

COURSE WDA3401: TOOLS & EQUIPMENT

Level:	First Period Apprenticeship
Prerequisite:	WDA3900: Apprenticeship Safety
Description:	Students use workshop hand and power tools and develop proper material handling techniques.
Parameters:	Access to a materials work centre, complete with basic hand and power tools, and to instruction from an individual with journeyman certification as a welder.
ILM Resources:	Hand Tools 120101f; Power Tools 120101g; Materials Handling 120101k
Outcomes:	The student will:

1. use hand tools

- 1.1 describe safety precautions for hand tools
- 1.2 identify layout and measuring tools and their uses
- 1.3 identify clamping tools and their uses
- 1.4 identify cutting tools and their uses
- 1.5 identify other hand tools used by welders

2. use power tools

- 2.1 demonstrate the operation of bench and pedestal grinders, angle grinders and straight grinders
- 2.2 demonstrate the operation of portable power drills, drill presses and twist drills
- 2.3 describe the operation of metal forming and shaping tools
- 2.4 describe the operation for metal cutting tools
- 2.5 describe the use of power positioners

3. apply materials handling procedures

- 3.1 identify procedures for handling and storing materials
- 3.2 determine weight and centre of gravity of loads
- 3.3 identify the load limits of wire rope and synthetic slings
- 3.4 describe the use of plate clamps and cable clips

4. demonstrate basic competencies

- 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
- 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
- 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks

5. create a transitional strategy to accommodate personal changes and build personal values

- 5.1 identify short-term and long-term goals
- 5.2 identify steps to achieve goals

COURSE WDA3403: OXYFUEL & PLASMA ARC

Level:	First Period Apprenticeship
Prerequisites:	WDA3900: Apprenticeship Safety WDA3401: Tools & Equipment
Description:	Students develop knowledge, skills and attitudes to use oxyfuel heating and cutting equipment as well as plasma arc and gouging equipment and tools.
Parameters:	Access to a materials work centre, complete with oxyfuel heating and cutting equipment as well as plasma arc equipment, and to instruction from an individual with journey person certification as a welder.
ILM Resources:	Oxy-fuel Equipment 120101h; Oxy-fuel Cutting 120101i; Plasma Arc Cutting and Gouging 120101j
Outcomes:	The student will:

1. assemble oxyfuel equipment

- 1.1 describe the characteristics and handling procedures for oxygen and fuel gases
- 1.2 describe the functions of oxyfuel equipment components
- 1.3 demonstrate the use, care and maintenance of oxyfuel equipment components
- 1.4 explain the procedure for placement, set-up and shutdown of oxyfuel equipment
- 1.5 identify causes and preventive measure for backfires, flashbacks and burn backs
- 1.6 describe pressure and flame adjustments

2. perform oxyfuel cutting

- 2.1 describe how to operate a hand-held oxyfuel cutting torch on mild steel plate and structural shapes
- 2.2 perform straight line, bevel and shape cutting on mild steel
- 2.3 pierce and cut holes in mild steel plate
- 2.4 cope 9.6 mm ($\frac{3}{8}$ ") mild steel to fit a 100 mm (4") channel member
- 2.5 perform cuts on structural shapes
- 2.6 operate a machine oxyfuel cutting torch on mild steel plate and pipe

3. cut and gouge using the plasma arc and carbon arc cutting processes

- 3.1 describe the plasma arc cutting process and equipment
- 3.2 observe plasma arc cutting
- 3.3 describe the carbon arc cutting process
- 3.4 gouge use the carbon arc cutting process

4. demonstrate basic competencies

- 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
- 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely

- 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE WDA3406: ELECTRICITY & METALS

- Level:** First Period Apprenticeship
- Prerequisites:** WDA3900: Apprenticeship Safety
WDA3401: Tools & Equipment
- Description:** Students develop knowledge about electricity, metals and heat treatment as related to the welding trade.
- Parameters:** Access to a materials work centre, complete with welding equipment, and to instruction from an individual with journey person certification as a welder.
- ILM Resources:** Electricity 120102b; Metal Identification 120101c; Heat Treatment 120102d
- Outcomes:** The student will:

1. describe electrical concepts

- 1.1 define electrical terms
- 1.2 describe electron flow
- 1.3 describe single-phase and three-phase power
- 1.4 describe AC (alternating current) and DC (direct current) rectified power sources
- 1.5 describe AC and DC generator power sources
- 1.6 describe multi-purpose inverter power sources
- 1.7 describe welding power source installation and maintenance

2. identify types of metals and their characteristics

- 2.1 identify metals by visual appearance, colour, relative weight, typical shape and texture
- 2.2 describe chip, spark, file hardness and flame tests
- 2.3 interpret information supplied on mill test reports
- 2.4 describe the mechanical properties of metals
- 2.5 describe the physical properties of metals

3. identify the effects of heat treatment on carbon steels

- 3.1 define heat-affected zones in metals
- 3.2 explain the difference between heat and temperature
- 3.3 explain the three forms of heat transfer
- 3.4 describe the effects of expansion and contraction
- 3.5 describe the purpose and effects of pre-heating and post-heating
- 3.6 describe the practices of heat treatment
- 3.7 explain the principle of temperature indicating devices

4. demonstrate basic competencies

- 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems

- 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
- 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE WDA3407: SYMBOLS & DRAWINGS

Level:	First Period Apprenticeship
Prerequisites:	WDA3900: Apprenticeship Safety WDA3401: Tools & Equipment
Description:	Students develop knowledge and skills to identify blueprint symbols and interpret drawings related to the welding trade.
Parameters:	Access to a materials work centre, complete with drawings and blueprints, and to instruction from an individual with journeyperson certification as a welder.
ILM Resources:	Joint and Weld Types 120102e; Welding Symbols 120102f; Drawing Interpretation 120102a
Outcomes:	The student will:

1. identify joints and weld types

- 1.1 identify the five basic joints
- 1.2 describe the types of welds and their dimensions
- 1.3 identify joint and weld type variations
- 1.4 outline the considerations in the design of a joint for welding

2. interpret welding symbols

- 2.1 explain the purpose of welding symbols
- 2.2 define weld symbol, welding symbol and supplementary symbols
- 2.3 interpret weld symbols and welding symbols
- 2.4 identify the dimensions of weld symbols
- 2.5 identify non-destructive testing symbol

3. read and interpret drawings

- 3.1 identify the alphabet of lines
- 3.2 explain the purpose of drawings
- 3.3 identify elements and information found on drawings
- 3.4 interpret symbols, views and sections used on drawings
- 3.5 identify metric and imperial dimensioning

4. demonstrate basic competencies

- 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
- 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
- 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks

- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE WDA3408: WELD FAULTS

Level:	First Period Apprenticeship
Prerequisites:	WDA3900: Apprenticeship Safety WDA3401: Tools & Equipment
Description:	Students develop knowledge and skills to understand the concept of distortion, identify weld faults and understand the use of hardfacing as related to the welding trade.
Parameters:	Access to a materials work centre, complete with welding equipment, and to instruction from an individual with journeyman certification as a welder.
ILM Resources:	Distortion 120102g; Weld Faults 120102h; Hardfacing 120102i
Outcomes:	The student will:

1. identify distortion and methods of control

- 1.1 identify how heat and temperature relate to distortion
- 1.2 identify the three types of distortion, their causes and control of each type
- 1.3 describe the mechanical, procedural and design methods of controlling distortion

2. identify weld faults

- 2.1 define the classifications of weld faults
- 2.2 define the notching effect
- 2.3 identify weld faults, their causes and methods of prevention

3. observe hardfacing of steel

- 3.1 describe the hardfacing process and applications
- 3.2 identify types of wear
- 3.3 identify filler metals for hardfacing
- 3.4 identify the problems associated with hardfacing and how to avoid them
- 3.5 describe the procedures for applying hardfacing materials with filler wires

4. demonstrate basic competencies

- 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
- 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
- 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks

5. create a transitional strategy to accommodate personal changes and build personal values

- 5.1 identify short-term and long-term goals
- 5.2 identify steps to achieve goals

COURSE WDA3411: WIRE-FEED WELDING

Level: First Period Apprenticeship

Prerequisites: WDA3900: Apprenticeship Safety
WDA3401: Tools & Equipment

Description: Students use wire-fed welding machines.

Parameters: Access to a materials work centre, complete with wire-feed welding equipment, and to instruction from an individual with journey person certification as a welder.

ILM Resources: Wire Feed Welding Equipment Power Sources 120103a; Wire Feed Welding Filler Metals and Feeders 120103b;

Outcomes: The student will:

1. select wire-feed welding equipment

- 1.1 describe the principals of operation of wire-feed welding equipment
- 1.2 identify the components of a wire-feed welding equipment set-up
- 1.3 describe wire-process welding equipment power sources and wire feeders
- 1.4 identify advantages and disadvantages of wire-feed processes

2. select wire-feed welding consumables

- 2.1 identify wire-feed welding equipment filler metals
- 2.2 describe the modes of metal transfer
- 2.3 describe wire-feed drive systems and gun and cable accessories
- 2.4 describe wire-feed operating variables

3. demonstrate basic competencies

- 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
- 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
- 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks

4. create a transitional strategy to accommodate personal changes and build personal values

- 4.1 identify short-term and long-term goals
- 4.2 identify steps to achieve goals

COURSE WDA3413: GASES & MAINTENANCE

Level:	First Period Apprenticeship
Prerequisites:	WDA3900: Apprenticeship Safety WDA3401: Tools & Equipment
Description:	Students develop knowledge and skills to select shielding gases and to maintain and troubleshoot wire-fed welding machines.
Parameters:	Access to a materials work centre, complete with wire-feed welding equipment, and to instruction from an individual with journeyman certification as a welder.
ILM Resources:	Wire Feed Welding Shielding Gases 120103c; Wire Welding Maintenance and Troubleshooting 120103d
Outcomes:	The student will:

- 1. select shielding gases for the wire-feed process**
 - 1.1 identify shielding gases for wire-feed processes
 - 1.2 identify shielding gas supply systems
- 2. set-up, maintain and troubleshoot wire welding equipment**
 - 2.1 demonstrate the set-up and maintenance required for wire-drive systems and gun assemblies
 - 2.2 perform corrective measures for malfunctioning wire-process equipment
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks
- 4. create a transitional strategy to accommodate personal changes and build personal values**
 - 4.1 identify short-term and long-term goals
 - 4.2 identify steps to achieve goals

COURSE WDA3415: GMAW ON MILD STEEL

- Level:** First Period Apprenticeship
- Prerequisites:** WDA3900: Apprenticeship Safety
WDA3401: Tools & Equipment
- Description:** Students develop knowledge and skills to use gas metal arc welding (GMAW) equipment.
- Parameters:** Access to a materials work centre, complete with GMAW equipment, and to instruction from an individual with journeyperson certification as a welder.
- ILM Resources:** GMAW on Mild Steel 120103e
- Outcomes:** The student will:

- 1. perform fillet and groove welds on mild steel**
 - 1.1 weld stringer/weave beads in the flat and horizontal positions
 - 1.2 weld in the 1F, 2F and 3F positions
 - 1.3 weld in the 1G, 2G, 3G and 4G positions
 - 1.4 weld a 1GR
 - 1.5 use CWB test procedures
 - 1.6 weld the 1GF, 2G, 3GF and 4GF joint configurations with a 6.35 mm (¼”) backing plate
 - 1.7 weld on structural shapes
- 2. demonstrate basic competencies**
 - 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
 - 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
 - 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks
- 3. create a transitional strategy to accommodate personal changes and build personal values**
 - 3.1 identify short-term and long-term goals
 - 3.2 identify steps to achieve goals

COURSE WDA3420: FCAW & MCAW ON MILD STEEL

- Level:** First Period Apprenticeship
- Prerequisites:** WDA3900: Apprenticeship Safety
WDA3401: Tools & Equipment
- Description:** Students develop knowledge and skills to use flux core arc welding (FCAW) and metal core arc welding (MCAW) equipment.
- Parameters:** Access to a materials work centre, complete with FCAW and MCAW equipment, and to instruction from an individual with journeyman certification as a welder.
- ILM Resources:** FCAW and MCAW on Mild Steel 120103f
- Outcomes:** The student will:

- 1. perform specific welding operations in multiple positions**
 - 1.1 weld stringer/weave beads in the flat and horizontal positions on mild steel plate
 - 1.2 weld in the 1F, 2F and 3F positions using the FCAW process
 - 1.3 weld using the MCAW process
 - 1.4 weld in the 1GF, 2G, 3GF and 4GF joint configurations using the FCAW process with a 6.35 mm (¼") backing plate
 - 1.5 use CWB testing procedures
 - 1.6 weld on structural shapes
- 2. demonstrate basic competencies**
 - 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
 - 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
 - 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks
- 3. create a transitional strategy to accommodate personal changes and build personal values**
 - 3.1 identify short-term and long-term goals
 - 3.2 identify steps to achieve goals

COURSE WDA3423: MILD STEEL WELDS

Level: First Period Apprenticeship

Prerequisites: WDA3900: Apprenticeship Safety
WDA3401: Tools & Equipment

Description: Students develop knowledge and skills to use GMAW, FCAW and MCAW equipment in various positions and configurations.

Parameters: Access to a materials work centre, complete with GMAW, FCAW and MCAW equipment, and to instruction from an individual with journey person certification as a welder.

ILM Resources: GMAW, FCAW and MCAW Groove Welds on Mild Steel 120103g

Outcomes: The student will:

1. perform GMAW, FCAW and MCAW welds on mild steel

- 1.1 weld butt joints in the 1G, 2G and 3G positions on mild steel using GMAW for the root bead and using FCAW or MCAW for fill and cap
- 1.2 weld with MCAW on various joint configurations

2. demonstrate basic competencies

- 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
- 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
- 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks

3. create a transitional strategy to accommodate personal changes and build personal values

- 3.1 identify short-term and long-term goals
- 3.2 identify steps to achieve goals

COURSE WDA3427: MILD STEEL PIPE WELDS

Level: First Period Apprenticeship

Prerequisites: WDA3900: Apprenticeship Safety
WDA3401: Tools & Equipment

Description: Students develop knowledge and skills to use GMAW, FCAW and MCAW equipment in various positions and configurations on mild steel pipe.

Parameters: Access to a materials work centre, complete with GMAW, FCAW and MCAW equipment, and to instruction from an individual with journeyman certification as a welder.

ILM Resources: GMAW, FCAW and MCAW on Mild Steel Pipe 120103j

Outcomes: The student will:

- 1. perform GMAW, FCAW and MCAW welds on mild steel pipe**
 - 1.1 weld in the 2G position on pipe using GMAW
 - 1.2 weld in the 1G-rotated positions on pipe using GMAW for root pass and FCAW or MCAW for fill and cap
 - 1.3 weld in the 2G position on pipe using GMAW for root pass and using FCAW for fill and cap
 - 1.4 weld with GMAW in the 5G position on pipe using a root downhill pass, an uphill fill pass and an uphill cap pass
- 2. demonstrate basic competencies**
 - 2.1 demonstrate fundamental skills to:
 - 2.1.1 communicate
 - 2.1.2 manage information
 - 2.1.3 use numbers
 - 2.1.4 think and solve problems
 - 2.2 demonstrate personal management skills to:
 - 2.2.1 demonstrate positive attitudes and behaviours
 - 2.2.2 be responsible
 - 2.2.3 be adaptable
 - 2.2.4 learn continuously
 - 2.2.5 work safely
 - 2.3 demonstrate teamwork skills to:
 - 2.3.1 work with others
 - 2.3.2 participate in projects and tasks
- 3. create a transitional strategy to accommodate personal changes and build personal values**
 - 3.1 identify short-term and long-term goals
 - 3.2 identify steps to achieve goals

COURSE WDA3429: ALUMINUM & SAW

Level:	First Period Apprenticeship
Prerequisites:	WDA3900: Apprenticeship Safety WDA3401: Tools & Equipment
Description:	Students develop knowledge and skills in aluminum welding and in submerged arc welding (SAW).
Parameters:	Access to a materials work centre, complete with GMAW and SAW equipment, and to instruction from an individual with journey person certification as a welder.
ILM Resources:	Aluminum and Aluminum Welding 120103h; GMAW on Aluminum 120103i; Submerged Arc Welding (SAW) 120103k
Outcomes:	The student will:

1. explain aluminum properties and principles

- 1.1 explain the physical and chemical properties of aluminum and steel
- 1.2 explain how physical and chemical properties affect the welding of aluminum
- 1.3 explain the aluminum association numerical designation for casting alloys and wrought aluminum
- 1.4 explain the effects of welding on heat treatable and non-heat treatable alloys
- 1.5 weld aluminum and its alloys
- 1.6 list the filler metals used for welding aluminum with GMAW

2. perform welds on aluminum

- 2.1 weld stringer/weave beads in the flat and horizontal positions on 3.2 mm ($\frac{1}{8}$ ") or greater aluminum material
- 2.2 weld in the 1F, 2F and 3F positions on 3.2 mm ($\frac{1}{8}$ ") or greater aluminum material

3. describe the components and operation of the SAW (submerged arc welding) process

- 3.1 describe the principles of operation of SAW
- 3.2 identify the components of a SAW set-up
- 3.3 describe SAW power sources, wire feeders, flux feed systems, welding head assemblies and control systems
- 3.4 describe SAW operating variables
- 3.5 identify SAW filler metals and fluxes
- 3.6 describe SAW equipment maintenance and troubleshooting
- 3.7 identify advantages and disadvantages of SAW

4. demonstrate basic competencies

- 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems

- 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
- 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE WDA3432: WELDING MATH 1

- Level:** First Period Apprenticeship
- Prerequisite:** WDA3900: Apprenticeship Safety
- Description:** Students solve math problems involving fractions, decimals, percentage and ratios related to the welding trade.
- Parameters:** Access to a materials work centre, complete with measuring tools and math problems and support materials, and to instruction from an individual with journeyperson certification as a welder.
- ILM Resources:** Fractions 120104a; Decimals 120104b; Percentage and Ratios 120104c
- Outcomes:** The student will:

- 1. solve problems involving fractions**
 - 1.1 identify terms and concepts used with fractions
 - 1.2 use practical fractions with a tape measure
 - 1.3 change fractions to a common denominator
 - 1.4 solve problems using whole numbers and fractions in practical applications
- 2. solve problems involving decimals**
 - 2.1 solve decimal fraction calculations
 - 2.2 round decimal fractions to specified place values
 - 2.3 convert decimal inches and decimal feet to feet and inch fractions with a practical denominator
 - 2.4 convert fractions to decimals
 - 2.5 add, subtract, multiply and divide decimal fractions
- 3. solve problems involving percentage and ratios**
 - 3.1 convert between fractions, decimals and percents
 - 3.2 calculate ratio problems: two quantities in the form of a ratio and two ratios in the form of a proportion
 - 3.3 solve percent problems
- 4. demonstrate basic competencies**
 - 4.1 demonstrate fundamental skills to:
 - 4.1.1 communicate
 - 4.1.2 manage information
 - 4.1.3 use numbers
 - 4.1.4 think and solve problems
 - 4.2 demonstrate personal management skills to:
 - 4.2.1 demonstrate positive attitudes and behaviours
 - 4.2.2 be responsible
 - 4.2.3 be adaptable
 - 4.2.4 learn continuously
 - 4.2.5 work safely
 - 4.3 demonstrate teamwork skills to:
 - 4.3.1 work with others
 - 4.3.2 participate in projects and tasks
- 5. create a transitional strategy to accommodate personal changes and build personal values**
 - 5.1 identify short-term and long-term goals
 - 5.2 identify steps to achieve goals

COURSE WDA3437: WELDING MATH 2

- Level:** First Period Apprenticeship
- Prerequisites:** WDA3900: Apprenticeship Safety
WDA3432: Welding Math 1
- Description:** Students solve math problems involving geometric formulas and metric and imperial measures related to the welding trade.
- Parameters:** Access to a materials work centre, complete with measuring tools and math problems and support materials, and to instruction from an individual with journey person certification as a welder.
- ILM Resources:** Geometric Formulas 120104d; Metric and Imperial Measure 120104e
- Outcomes:** The student will:

- 1. solve problems involving geometric formulas**
 - 1.1 identify terms and concepts used in working with formulas
 - 1.2 identify formulas and solve problems for perimeter, area and volume
 - 1.3 calculate the weight of a solid
 - 1.4 calculate the capacity of a container in gallons and litres
- 2. solve problems involving metric and imperial measure**
 - 2.1 identify metric units of measurement
 - 2.2 convert between units of measurement
 - 2.3 convert imperial units, including converting:
 - 2.3.1 feet and inches
 - 2.3.2 square inches and cubic feet
 - 2.3.3 cubic measures to gallons
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks
- 4. create a transitional strategy to accommodate personal changes and build personal values**
 - 4.1 identify short-term and long-term goals
 - 4.2 identify steps to achieve goals

COURSE WDA3445: WDA PRACTICUM A

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyperson certification or an experienced professional with journeyperson certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

- 2.5 evaluate a professional in a related occupation in terms of:
 - 2.5.1 training and certification
 - 2.5.2 interpersonal skills
 - 2.5.3 technical skills
 - 2.5.4 professional ethics
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks

COURSE WDA3450: WDA PRACTICUM B

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyperson certification or an experienced professional with journeyperson certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

- 2.5 evaluate a professional in a related occupation in terms of:
 - 2.5.1 training and certification
 - 2.5.2 interpersonal skills
 - 2.5.3 technical skills
 - 2.5.4 professional ethics
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks

COURSE WDA3455: WDA PRACTICUM C

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyperson certification or an experienced professional with journeyperson certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

- 2.5 evaluate a professional in a related occupation in terms of:
 - 2.5.1 training and certification
 - 2.5.2 interpersonal skills
 - 2.5.3 technical skills
 - 2.5.4 professional ethics
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks

COURSE WDA3460: WDA PRACTICUM D

Level: First Period Apprenticeship

Prerequisite: None

Description: Students, on the work site, continue to develop and refine those competencies developed in related Career and Technology Studies (CTS) occupational areas, previous practicums and other experiences.

Parameters: This course should be accessed only by students continuing to work toward attaining a recognized credential offered by an agency external to the school. Practicum courses extend the competencies developed in related CTS occupational areas. The practicum courses may not be delivered as stand-alone courses and may not be combined with core courses. This course may not be used in conjunction with Registered Apprenticeship Program courses. This practicum course may be delivered on- or off-campus. Instruction must be delivered by a qualified teacher with journeyperson certification or an experienced professional with journeyperson certification, who is under the supervision of the qualified teacher; both must be authorized to supervise trainees for the external credential.

Outcomes: The student will:

- 1. perform assigned tasks and responsibilities efficiently and effectively, as required by the agency granting credentials**
 - 1.1 identify regulations and regulatory bodies related to the credential
 - 1.2 describe personal roles and responsibilities, including:
 - 1.2.1 key responsibilities
 - 1.2.2 support functions/responsibilities
 - 1.2.3 code of ethics
 - 1.3 describe personal work responsibilities and categorize them as:
 - 1.3.1 routine tasks; e.g., daily, weekly, monthly, yearly
 - 1.3.2 non-routine tasks; e.g., emergencies
 - 1.3.3 tasks requiring personal judgement
 - 1.3.4 tasks requiring approval of a supervisor
- 2. analyze personal performance in relation to established standards**
 - 2.1 evaluate application of competencies developed in related CTS courses
 - 2.2 evaluate standards of performance in terms of:
 - 2.2.1 quality of work
 - 2.2.2 quantity of work
 - 2.3 evaluate adherence to workplace policies and procedures related to health and safety
 - 2.4 evaluate the work environment in terms of:
 - 2.4.1 location
 - 2.4.2 floor plan of work area
 - 2.4.3 analysis of workflow patterns

- 2.5 evaluate a professional in a related occupation in terms of:
 - 2.5.1 training and certification
 - 2.5.2 interpersonal skills
 - 2.5.3 technical skills
 - 2.5.4 professional ethics
- 3. demonstrate basic competencies**
 - 3.1 demonstrate fundamental skills to:
 - 3.1.1 communicate
 - 3.1.2 manage information
 - 3.1.3 use numbers
 - 3.1.4 think and solve problems
 - 3.2 demonstrate personal management skills to:
 - 3.2.1 demonstrate positive attitudes and behaviours
 - 3.2.2 be responsible
 - 3.2.3 be adaptable
 - 3.2.4 learn continuously
 - 3.2.5 work safely
 - 3.3 demonstrate teamwork skills to:
 - 3.3.1 work with others
 - 3.3.2 participate in projects and tasks

COURSE WDA3900: APPRENTICESHIP SAFETY

Level:	First Period Apprenticeship
Prerequisite:	None
Description:	Students develop knowledge, skills and attitudes in the practice of workshop health and safety, communication and career planning.
Parameters:	Access to a materials work centre and to instruction from an individual with specialized training in occupational health and safety (and understanding of the welding industry) and/or a welder.
ILM Resources:	Safety Legislation, Regulations and Industry Policy in the Trades 650101a; Climbing, Lifting, Rigging and Hoisting 650101b; Hazardous Materials and Fire Protection 650101c; Communication 090101d; Alberta's Industry Network 650401a; Welding Safety 120101e; Welder Apprenticeship Program Orientation 120104f
Note:	This course may promote discussions around sensitive topics (e.g., injury and death) in the context of student safety with respect to workplace hazards.
Outcomes:	The student will:

1. describe legislation, regulations and practices intended to ensure a safe workplace in the welder apprenticeship trade

- 1.1 demonstrate the ability to apply the *Occupational Health and Safety Act (OHS), Regulation and Code*, as well as the changes from Bill C-45
- 1.2 explain the core requirements applicable to all industries, including:
 - 1.2.1 engineering controls
 - 1.2.2 administrative controls
 - 1.2.3 personal protective equipment (PPE)
- 1.3 demonstrate an understanding of the 26 parts of the OHS Code requirements applicable to all industries
- 1.4 demonstrate an understanding of the 12 parts of the OHS Code requirements applicable to specific industries and activities
- 1.5 demonstrate an understanding of the 11 OHS Code Schedules that the Explanation Guide does not address
- 1.6 explain the role of the employer and employee in regard to occupational health and safety legislation, considering:
 - 1.6.1 employer responsibilities (OHS Regulation)
 - 1.6.2 employee responsibilities (OHS Regulation)
 - 1.6.3 Workplace Hazardous Materials Information System (WHMIS)
 - 1.6.4 fire regulations
 - 1.6.5 Workers' Compensation Board (WCB)
 - 1.6.6 related advisory bodies and agencies; e.g., Alberta Construction Safety Association (ACSA), Construction Owners Association of Alberta (COAA), Occupational Health and Safety Council (OHSC), Work Safe Alberta, Safety Codes Council

- 1.7 explain industry practices for hazard assessment and control procedures in four main hazard categories, including:
 - 1.7.1 biological
 - 1.7.2 chemical
 - 1.7.3 ergonomic
 - 1.7.4 physical hazards
- 1.8 identify and describe hazard assessment tools that both employees and employers must use in assessing and controlling work-site hazards, including:
 - 1.8.1 work-site hazard identification and assessment
 - 1.8.2 health and safety plan
 - 1.8.3 joint work-site health and safety committee
 - 1.8.4 emergency response plans
 - 1.8.5 first-aid and incident reports
- 1.9 identify and describe engineering controls that provide the highest level of worker protection, including:
 - 1.9.1 elimination
 - 1.9.2 substitution
 - 1.9.3 redesign
 - 1.9.4 isolation
 - 1.9.5 automation
- 1.10 identify and describe employer administrative controls that limit hazards to the lowest level possible, including:
 - 1.10.1 safe work practices
 - 1.10.2 job procedures, policies, rules
 - 1.10.3 work/rest schedules to reduce exposure
 - 1.10.4 limiting hours of work
 - 1.10.5 scheduling hazardous work during non-peak times
 - 1.10.6 using optional methods
- 1.11 describe the responsibilities of employees and employers to apply emergency procedures, including:
 - 1.11.1 emergency response plans
 - 1.11.2 first aid
- 1.12 describe positive tradesperson attitudes with respect to legal responsibilities for all workers, including:
 - 1.12.1 housekeeping
 - 1.12.2 lighting
 - 1.12.3 personal protective equipment (PPE)
 - 1.12.4 emergency procedures

- 1.13 describe the roles and responsibilities of employers and employees with respect to the selection and use of personal protective equipment (PPE), including:
 - 1.13.1 eye protection; e.g., class 1 (spectacles), class 2 (goggles), class 3 (welding helmets), class 4 (welding hand shields), class 5 (hoods), class 6 (face shields), class 7 (respirator face pieces)
 - 1.13.2 flame resistant clothing
 - 1.13.3 foot protection; e.g., category 1, 2 or 3 footwear requirements
 - 1.13.4 head protection; e.g., class G (general), class E (electrical), class C (conducting)
 - 1.13.5 hearing protection; e.g., earplugs or earmuffs
 - 1.13.6 life jackets and personal flotation devices (PFDs)
 - 1.13.7 limb and body protection
 - 1.13.8 respiratory protective equipment; e.g., particulate filters; chemical cartridges or canisters; airline respirators, hoods, helmets and suits; self-contained breathing apparatus (SCBA)
 - 1.13.9 a combination of any of the above
- 2. describe the use of personal protective equipment (PPE) and safe practices for climbing, lifting, rigging and hoisting in the welder apprenticeship trade**
 - 2.1 select, use and maintain specialized PPE and materials for climbing, lifting and loading, including:
 - 2.1.1 full body harness
 - 2.1.2 body belt
 - 2.1.3 ladders
 - 2.1.4 scaffold systems
 - 2.1.5 lifting and moving equipment
 - 2.1.6 PPE for lifting
 - 2.1.7 materials handling equipment; e.g., forklift, four-wheel dolly, chain hoist, overhead crane
 - 2.2 describe manual lifting procedures, including correct body mechanics, considering:
 - 2.2.1 back safety
 - 2.2.2 general procedure for lifting
 - 2.2.3 employer and employee preventive actions to avoid back injuries
 - 2.3 describe rigging hardware and the safe work load associated with:
 - 2.3.1 wire rope slings
 - 2.3.2 synthetic fibre web slings
 - 2.3.3 chain slings
 - 2.3.4 rigging hardware inspection
 - 2.3.4 sling angle on load rigging
 - 2.4 select the correct equipment for rigging typical loads, including:
 - 2.4.1 eye bolts
 - 2.4.2 shackles
 - 2.4.3 rings and links
 - 2.4.4 hooks
 - 2.4.5 swivels
 - 2.4.6 spreader bars and equalization beams
 - 2.4.7 blocks
 - 2.4.8 sheaves
 - 2.4.9 turnbuckles
 - 2.5 describe hoisting and load-moving procedures

- 2.6 explain the most commonly used sling configurations to connect a load to a hook, including:
 - 2.6.1 vertical hitch
 - 2.6.2 bridle hitch
 - 2.6.3 single and double basket hitch
 - 2.6.4 wrap hitch
 - 2.6.5 single and double choker hitch
- 2.7 demonstrate the standard movement signals a signaler is required to know to signal a crane operator, including:
 - 2.7.1 hoist and lower load
 - 2.7.2 raise and lower boom
 - 2.7.3 swing boom
 - 2.7.4 stop
 - 2.7.5 emergency stop
 - 2.7.6 dog everything
- 3. describe the safety practices for hazardous materials and fire protection in the welder apprenticeship trade**
 - 3.1 describe the roles, responsibilities, features and practices related to the Workplace Hazardous Materials Information System (WHMIS) program, including:
 - 3.1.1 suppliers', employers' and employees' responsibilities
 - 3.1.2 WHMIS classifications
 - 3.1.3 health effects from exposure to chemicals
 - 3.2 describe the three key elements of WHMIS, including:
 - 3.2.1 worker education
 - 3.2.2 supplier and workplace product labelling
 - 3.2.3 material safety data sheets
 - 3.3 describe handling, storage and transportation procedures when dealing with hazardous materials, including:
 - 3.3.1 handling, storing and transporting flammable liquids
 - 3.3.2 handling, storing and transporting compressed gas
 - 3.3.3 storing incompatible materials
 - 3.4 describe safe venting procedures when working with hazardous materials, including:
 - 3.4.1 mechanical general ventilation
 - 3.4.2 local ventilation
 - 3.4.3 portable smoke extractor
 - 3.4.4 working in a confined space
 - 3.5 describe fire hazards, classes, procedures and equipment related to fire protection, including:
 - 3.5.1 elements of a fire
 - 3.5.2 classes of fires
 - 3.5.3 fire extinguisher labels
 - 3.5.4 extinguishing small fires
 - 3.5.5 the PASS method

4. **demonstrate communication skills and workshop safety as they pertain to occupational health and safety standards**
 - 4.1 use various types of communication to provide trade-related information, employing standard terms for components and operations, including:
 - 4.1.1 personal appearance
 - 4.1.2 business appearance
 - 4.1.3 suppliers and sales representatives
 - 4.1.4 customers
 - 4.1.5 tradespeople
 - 4.2 identify key areas of responsibility that an employee has in regards to shop and trade safety, including:
 - 4.2.1 housekeeping
 - 4.2.2 waste containers
 - 4.2.3 power tools and rotating machinery
 - 4.2.4 compressed air
 - 4.2.5 exhaust gases
 - 4.2.6 control of carbon monoxide (CO)
 - 4.2.7 hazardous materials, dangerous goods and controlled products
 - 4.3 explain the correct use of fire extinguishers and explain fire prevention techniques
5. **demonstrate an understanding of the welder apprenticeship trade and of apprenticeship opportunities that exist by creating a personal career portfolio**
 - 5.1 demonstrate an understanding of the welder trade and related job opportunities
 - 5.2 describe what it means to be an apprentice and describe requirements for the employee and employer
 - 5.3 describe Alberta's apprenticeship and industry training system
 - 5.4 describe the roles and responsibilities of the Alberta Apprenticeship and Industry Training Board, government and post-secondary institutions
 - 5.5 describe the roles and responsibilities of the provincial apprenticeship committee (PAC), local apprenticeship committee (LAC) and occupational committees
 - 5.6 refine and present a personal career portfolio, showing evidence of strengths and competencies, including:
 - 5.6.1 application completion
 - 5.6.2 cover letter
 - 5.6.3 résumé with references
 - 5.7 demonstrate knowledge of workplace requirements, rights and responsibilities and relate this knowledge to personal career/employment expectations
 - 5.8 outline the educational requirements to move into the welder apprenticeship trade and:
 - 5.8.1 conduct successful employment searches
 - 5.8.2 communicate in the language in which business is conducted
 - 5.8.3 prepare a personal employment search portfolio
 - 5.8.4 use technologies, tools and information systems appropriately for job preparation
6. **apply safe work practices according to *Occupational Health and Safety Act (OHS)* legislation**
 - 6.1 identify hazards for welding and cutting operations
 - 6.2 identify the use of personal protective equipment (PPE) for welding and cutting operations
 - 6.3 explain the hazards involved with welding fumes and gases
 - 6.4 identify welding fume ventilation methods
 - 6.5 explain the effects of electricity and describe precautions used to prevent injury
 - 6.6 describe the procedures for welding or cutting in confined spaces or potentially dangerous enclosures
 - 6.7 interpret sections of the *Occupational Health and Safety Act*

7. demonstrate basic competencies

7.1 demonstrate fundamental skills to:

- 7.1.1 communicate
- 7.1.2 manage information
- 7.1.3 use numbers
- 7.1.4 think and solve problems

7.2 demonstrate personal management skills to:

- 7.2.1 demonstrate positive attitudes and behaviours
- 7.2.2 be responsible
- 7.2.3 be adaptable
- 7.2.4 learn continuously
- 7.2.5 work safely

7.3 demonstrate teamwork skills to:

- 7.3.1 work with others
- 7.3.2 participate in projects and tasks

8. create a transitional strategy to accommodate personal changes and build personal values

8.1 identify short-term and long-term goals

8.2 identify steps to achieve goals