

DOCUMENT A HOW TO COMPLETE THE APPRENTICESHIP TRAINING STANDARD

Ministry of Training,
Colleges and Universities

Employment and Training Division
347 Preston Street, 3rd Floor
Ottawa On K1S 3H8
Tel: 613 731-7100 Fax: 613 731-4160

COMPLETION OF APPRENTICESHIP

Algonquin College
Exam Prep Initiative

REFRIGERATION AND AIR CONDITIONING SYSTEM MECHANIC – BRANCH 1 313A

How to Complete Your Apprenticeship Training Standard

FOR MORE INFORMATION OR QUESTIONS REGARDING APPRENTICESHIP COMPLETION PLEASE CONTACT:

Maria-José Campagna

Employment and Training Officer
Ministry of Training, Colleges and Universities
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Ontario

Apprenticeship Training Standards

**Refrigeration and
Air Conditioning
Systems Mechanic
– Branch 1**

Ministry of Training,
Colleges and Universities

Pages to be completed and signed

Page 78 Apprentice Completion Form

Page 19 Skill Set Completion Form

IMPORTANT: In order to complete your apprenticeship program all mandatory skills must be signed off by the employer of record.

However, only the following pages will be collected by MTCU.

PAGE 78 Apprentice Completion Form

Refrigeration and Air Conditioning Systems Mechanic - Branch 1

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	John Doe
Signature	①
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 (Proof to Be Provided) ② Yes () No () Not applicable ()

Hours completed as per Contract: ③ Yes () No () Not applicable ()

SPONSOR/EMPLOYER INFORMATION	
Name	Company ABC
Address	123 Fake Street, Ottawa ON K1K 2L2
Telephone	(613) 123-5467
E-mail Address	
Signature of Signing Authority	④

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- ① Your signature
- ② Note that you will have to successfully complete level 3 before writing the Certificate of Qualification
- ③ If you have completed over **9000 hours** of on the job training throughout your apprenticeship program your employer will check yes.
- ④ Your employer's signature

Refrigeration and Air Conditioning Systems Mechanic - Branch 1

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
6238.00	PROTECT SELF AND OTHERS	5
6239.00	PLAN AND PREPARE FOR INSTALLATION, MAINTENANCE, OR SERVICE OF REFRIGERATION AND AIR CONDITIONING (R&AC) SYSTEM	
6240.00	INSTALL AND START UP AIR COOLING (AC) AND HEAT PUMP (HP)	
6241.00	SERVICE OR MAINTAIN AIR COOLING (AC) AND HEAT PUMP (HP)	
6242.00	INSTALL AND COMMISSION REFRIGERATION AND AIR CONDITIONING (R&AC) SYSTEM	
6243.00	MAINTAIN REFRIGERATION AND AIR CONDITIONING (R&AC) SYSTEM	
6244.00	SERVICE REFRIGERATION AND AIR CONDITIONING (R&AC) SYSTEM	
6245.00	PERFORM CUSTOMER SERVICE	5

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS

- 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 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.

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5 Your **employer will sign** each training unit that you have completed under his employment.

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Checklist for Approval

PLEASE NOTE THAT WE WILL BE COLLECTING ALL DOCUMENTATIONS



Your completed Training Standard book must be signed off by your supervisor or a co-worker (who has an up-to-date certificate) who you apprenticed under.

Letter from employer or union confirming dates of employment and on-the-job hours. (number of hours or more) (see attached sample)

It is important that your Training Standard book is only signed by employers you registered with. If you are currently employed but not registered, please contact 613-731-7100 to speak with your Employment and Training Consultant to get re-registered.

Instruction Prior to Writing Your Trade Certification Exam

On exam day, candidates must bring the following:

Photo identification (i.e. driver's licence, Canadian citizenship card or valid passport)

Time allowed for the examination is 4 hours.

No cellular phones, pagers, Palm pilots, iPods or MP3 are to be used in the examination room.

Food and drinks are not allowed in the exam room.

***Everything you need to write the exam such as calculators, code books, scrap paper, dictionaries, pencils and erasers will be provided. You are not to bring these items to the exam.**

Exams results are mailed to the candidate within 7 to 10 days. Successful candidates will receive a Certificate of Qualification by mail within 6 weeks.

Candidates who fail to achieve the required pass mark may re-write the exam after 15 days. All examination retries will be administered at the Ministry of Training, Colleges and Universities office.

Important Information

PLEASE READ BEFORE WRITING YOUR EXAM

- > Examinations **are based on:** the National Occupational Analysis (IP exams) and the Ontario Apprenticeship Training Standard (provincial exams), documents developed by subject matter experts from across Canada and Ontario respectively for each trade. These documents describe what the minimally competent journeyperson does on the job.
- > Examinations **are not based on:** the in-school curriculum or any textbooks used in delivering the curriculum. This theoretical training assists you in acquiring the skills on the job.
- > The exams are electronically marked by a reliable system. A pass mark of **70% must be attained**. This pass mark is a standard set by industry.

- > If you have a complaint about the content of the exam, please complete an exam complaint form, citing question #'s, immediately upon completion of your exam. Speak to staff to obtain an exam complaint form. If industry experts validate your concern and the result would change your score from a fail to a pass you will be contacted.
- > Accommodations are in place for individuals who have challenges dealing with a written exam. Speak to staff before scheduling your examination

Accommodations of Exams

MTCU is committed to the provision of reasonable accommodations to candidates having physical, emotional, learning or linguistic barriers that may not have the ability on test-taking skills required to complete the examinations for certification under the standard conditions.

Available support:

Provision of extended time

Use of a private room

Use of a reader, interpreter or translator.

To submit a request or for information regarding accommodations, please contact:

Maria-José Campagna

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DOCUMENT B SAMPLE LETTER FROM EMPLOYER(S)

COMPANY
LETTER
HEAD

123-123 FAKE STREET CITY ONT K1K 2K2

PHONE: 613-123-4567 FAX: 613-1234568

January 24, 2011

Ministry of Training, Colleges and Universities
347 Preston Street, 3rd floor
Ottawa Ontario
K1S 3H8

To Whom It May Concern:

Please find attached the apprenticeship completion documentation for NAME OF APPRENTICE.

We confirm that HE/SHE has completed **number** of hours on-the-job experience as a NAME OF TRADE apprentice.

We support the apprenticeship completion for NAME OF APPRENTICE and recommend that HE/SHE applies for the certification of qualification.

If you have any questions, please contact us at (613) 123-4567.

Signature of employer

Name of employer
Position title

THE LETTER MUST BE ON COMPANY LETTERHEAD OR ATTACHED TO A BUSINESS CARD. THE LETTER MUST INCLUDE:

1. Name, position title and signature of the employer
2. Date
3. Contact information (Phone number, email, ...)
4. Confirmation that you have completed all required on-the-job hours
5. Recommendation that you apply for certification.