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**Secondary School Apprenticeship  
Program**

***Training Log***

Student Name: \_\_\_\_\_

Trade: \_\_\_\_\_

Employer: \_\_\_\_\_

### **On-The-Job Training Record**

The intent of this Training Record is to promote better understanding of the roles and responsibilities of the apprentice in respect to the trade involved. The expected level of learning acquired by the apprentice will vary with the subjects studied and with certain aspects of these subjects. The following terms are used to state the objectives of each area of study:

**A. Acquaintance with** implies knowledge of a subject and an awareness of its complexities in broad terms only; it is the lowest level of training.

**B. Familiarity with** is the next level of learning and implies comprehension of a subject to the extent that specific principles and generalization can be recalled.

**C. Understanding of** is the third level of learning and implies comprehension of principles. Also generalization can be understood but it does not imply possession of the skills of a practitioner.

**D. Ability to** is the highest level of learning and implies possession of both the knowledge and the skill to perform a task competently.

Throughout the training period, the apprentice should have exposure to and experience in the trade to be able to:

- Apply required safety procedures
- Demonstrate proper care and use of tools and equipment
- Comprehension of task and duties of the trade area
- Demonstrate the ability to successfully complete the tasks related to the trade

The purpose of this “Training Log” is to record the skills demonstrated and practiced, together with the level of attainment.

## Secondary School Apprenticeship

<u>PERSONAL INFORMATION</u>	<u>APPRENTICE INFORMATION</u>
Name:	Trade:
Address:	Name:
	Date of Birth:
Phone:	Apprenticeship Start:
PEN #:	Apprenticeship #:
	Signature:
<u>EMPLOYER INFORMATION</u>	
Employer:	
Employer Address:	
Employer Phone:	
Training Coordinator:	
Employer Registration #:	



**Sample Recording of *Work Based Training***

**Section 1 Record of Training**

*Record the weeks of work using the following table:*

Week	Dates		Week	Dates	
	From	To		From	To
1	Sept 13, 2009	Sept 19, 2009	31		
2	Sept 20, 2009	Sept 26, 2009	32		
3	Sept 27, 2009	Oct 3, 2009	33		
4			34		
5			35		
6			36		
7			37		

Enter the dates that encompass a complete week, (ie Sunday to Sunday); be sure to include the year.

**Section 2 Training Activities**

*Briefly outline the duties performed and the skills demonstrated or practiced.*

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed
1	35	<ul style="list-style-type: none"> <li>• Setting up floor joists</li> <li>• Sheeting floor</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>✓ Demonstrated floor layout skills,</li> <li>✓ Accurate calculation and measuring skills</li> <li>✓ Accurate cutting to size</li> </ul>
2	40	<ul style="list-style-type: none"> <li>• Placing hardwood floors</li> <li>•</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>✓ Developed organizational/layout skills</li> <li>✓ Accuracy using hardwood nailing gun</li> </ul>
3	32	<ul style="list-style-type: none"> <li>• Framing basement walls</li> <li>• Placement of fascia on roof structure</li> <li>• Installing windows</li> <li>•</li> </ul>	<ul style="list-style-type: none"> <li>✓ Accuracy of layout and framing</li> <li>✓ Finish carpentry skills, edge nailing at angle</li> <li>✓ Accuracy of leveling and centering windows</li> </ul>

Enter the week number, followed by the total hours worked in that week.

Briefly identify the main duties or tasks worked during that time, and record skills that were demonstrated

**Prior Training Record**

Using the ITA Prior Work Based learning guide provided, briefly list trade-related tasks and duties performed prior to registering as an SSA student. Using the following scale, rate yourself in each area and have your employer indicate support in Employer Response column.

1 = Received Job Site Instruction, 2 = Had Practical Experience, 3 = Achieved reasonable competency, 4 = Achieved proficiency

<u>Work-Based Task &amp; Duties</u>	<u>Apprentice Response</u>				<u>Employer Response</u>
	1	2	3	4	Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No
					Yes No

**Training Period:** \_\_\_\_\_ to \_\_\_\_\_  
yyy/mm/d yyy/mm/d

**Total Hours (during period):** \_\_\_\_\_



**Record of Training (11 A)**

Complete the following assignments:

- # 1—*Safety in the Workplace*
- # 2—*Worksite safety Checklist*
- # 3—*Training Plan*

..... and then record the weeks of work using the following table for SSA 11A:

<b><u>Week</u></b>	<b><u>Dates</u></b>	
	<i>From</i>	<i>To</i>
1		
2		
3		
4		
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19		
20		



Record of Tasks and Skills for SSA 11A

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed



Record of Tasks and Skills for SSA 11A

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed





Safety in the Workplace

SSA 11A  
Assignment #1

Using either the information contained on pages 2—8 of the SSA Guide, or on the WorkSafe BC website at:  
<http://www2.worksafebc.com/Topics/YoungWorker/Home.asp>  
complete the following safety assignment questions.

7 1. What are the top seven dangers facing BC’s young workers?

- 1) \_\_\_\_\_  
\_\_\_\_\_
- 2) \_\_\_\_\_  
\_\_\_\_\_
- 3) \_\_\_\_\_  
\_\_\_\_\_
- 4) \_\_\_\_\_  
\_\_\_\_\_
- 5) \_\_\_\_\_  
\_\_\_\_\_
- 6) \_\_\_\_\_  
\_\_\_\_\_
- 7) \_\_\_\_\_  
\_\_\_\_\_

3 2. Which of these top seven dangers do you believe might pose a risk to you while you are completing your SSA placement?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



**CASE STUDY -- Mark ignores the rules**

Read the case study below and answer the questions

Mark is really enjoying his SSA placement in a cabinet-making factory. The thing he likes best about the job is the friendly atmosphere - he gets along with his co-workers very well.

On his first day, Mark's supervisor instructed him on the proper use of the electrical bench saw. A few days later, Mark's buddy, Jim, tells him to ignore using the safety guard. "It's a pain, and it slows you down." Mark decides that Jim is probably right since he's worked there longer, and besides he doesn't want to hurt Jim's feelings by ignoring his suggestion. Mark decides not to use the safety guard.

- 3 1. What are the possible consequences of Mark's decision?

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- 2 2. How could Mark have handled Jim's remark differently?

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Office  
Use Only

Assignment #1 Total: \_\_\_\_\_ /15



**Worksite Safety Checklist**

[SSA 11A](#)  
[Assignment #2](#)

Every working day, 46 young people are hurt at work in B.C. Three are permanently disabled each week. Most of this happens in what look like safe workplaces. Safety is definitely worth asking about, from the hiring interview to every shift you work. Complete the following Workplace Safety Checklist outlining the Safety Orientation received before starting work and have it signed by your supervisor.

<b>Workplace:</b> _____ <b>Supervisor Signature:</b> _____ <b>Student Signature:</b> _____				
		Yes	No	N/A
2	<b><u>Work Place Orientation:</u></b> I was given an orientation regarding workplace safety and risks of the job.  Briefly describe that orientation. _____ _____ _____			
6	<b><u>Unsafe work or hazards:</u></b> Hazards and risks specific to this workplace were identified during this orientation.  They are: _____ _____ Outline the process you follow in reporting unsafe work or hazards, and to whom you report. _____ _____ _____			
	I know who I should report work place hazards/injuries to.  This person's name is: _____			
	I have been informed of the WHMIS procedure at my worksite.			
5	<b><u>Emergencies:</u></b> I have reviewed the emergency procedures with my employer.  I know the location of the fire extinguisher(s) and fire alarm.  I know where the First Aid station is located.  I have discussed the WorkSafe BC accident and injury procedure with my employer.  I have been informed to whom I am to report injuries.  That person is: _____			



	Yes	No	N/A
<p><b>4</b> <u><b>Personal Protective Equipment:</b></u> I have been informed as to what Personal Protective Equipment is required.</p> <p>List equipment required and where.</p> <p style="text-align: center;">(what) <span style="margin-left: 200px;">(where)</span></p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>4</b> <u><b>Machinery, Equipment and Power Tools:</b></u> I have been informed of the safety concerns regarding any machinery, equipment and power tools I may possibly use.</p> <p>Outline machinery, equipment or power tools I may possibly use and their safety concerns.</p> <p style="text-align: center;">(machinery, equipment , power tools) <span style="margin-left: 150px;">(safety concerns)</span></p> <p>_____</p> <p>_____</p> <p>_____</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1</b> When in doubt about how to do something safely, I will ask before I begin.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1</b> I have been informed that I will/will not be working alone.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1</b> I have been taught proper lifting procedures/techniques.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>1</b> I have been taught proper techniques for working from heights.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Office Use Only    **Assignment # 2 Total: \_\_\_\_\_ /25**



**Training Plan/Employability Skills**

**SSA 11A**  
**Assignment #3**

Using the Training Plan draft of “Worksite Activities” completed by your employer, copy the training activities checked off and complete the following as it relates to each:

1. Category: \_\_\_\_\_

- Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

2. Category: \_\_\_\_\_

- Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

3. Category: \_\_\_\_\_

- Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

4. Category: \_\_\_\_\_

- Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

5. Category: \_\_\_\_\_

- Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill



6. Category: \_\_\_\_\_

• Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

7. Category: \_\_\_\_\_

• Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

8. Category: \_\_\_\_\_

• Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

9. Category: \_\_\_\_\_

• Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill

10. Category: \_\_\_\_\_

• Workplace activity: \_\_\_\_\_  
\_\_\_\_\_

- I haven't yet been introduced to this skill
- I have already been introduced to this skill
- I feel I have demonstrated limited ability with this skill
- I feel I have demonstrated competency with this skill



## Employability Skills

## *Assignment #3 (cont)*

Review the Employability Skills 2000+ chart on pages —— of the SSA Guide, choose 2 skills from each of the three (3) categories that you wish to demonstrate or develop during the initial training period of your apprenticeship and list below:

	<b>Category</b>	<b>Skill</b>
<b><u>Fundamental Skills</u></b>		
1.		
2.		
<b><u>Personal Management Skills</u></b>		
1.		
2.		
<b><u>Teamwork Skills</u></b>		
1.		
2.		

<i>Office Use Only</i>	<p style="margin: 0;"><b><u>Assignment # 3 - Quality of Completion:</u></b></p> <p style="margin: 0; text-align: center;"> <input type="checkbox"/> Unsatisfactory (0)                <input type="checkbox"/> Satisfactory (5)                <input type="checkbox"/> Good (10)                <input type="checkbox"/> Excellent (10)         </p>
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<i>Office Use Only</i>	<p style="margin: 0;"><b><u>Effort to Complete 11A Assignments:</u></b></p> <p style="margin: 0; text-align: center;"> <input type="checkbox"/> Minimal Effort                <input type="checkbox"/> Meets Expectations                <input type="checkbox"/> Above Expectation                <input type="checkbox"/> Exceeds Expectations         </p>
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**Record of Training (11 B)**

Complete the following assignments:

- # 4—*Understanding Your Workplace*
- # 5—*Confidentiality*

..... and then record the weeks of work using the following table for SSA 11B

<u>Week</u>	<u>Dates</u>	
	<i>From</i>	<i>To</i>
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Record of Tasks and Skills for SSA 11B

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed



Record of Tasks and Skills for SSA 11B

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed



**Understanding your Workplace**

**SSA 11B**  
**Assignment #4**

Review the information on pages \_\_\_\_\_ of the SSA Guide and answer the following:

③ 1. What are the three things new employees need to develop in order to work toward keeping and advancing in their Job? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

② 2. Explain what a “Mentor” is and how it relates to apprenticeship.  
\_\_\_\_\_  
\_\_\_\_\_

④ 3. Name the four skill categories you need in today’s workplace.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

① 5. What does the term “Employability Skills” refer to? \_\_\_\_\_  
\_\_\_\_\_

⑧ 6. Name 4 skills/attributes you would like develop in your workplace and indicate some suggestions on how you can accomplish them.

Skill/attribute: \_\_\_\_\_  
Suggestions to accomplish: \_\_\_\_\_  
\_\_\_\_\_

Skill/attribute: \_\_\_\_\_  
Suggestions to accomplish: \_\_\_\_\_  
\_\_\_\_\_

Skill/attribute: \_\_\_\_\_  
Suggestions to accomplish: \_\_\_\_\_  
\_\_\_\_\_

Skill/attribute: \_\_\_\_\_  
Suggestions to accomplish: \_\_\_\_\_  
\_\_\_\_\_

*Office Use Only*    **Assignment # 4 Total: \_\_\_\_\_ /18**



**Confidentiality & Ethics**

**SSA 11B**  
**Assignment #5**

Review the pages — of the SSA Guide and answer the following questions as they pertain to the Case Study outlined. Although the particular Case Study may not be related to your trade, the information to be considered is “generic” for all employees. Explain your answers completely/.

- ⑥ 1. Case Study # 1. ( 6 marks) Your work experience placement is at a law firm. On the first day of the placement you are shown a card index with a list of the active law cases on it. You notice the name of someone you know from school. You also have access to the company files.

Do you look up the person’s file? \_\_\_\_\_  
 Do you tell the person you saw his/her name on the file? \_\_\_\_\_  
 Do you tell anyone else? \_\_\_\_\_

Explain your answers: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- ⑥ 2. Case Study # 2. The ambulance you are job shadowing with is dispatched to a house with the Fire Department as a backup. Enroute you realize the address is next door to your house! In fact these neighbours are long time family friends. Other neighbours are on the street watching the goings on, and see you enter the residence with the ambulance crew. Inside your neighbour’s wife collapsed on the floor, unresponsive, being ventilated by the Fire Department. The husband appears nervous and is acting inappropriately. The patient’s condition, along with the needle mark in her arm, is highly suggestive of a narcotic drug use. The RCMP are notified, and arrive at the residence. The ambulance crew have treated the patient, who is now conscious, and transport her to the hospital.

What, if anything may you say at home about what happened next door?  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you say to a neighbour who saw you enter the home, and approaches you looking for an explanation to the events?  
 \_\_\_\_\_  
 \_\_\_\_\_

What do you say to your job-shadow sponsor teacher, other teachers, friends, fellow students?  
 \_\_\_\_\_  
 \_\_\_\_\_

*Office Use Only*      **Assignment # 5 Total: \_\_\_\_\_ /18**

*Office Use Only*      **Effort to Complete 11B Assignments:**                          
 Minimal Effort      Meets Expectations      Above Expectation      Exceeds Expectations



**Record of Training (12 A)**

Complete the following assignments:

- # 6—Describe the Apprentice system
- # 7—Review your Trade

..... and then record the weeks of work using the following table for SSA 12A:

<b>Week</b>	<b>Dates</b>	
	<i>From</i>	<i>To</i>
1		
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Record of Tasks and Skills for SSA 12A

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed



Record of Tasks and Skills for SSA 12A

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed



The Apprenticeship System

SSA 12A  
Assignment #6

- ① 1. Explain what an “Apprenticeship” is. \_\_\_\_\_  
\_\_\_\_\_
- ① 2. Who has the primary responsibility for managing BC’s industry training system? \_\_\_\_\_
- ③ 3. Name 3 key responsibilities of the Industry Training Organizations.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ① 4. What is meant by “Red Seal” certification? \_\_\_\_\_  
\_\_\_\_\_
- ① 5. Explain what an “Employer Sponsor” is. \_\_\_\_\_  
\_\_\_\_\_
- ③ 6. Explain the following terms;
  - a) Technical Training \_\_\_\_\_  
\_\_\_\_\_
  - b) Work Based Training \_\_\_\_\_  
\_\_\_\_\_
  - c) Certification \_\_\_\_\_  
\_\_\_\_\_
- ② 7. Explain the difference between “Foundation Program” and an “Apprentice Program” as it relates to Technical Training.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- ① 8. Approximately what % of training for an apprentice relates to Technical Training? \_\_\_\_\_
- ① 9. What is the minimum score that an apprentice must achieve in Technical Training? \_\_\_\_\_
- ② 10. Explain the following terms:
  - a) ACE—IT \_\_\_\_\_  
\_\_\_\_\_
  - b) SSA \_\_\_\_\_  
\_\_\_\_\_

Office Use Only    **Assignment # 6 Total:** \_\_\_\_\_ /16





**Review your Trade**

**SSA 12A**  
**Assignment #7**

Access the Industry Training Authority (ITA) website at: <http://www.itabc.ca> and review the program Profile for your trade.

**Trade:** \_\_\_\_\_

- ② 1. What credential is issued for this trade? \_\_\_\_\_
- ① 2. How many levels of training are involved with this apprenticeship? \_\_\_\_\_
- ① 3. How many weeks of “in-school” training are required for this apprenticeship? \_\_\_\_\_
- ① 4. How many work based hours (in total) are required for this apprenticeship? \_\_\_\_\_
- ② 5. Is there any linkage to other credentials with this apprenticeship? \_\_\_\_\_
- 6. If yes in # 5, list the other trade certifications for cross program credit. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
- ① 7. Is there a Foundation program for this trade. \_\_\_\_\_
- ① 8. Are you able to challenge the certification for this program? \_\_\_\_\_
- ① 9. If yes to # 8, what are the Program Challenge Requirements? \_\_\_\_\_
- ③ 10. What is/are the recommended program Pre-requisites? \_\_\_\_\_
- 11. List at a number of provincial training institutions for this trade. \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

*Office Use Only*    **Assignment # 7 Total: \_\_\_\_\_ /15**

<i>Office Use Only</i>	<b><u>Effort to Complete 12A Assignments:</u></b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		Minimal Effort	Meets Expectations	Above Expectation	Exceeds Expectations



**Record of Training (12 B)**

Complete the following assignments:

- # 8—Employability Skills Profile
- # 9—Essential Skills

..... and then record the weeks of work using the following table for SSA 12B:

<b>Week</b>	<b>Dates</b>	
	<i>From</i>	<i>To</i>
1		
2		
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Record of Tasks and Skills for SSA 12B

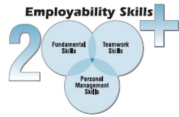
Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed



Record of Tasks and Skills for SSA 12B

Week #	Hours	Tasks or Duties Performed	Skills Demonstrated or Developed





## Employability Skills Profile

SSA 12B  
Assignment #8

Using the Employability Skills list you developed on page \_\_\_\_\_ review your application and development of those skills at your worksite by completing the charts below:

**Sample for "Fundamental Skills"**

<u>Employability 2000+ Skill</u>	<u>Demonstration of Skill</u>	I am really good at this (✓)	I am okay at this now (✓)	I need to improve this skill (✓)	How important is further development of this skills to me? (1 = low, 4 = high)
<i>Think and Solve Problems</i>					
<i>Assess situations and identify problems</i>	<i>I demonstrate this skill by..</i>				
	<ul style="list-style-type: none"> <li>● <i>Noticing that extension cords are extended where you can trip over them.</i></li> <li>● <i>Looking at your work habits to see if improvements can be made</i></li> </ul>	✓			2
	<input type="checkbox"/> <i>I have not yet demonstrated this skill</i>			✓	
<i>Manage Information</i>					
<i>Locate, gather and organize information using appropriate technology and information systems</i>	<i>I demonstrate this skill by..</i>				
	<ul style="list-style-type: none"> <li>● <i>Finding information in maintenance manual to operate machinery safely</i></li> <li>● <i>Using a spreadsheet to record and manage inventory</i></li> </ul>		✓		3
	<input type="checkbox"/> <i>I have not yet demonstrated this skill</i>			✓	

<u>Employability 2000+ Skill</u>	<u>Demonstration of Skill</u>	I am really good at this (✓)	I am okay at this now (✓)	I need to improve this skill (✓)	How important is further development of this skills to me? (1 = low, 4 = high)
	<i>I demonstrate this skill by..</i>				
	<input type="checkbox"/> <i>I have not yet demonstrated this skill</i>				
	<i>I demonstrate this skill by..</i>				
	<input type="checkbox"/> <i>I have not yet demonstrated this skill</i>				



## Personal Management Skills

<u>Employability 2000+ Skill</u>	<u>Demonstration of Skill</u>	I am really good at this (✓)	I am okay at this now (✓)	I need to improve this skill (✓)	How important is further development of this skills to me? (1 = low, 4 = high)
	I demonstrate this skill by..  <input type="checkbox"/> I have not yet demonstrated this skill				
	I demonstrate this skill by..  <input type="checkbox"/> I have not yet demonstrated this skill				

## Team Work Skills

<u>Employability 2000+ Skill</u>	<u>Demonstration of Skill</u>	I am really good at this (✓)	I am okay at this now (✓)	I need to improve this skill (✓)	How important is further development of this skills to me? (1 = low, 4 = high)
	I demonstrate this skill by..  <input type="checkbox"/> I have not yet demonstrated this skill				
	I demonstrate this skill by..  <input type="checkbox"/> I have not yet demonstrated this skill				

Office  
Use  
Only

**Assignment # 8 - Quality of Completion:**

Unsatisfactory (0)

Satisfactory (10)

Good (15)

Excellent (20)



**Essential Skills**

**SSA 12B**  
***Assignment #9***

Using the following link: <http://ita.essentialskillsgroup.com/> complete the Essential Skills Assessment for your trade and print off your results. For further direction, see the Essential Skills User Guide in your SSA Guide. When complete hand in with Log Book and it will be inserted into your book.

Review your results and answer the following:

1. List the top three (3) skills for this trade. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
2. What is your strongest skill? \_\_\_\_\_
3. What is your weakest skill? \_\_\_\_\_

*Office Use Only*      **Assignment # 9 Total: \_\_\_\_\_ /5**

*Office Use Only*      **Effort to Complete 12B Assignments:**                          
Minimal Effort      Meets Expectations      Above Expectation      Exceeds Expectations

