



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Cement (Concrete)
Finisher

Trade Code: 244G

Development Date: August 2009

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**COMPETENCY ANALYSIS PROFILE
Concrete Mason – Trade Code 419B**

SKILL SETS

SKILLS

PROTECT SELF AND OTHERS	Apply safety directives	Maintain good housekeeping	Follow fire and safety codes	Perform visual inspection of work area	Wear personal protective equipment (PPE)
	6661.01	6661.02	6661.03	6661.04	6661.05
6661.0	Move or lift equipment and materials	Mix and handle materials	Report accidents and incidents	Visually inspect tools and equipment	
	6661.06	6661.07	6661.08	6661.09	

PLACE AND LEVEL CONCRETE	Identify pre-established benchmarks	Read and interpret basic blueprints and specifications	Construct and set bulkheads	Install reinforcement manually	Check concrete mixture
	6662.01	6662.02	6662.03	6662.04	6662.05
6662.0	Place concrete on sub grade manually	Screed concrete on sub grade mechanically	Protect freshly placed concrete from premature surface drying		
	6662.06	6662.07	6662.08		

CEMENT (CONCRETE) FINISHER

SKILL SETS

SKILLS

FINISH CONCRETE 6663.0	Inspect concrete visually and physically	Float concrete	Finish edges and joints	Apply topical applications	Hand-trowel and power-trowel concrete
	6663.01	6663.02	6663.03	6663.04	6663.05
	Protect concrete	Finish extruded concrete	Texture concrete surface		
	6663.06	6663.07	6663.08		

CURE AND SEAL CONCRETE 6664.0	Cure concrete	Cut concrete	Fill cuts manually and/or mechanically	Protect sealed concrete	
	6664.01	6664.02	6664.03	6664.04	

REPAIR AND RESURFACE CONCRETE 6665.0	Check concrete for defects	Prepare surface for patching or repairs	Apply repair or bonding material	Resurface concrete area	Install epoxy finish
	6665.01	6665.02	6665.03	6665.04	6665.05
	Abrade surface to achieve architectural finish	Place and finish grout			
	6665.06	6665.07			

PERFORM SPECIALTY CONCRETE WORK 6666.0	Form or shape cove base	Form super-flat floors	Grind and polish concrete floors	Expose aggregate on the surface of freshly finished concrete or formwork	Texture and pattern fresh concrete
	6666.01	6666.02	6666.03	6666.04	6666.05
	Set metal channels in stairs	Apply epoxy and urethane flooring systems to concrete			
	6666.06	6666.07			

PREFACE

This training standard was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Provincial Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence in the skill. This training standard has been developed specifically for documenting the apprentice's acquisition of skills in the trade.

NOTE:

The technical and work processes that this trade performs have been carefully reviewed to include requirements for emerging "green" technologies, managing surplus or scrap materials, conserving building materials and energy, and preventing spills or escape of toxic or hazardous gases and waste. As apprenticeable trades and occupations are more mindful of the need for environmental sustainability, they are adopting materials, tools and procedures that offer environmental harm reduction.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (<http://www.collegeoftrades.ca>) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: <http://www.collegeoftrades.ca/about/legislation-and-regulations>

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed the trade or occupation in-school training and on-the-job training.

Certificate of Qualification (C of Q)

Certification issued to qualified applicants who have achieved a passing grade on the certification examination for their trade.

Competency Analysis Profile

A document that identifies, in compressed, graphic format, the training requirements of an individual trade and that details the skills/skill sets that must be demonstrated.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

General Performance Objective (On-the-job Skill Set)

Describes the skill set, including all performance objectives under that skill set.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journey person or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for apprentices to complete their program.

Optional

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for apprentices to complete their program.

Sign-off

Signature of the sponsor/employer of record or an individual to whom, that sponsor or employer has delegated signing authority, indicating an apprentice's achievement of competence.

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

Means a person that has entered into a registered training agreement under which the person is required to ensure that an apprentice is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for sponsors/employers to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified to be required for the trade by Provincial Advisory Committees (PACs) or Industry Committees (ICs).

Supervisor

An individual, who oversees the execution of a task or oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who, at a minimum, is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS

Apprentice

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
 - change of sponsor/employer address
 - change of apprentice name or address
 - transfer to a new sponsor/employer
3. The Skill Set Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Contract of Apprenticeship/Training Agreement.
4. The apprentice completion form with the Completed and Authorized Training Standard must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Training Standard identifies skills required for this trade/occupation and its related training program.

This Training Standard has been written in concise statements which describe how an apprentice must perform each skill in order to become competent.

In using this Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful completion by signing the appropriate box included at the end of each skill set.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

**ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER
AND SUPERVISOR/TRAINER**

Apprentice “Apprenticeship is learning on the job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done, then show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

SKILL SET COMPLETION FORM

SKILL SET	TITLE	SIGNING AUTHORITY
U6661.0	PROTECT SELF AND OTHERS	
U6662.0	PLACE AND LEVEL CONCRETE	
U6663.0	FINISH CONCRETE	
U6664.0	CURE AND SEAL CONCRETE	
U6665.0	REPAIR AND RESURFACE CONCRETE	
U6666.0	PERFORM SPECIALTY CONCRETE WORK	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:

- Some performance objectives may have shading.
- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The in-school curriculum learning outcomes will cover all of the skill sets, both shaded and unshaded.
- The Certificate of Qualification examination will test the whole of the trade and may test both shaded and unshaded performance skill sets.

6661.0 PROTECT SELF AND OTHERS

GENERAL PERFORMANCE OBJECTIVE

Protect self and others by applying safety directives; maintaining good housekeeping; following fire and safety codes; performing visual inspection of work area; wearing personal protective equipment (PPE); moving equipment and materials; mixing and handling materials; reporting accidents and incidents and visually inspecting tools and equipment according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

SKILLS

6661.01 **Apply safety directives** including company or contractor policies, MSDS Sheets, emergency plans, site safety rules and first aid procedures, by following company or site procedures according to *Occupational Health and Safety Act (OHSA)*, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.02 **Maintain good housekeeping** to prevent injury to self and others, by ensuring work area is clean, well organized and free from obstacles and tripping hazards according to OHSA, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.03 **Follow fire and safety codes** by complying with related signage, policy and directions according to the Fire Code, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.0 PROTECT SELF AND OTHERS -- cont'd

6661.04 **Perform visual safety inspection of work area** including lighting, emergency access or egress, guard rails and ventilation; reporting to site foreman or supervisor and/or safety representative according to OHSA, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.05 **Wear personal protective equipment (PPE)** including safety vests, head, ear, eye, hand, foot and respiratory protection according to OHSA, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.06 **Move equipment and materials** by applying lifting techniques; using lifting equipment and/or international hand signals as required according to OHSA, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.07 **Mix and handle materials** including acids, water, sealers, epoxies and fuels by ensuring required ventilation and following written directions or labels according to OHSA, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.08 **Report accidents and incidents** including near misses, injuries, hazards and toxic conditions by identifying them and notifying supervisor or safety representative; seeking medical attention as required and reporting them to the site foreman or supervisor and or safety representative according to OHSA, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6661.0 PROTECT SELF AND OTHERS --cont'd

6661.09 **Visually inspect tools and equipment** by ensuring safety features are in place including kill switches, machine guards and bolts; and by replacing worn trowels or floats, tightening as required and/or reporting deficiencies to site foreman or supervisor according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

6662.0 PLACE AND LEVEL CONCRETE

GENERAL PERFORMANCE OBJECTIVE

Place and level concrete by identifying pre-established benchmarks; reading and interpreting basic blueprints and specifications; constructing and setting bulkheads; installing reinforcement manually; checking concrete mixture; placing concrete on sub-grade manually; screeding concrete and protecting freshly placed concrete from premature surface drying according to company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

SKILLS

6602.01 **Identify pre-established benchmarks** by establishing floor level according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6602.02 **Read and interpret basic blueprints and specifications** according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6602.03 **Construct and set bulkheads** including steel, wood and mesh, by placing and setting bulkhead to required unfinished floor level; bracing bulkheads; following basic blueprints; ensuring restraint or containment of concrete according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6602.04 **Install reinforcement manually** including wire mesh, small square footage of rebar steel or poly fibres and dowels, using tools and equipment as required, including wire cutters, quick cut saws and conveyers according government legislation, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6662.0 PLACE AND LEVEL CONCRETE – cont'd

6602.05 **Check concrete mixture** to ensure it meets the requirements for the job, by sampling for tests and checking against the invoice or order form according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6602.06 **Place concrete on sub grade manually** using concrete dumped by equipment including bucket, conveyer, concrete buggy or wheelbarrow, concrete pump, crane and truck, by rough levelling concrete using rakes or come-alongs and shovels; vibrating mixture as required; setting or establishing grade levels; wet screeding concrete with straight edge; bull floating or darbying concrete; wet floating edges; and rechecking levels according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6602.07 **Screed concrete on subgrade mechanically** using equipment, including vibratory screed, truss screed, laser guided screed, copper head screed, and power rake according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6662.08 **Protect freshly placed concrete from premature surface drying** using fog spraying or surface evaporation reducers according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

6663.0 FINISH CONCRETE

GENERAL PERFORMANCE OBJECTIVE

Finish concrete by visually and physically inspecting concrete; floating concrete; finishing edges and joints; applying topical applications; hand and power trowelling concrete; protecting concrete; finishing extruded concrete; and texturing concrete according company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

SKILLS

6663.01 **Inspect concrete visually and physically** by identifying type of concrete being used; establishing required waiting period prior to initial floating; ensuring bleed water has stopped and surfaced is hard enough to support equipment and operator; and ensuring fresh concrete is protected from environmental damage according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6663.02 **Float concrete** using hand tools and power tools, including power trowel or float and wood float by pushing large aggregate into concrete; and eliminating holes to bring fine aggregate to the top according to specifications, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6663.03 **Finish edges and joints** by wearing knee pads; hand-floating and/or hand-trowelling concrete, using hand tools, including edgers, joiners, floats and trowels to produce a smooth, level, straight and dense edge according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6663.0 FINISH CONCRETE cont'd

6663.04 **Apply topical applications** as specified, including surface hardeners, seeding, colour pigment, surface retardant and integrated water proofing, by broadcasting evenly manually or mechanically, using tools and equipment, including shovels and/or spreaders; producing a more abrasion-resistant surface; and carefully controlling the rate of application according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6663.05 **Hand-trowel and power-trowel concrete** using power trowels including walk behinds and/or ride-on power trowels, by producing a smooth, dense, hard and durable surface; visually inspecting concrete; and ensuring no defects, including ridges and pin-holes according to specifications; company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6663.06 **Protect concrete** by applying a chemical evaporation reducer or fog spray as directed, manually or mechanically, including using: mechanical pumps, rollers and squeegees according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6663.07 **Finish extruded concrete** including curbs, sidewalks, highway dividers, using hand tools, including mules or reverse curb edgers, long handled curb edges, jointers and fresno trowels and brushes, by applying finishing techniques to maintain the contour of the surface according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6663.08 **Texture concrete surface** to achieve desired finish, by applying finishing technique according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

6664.0 CURE AND SEAL CONCRETE

GENERAL PERFORMANCE OBJECTIVE

Cure and seal concrete by curing concrete; cutting concrete; filling cuts manually or mechanically; and protecting sealed concrete according to company or client standards and specifications, and manufacturer specifications.

PERFORMANCE OBJECTIVES

SKILLS

6664.01 **Cure concrete** by sealing surface chemically; and/or applying water cure including burlap and poly according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6664.02 **Cut concrete** by following joint space specifications; laying out saw cuts with chalk or marker; using equipment including a concrete diamond blade, wet or dry saw, quick cut or early entry saw; coring concrete for bollards and repairs as required and performing housekeeping according to company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6664.03 **Fill cuts manually or mechanically** by cleaning out saw cuts, contraction joints and isolation joints; and cleaning construction joints to accept and provide a positive bond for joint filler according company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

6664.0 CURE AND SEAL CONCRETE -- cont'd

6664.04 **Protect sealed concrete** by restricting access using materials, including caution tape, and/or barriers to prevent disruption of curing or sealing process according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

6665.0 REPAIR AND RESURFACE CONCRETE

GENERAL PERFORMANCE OBJECTIVE

Repair and resurface concrete by checking concrete for defects; preparing surface for patching or repairs; applying repair or bonding material; resurfacing concrete area; installing epoxy finish; abrading surface to achieve architectural finish; and placing and finishing grout according to company or client standards and specifications.

PERFORMANCE OBJECTIVES

SKILLS

6665.01 **Check concrete for defects** including bumps, cracks, honeycombs and laitance, by performing visual inspections according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6665.02 **Prepare surface for patching or repairs** by removing defects; using tools including chipping gun, hammer, chisel, scarifier, grinder, sandblaster and shotblaster; cleaning the surface using chemicals or water; and roughening concrete to accept bonding according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6665.03 **Apply repair or bonding material** including cement slurry, parging materials, epoxy, latex according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6665.04 **Resurface concrete area** to achieve even application at specific depth, by using compounds, including a mixture of sand and cement, latex and epoxy compound; and using tools, including trowels, straightedge and brush brooms according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6665.0 REPAIR AND RESURFACE CONCRETE – cont'd

6665.05 **Install epoxy finish** using tools, including roller, squeegee and trowel according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6665.06 **Abrade surface to achieve architectural finish** by using finishing methods including sand blasting, bush hammering and grinding; determining depth of abrasion; and containing concrete dispeled during abrading process according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6665.07 **Place and finish grout** using tools and equipment including floats, shovel, wheel barrel and trowel; and applying finishing techniques, including dry packing or wet-grouting according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

Sponsor/Employer Name

Sponsor/Employer Signature

6666.0 PERFORM SPECIALTY CONCRETE WORK

GENERAL PERFORMANCE OBJECTIVE

Perform specialty concrete work by forming or shaping cove base; forming super-flat floors; grinding and polishing floors; exposing aggregate on the surface; texturing and patterning fresh concrete; setting metal channel in stairs and applying epoxy and urethane flooring systems to concrete according to government legislation, company standards and manufacturer specifications.

PERFORMANCE OBJECTIVES

SKILLS

6666.01 **Form or shape cove base** by manually extruding cove shape; using coving tools according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6666.02 **Form super-flat floors** by checking level and flatness with laser or transit; using bump cutter (highway straight edge) to cross cut floor; using power trowels; and filling floor until required floor flatness is achieved according to company or client specifications.

Date Completed

Apprentice

Supervisor/Trainer

6666.03 **Grind and polish concrete floors** using equipment including stone grinders, diamond polishers and grinders to achieve desired finish according to government legislation, company or client specifications and manufacturer specifications.

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION	
Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training & instruction between dates of employment.	

Date Completed

Apprentice

Supervisor/Trainer

APPRENTICE COMPLETION FORM

APPRENTICE INFORMATION	
Name (Print)	
Signature	
Social Insurance Number	

Skill Sets when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed Yes () No () Not applicable ()
 (Proof to be Provided)

Hours completed as Yes () No () Not applicable ()
 Per Contract:

SPONSOR/EMPLOYER INFORMATION	
Name (Print)	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.