands both the metric and imperial systems of measurement and can convert dimensions from one system to the other*
- *continuously having the apprentice perform calculations on the jobsite: addition, subtraction, division, multiplication, common and decimal fractions; linear, area and volume measurements; ratios and proportions; and percentages; and then verifying correctness/showing mistakes*
- *demonstrating the calculation of material requirements for studs, channels, fasteners, bracing, rough openings, etc. in wall layouts of various types and spacing*
- *demonstrating the calculation of requirements for the number of gypsum sheets and pounds of fasteners*
- *demonstrating proper cutting layout to avoid waste*
- *demonstrating how to convert stated elevations into feet and inches; how to perform the 3-4-5 method of squaring*
- *demonstrating how to calculate locations and quantity requirements for hangers, inserts, eye pins, carrying and secondary channels, bracing, etc. for typical suspended ceilings*

Level Two 8 weeks

Fire Resistive and Acoustical Ratings

- fire and sound ratings
- wall and ceiling designs

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

- *explaining decibels, sound transmission, flame spread, heat transmission and smoke controls*
- *describing non-combustible materials; the treatment of wall cavities; sound bars and barriers; and sealants*
- *describing how to recognize future probable causes of smoke and sound leakage through minute cracks, access openings, etc.*
- *describing the difference between 1-hour and 2-hour fire rated walls, including who is responsible to seal different penetrations*

Wind/Load Bearing Wall and Floor Systems

- wind bearing framing systems
- composite metal floor systems and load bearing walls
- access floor systems

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

- *reviewing components used for axial loads, web crippling, etc.*
- *describing and demonstrating the layout and installation of wind or load bearing framing including framing at openings; bracing and channels with clips; slip track; and fasteners*
- *describing how to identify and construct metal floor panels or framing systems with fasteners; end closures, perimeter trims and straps*
- *describing shoring and its application*
- *describing load bearing roof systems*
- *describing the identification and construction of access floor systems*
- *describing the installation of ramps, handrails, steps and cutting methods*
- *describing the installation of 1800/600 rigid grid system including layout, pedestals and stringers; field panels and peripheral cut panels*

Metal Lath Partitions, Walls and Ceilings

- fabrication of metal lath partitions, walls and ceilings

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

- *explaining how to identify where metal lath is specified on drawings*
- *describing the installation of ceiling and floor runners; plumbing and aligning procedures; vertical members; metal lath; and bead stops and expansion joints*
- *demonstrating the installation of control joints, expansion joints, corner beads and plaster stops*

Shaft Wall Systems

- shaft wall fabrications
- plenum barriers

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

- *describing the fire rating value of a shaft wall system*
- *demonstrating layout, plumbing and aligning; and how to treat openings and frames*
- *demonstrating how to install core board and finish layer to specifications*
- *describing types and function of plenum barriers*
- *discussing and monitoring the installation of double layered gypsum board, fibrous rigid insulation and metal lath or security mesh*

Component and Specialty Ceiling Systems

- concealed suspension ceiling system
- reveal grid and ceiling tile system
- metal linear ceiling systems
- specialty ceilings

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

- *describing a concealed suspension system including T and metal pans*
- *describing an exposed reveal grid and ceiling tile system*
- *ensuring the apprentice is familiar with the components of an exposed reveal grid and ceiling tile system including exposed T, reveal grid and reveal edge ceiling board; and can determine the differences between various grid systems and profiles*
- *demonstrating how to lay out a system with peripheral details, grid and ceiling board, vertical ceiling drops and slope returns*
- *explaining and demonstrating how to interface with electrical and mechanical components*
- *describing a metal linear ceiling system including suspension system, beams, steel and plastic filler strips; and insulation pads*
- *demonstrating correct and safe cutting techniques using a power mitre saw and metal cutting tools*
- *describing vertical ceiling returns, framing and furring of wall surfaces; and the difference between interior and exterior applications*
- *describing specialty ceilings such as Axiom, Compasso and Curvatura*
- *explaining reflective finishes with reference to cutting, handling and storage*
- *describing and demonstrating the installation of curved ceilings with reference to sub-framing, templates and jigs*
- *describing and demonstrating the installation of angular ceilings with reference to layout and suspension system framing*
- *discussing and locating penetrations for the interfacing with electrical and mechanical*

Demountable Partition Systems

- components and installation

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

- *discussing and emphasizing that these systems are usually installed after the finished floor and ceiling are in place, and how to protect these finished surfaces*
- *describing and demonstrating battenless progressive and non-progressive systems with respect to framing, patent fasteners, board and trimming materials*
- *discussing batten systems referring to framing, board and trimming materials*
- *emphasizing physical properties such as sound transmission, class, gasketing and fire resistive applications*
- *describing and installing ceiling track details, steel and aluminum door frames; steel and aluminum glazed frames; corners, terminations, intersections, vinyl and fabric panels; and base detail*

Specialized Systems

- pre-cast plaster, glass fibre and reinforced gypsum
- component wall treatment and baffles
- jigs and templates

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

- *discussing the properties, delivery, storage and handling of precast plaster systems*
- *explaining the tolerances for erected units*
- *describing and demonstrating the installation techniques and methods for patching and cleaning; caulking, and finishing precast plaster columns, coffers and cornices and valances*
- *demonstrating the installation of component wall treatment and baffle systems*
- *discussing the types and uses of wall panels, ceiling panels, baffles and screens; and special panels including layout, elevations and mounting*

- *demonstrating how to fasten component baffles to existing ceiling systems and structures*
- *demonstrating how to develop and use temporary and reusable jigs and templates used for beams, columns, pilasters, soffits, coves and curved surfaces*

Blueprint Reading

- blueprints for commercial building
- isolating the lather – drywall and acoustical mechanic work
- amplifying drawings with notes
- freehand pictorial drawings
- specified shop projects

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

- *having the apprentice assist in the sizing of low and high pressure gas piping systems*
- *explaining the combustions process for natural and propane gases*
- *continuing to further the apprentices ability to interpret the gas codes for both natural and propane gases*
- *demonstrating the operation, adjustment and servicing of atmospheric burners*
- *explaining series and parallel circuits*
- *assisting the apprentice to understand meter use while testing domestic controls and electrical systems*
- *exposing the apprentice to various flame safeguard systems*
- *having the apprentice assist in the installation of domestic appliances*
- *having the apprentice assist in the start-up of domestic appliances*

Exterior Insulation Finish Systems (EIFS)

- panelization
- on-site application
- air and moisture barriers

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

- *ensuring the apprentice can explain, fabricate and install pre-manufactured panels*
- *discussing winter applications, including hoarding and heating requirements*
- *having the apprentice select and install the components of an EIFS system*
- *demonstrating the process to apply a finish coat referencing thickness, type of finish and colouring*
- *monitoring the apprentice when installing air and moisture barriers of all types*
- *ensuring the tools and equipment used for preparation and application are used correctly*

Trade Mathematics

- trade calculations

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

- *having the apprentice lay out a project and calculate material quantity requirements*
- *ensuring demonstrations have been provided for the layout and calculation of material quantities for control joints, expansion joints, patented ceilings, stepped ceilings, fire rated walls and sound rated walls including applications for domed ceilings, groined ceilings, arches, angles and curves*

Level Three 8 weeks

Advanced Ceiling Systems

- adjustments and adaptations from regular layouts
- component ceilings
- groined drywall and domed metal lath ceiling
- specialty ceilings
- development and use of jigs and templates
- trim and finish components

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

- *ensuring the apprentice can adjust and adapt in order to compensate for irregular jobsite conditions such as mechanical concealment, vertical steps; sloping and curved surfaces; extra securing and reinforcing for special loads; valences and recesses for electrical fixtures; and access openings, sky lights, false beams and chases*
- *explaining the installation of integrated coffered ceilings at columns and drywall peripheral suspended ceilings*
- *ensuring the apprentice is able to size, fit and install all components for groined drywall and domed metal lath ceilings*
- *ensuring the apprentice is able to develop and use complex jigs and templates for rectangular, curved, circular and irregular applications*
- *having the apprentice demonstrate the application of trim and finishing components used for curved, circular and irregular surfaces such as beads, perimeter moulds, casings, stops; and expansion and control joints*

Renovations, Walls and Fireproofing

- demountable partition systems
- fireproofing
- renovations and additions

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

- *ensuring the apprentice can identify and install advanced pre-manufactured wall systems*
- *having the apprentice describe a cornice height partition with reference to the framing, bracing; and door and glazing header details*
- *making the apprentice learn and describe curved radii corner details*
- *ensuring the apprentice can identify the differences between non-progressive flush batten; and non-progressive flush batten with recessed base and head systems*
- *testing the apprentice to ensure understanding of components such as panel, honeycomb core, panel frame, panel spline, drywall membrane, glazing units, and door units challenging the apprentice to ensure ability to recognize, comprehend and install specified fireproofing systems with respect to referencing ULC or other code requirements; and the ability to fabricate and prepare gypsum coverings for structural steel*
- *having the apprentice identify, comprehend and deal with normal and unique situations during renovations and additions including asbestos and abatement situations; existing services, cautions and disconnections; protection of existing flooring, cabinets, etc.; the removal of existing material and housekeeping; layout and connection to existing walls; temporary shores, bracing, hoarding, etc.; recognizing existing site conditions; and how jobs proceed in stages*

Specialized Environments

- introduction to specialized environments
- radiation protective systems

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

- *discussing how to recognize hazards associated with specialized environments*

- *discussing biological and genetic effects of radiation; types of radiation (leakage, primary and scatter); personnel monitoring and measures to minimize radiation exposure; and regulations and protection recommendations*
- *reviewing and describing a radiation protective system with respect to lead protective shielding; framing and furring members; fasteners, adhesives and accessories*
- *discussing the particulars of a radiation protective system with respect to layout, corner details; wall, ceiling and base intersections; and door, window and transfer cabinet openings*
- *explaining the testing procedures used to ensure lead protective shielding is complete and effective*

Blueprint Reading

- specifications
- blueprints with emphasis on drywall and acoustical mechanic
- working drawings
- job organization

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

- *ensuring the apprentice can interpret specifications in order to determine the scope of work*
- *ensuring the apprentice can interpret and use a complete set of blueprints to complete a project*
- *having the apprentice prepare and then reviewing working drawings used to assist with layout and construction of special items such as domed or groined ceilings; recesses, troughs and steps*
- *stressing the importance of addendum documents and applications of these changes*
- *allowing the apprentice opportunities to use estimating and job coordination skills to manage daily job flow*
- *exposing the apprentice to computer estimation and allowing to estimate a project using this process*

Business Fundamentals

- documents and forms
- trade math
- workplace coaching skills
- interprovincial standards

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

- *ensuring the apprentice can prepare and/or accept typical documents such as delivery slips, time sheets, expense information, injury reports and purchase orders*
- *ensuring the apprentice can perform all necessary calculations from specifications and plans relating to screens and hoarding; removal of old work, temporary shoring, new materials, reusable materials, scaffolding, housekeeping, off-site preparations, and penalty clauses*
- *demonstrating and having the apprentice perform estimates with unit costs*
- *allowing the apprentice opportunities to direct newer apprentices in order to display coaching skills*
- *discussing the Red Seal Occupational Analysis for the Lather (Interior Systems Mechanic) trade and how it relates to the Interprovincial certification examination*
- *describing sources of information that can be found on trade certification and examination procedures such as www.red.seal.ca*

Final Period Practical Project

- Final period practical examination

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

- *ensuring the apprentice reviews all materials from all levels of training in order to feel confident prior to attending the final level of technical training*
- *reviewing this document completely with the apprentice to ensure understanding of all aspects of the trade*

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.

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