



Task Title: Completing an Apprenticeship Logbook

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐ No ☐

Goal Path: Employment ☐ Apprenticeship ☒

Secondary School ☐ Post Secondary ☐ Independence ☐

Task Description: The learner will enter skill completion information into an apprentice logbook for Agriculture Equipment Technician.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Communicate Ideas and Information/Complete and create documents/B3.2a
- Understand and Use Numbers/Manage time/C2.1

Materials Required:

- Pen/pencil and paper and/or digital device

Notes for Instructors/Practitioners

While this task uses the Agriculture Equipment Technician Apprenticeship Training Standard Logbook, it can be modified to reflect a trade that is of interest to the learner. All task questions could be switched out for a sample page from a different trade logbook.

A complete list of Ontario trades is found on the STO website:

<https://www.skilledtradesontario.ca/about-trades/trades-information/>

Select "View Details" to open a trade-specific webpage.

Select "Apprenticeship Training Standard (PDF)" to access a Training Standard Logbook for that trade.

Learner Information

Completing an apprenticeship in Ontario includes keeping a record of each skill an apprentice has mastered under supervision. Properly entering information into the logbook is an important skill for apprentices so they can accurately track progress towards completion.

Read the excerpt from the Apprenticeship Training Standard Logbook for Agricultural Equipment Technician.



Apprenticeship
Training Standard
Logbook

**Agricultural Equipment
Technician**

425A

2014

Agricultural Equipment Technician

Introduction to the Logbook

This “on-the job” Logbook is the training standard for Agricultural Equipment Technician 425A and was developed by Skilled Trades Ontario in consultation with representatives from industry. It identifies all the skills associated with and required to learn the trade.

The Logbook is divided into skill sets, which are further divided into skills. These skill sets and skills are written in statements that describe what the Apprentice must perform and to what standard, in order to be considered competent in that skill.

The successful performance of these skills is tracked in the Logbook. Once achieved, this skills’ sign-off, along with the completion of in-school program requirements or equivalent, is how the apprenticeship program is completed and apprentices receive a Certificate of Apprenticeship.

The Sponsor/trainer and Apprentice are required to sign-off and date each skill after the Apprentice has demonstrated proficiency in these skills. However, if a skill is shaded, it is optional and does not need to be signed-off, though it has been defined as a part of the scope of practice for the trade.

All practices described in this standard must be performed by the apprentice according to the specific criteria identified. In general, the standard of performance for this trade is to be performed according to all applicable jurisdictional codes and standards and all health and safety standards must be respected and observed.

All skills within the Apprenticeship Training Standard are to be performed, as applicable, according to and in compliance with the following:

- Occupational Health and Safety Legislation and Regulations;
- Other applicable legislation, regulation, codes and standards;
- Industry best practices;
- Company policies and procedures.

The information presented in this standard is, to the best of our knowledge, current at time of printing and is intended for general application. Please refer to the Skilled Trades Ontario website for the most accurate and up-to-date information: skilledtradesontario.ca

Agricultural Equipment Technician

Roles and Responsibilities of the Apprentice

An Apprentice is an individual who has entered into a registered Training Agreement (refer to Foreword: *"Purpose, Terms and Conditions of TA" page 1*) with a Sponsor to receive training in a trade as part of an apprenticeship program established by Skilled Trades Ontario. As an Apprentice, you have certain roles and responsibilities to follow throughout your apprenticeship training:

1. As an Apprentice, you signed the Training Agreement and have entered into a contract with the Ministry of Labour, Immigration, Training and Skills Development and your Sponsor.
2. If you are registered as an Apprentice in a compulsory trade, your name will automatically appear in the Skilled Trades Ontario Public Register.
3. You are responsible for informing the staff at your local Service Delivery Office regarding changes to the following:
 - Your Sponsor's address;
 - Your name and address; and/or,
 - Your Sponsor, including starting employment with a new Sponsor
4. As an Apprentice, you are responsible for completing skills or skill sets in this Logbook (as detailed in the *"Eligibility for Apprenticeship Program Completion"* section of this document) and ensuring that they are dated and signed by both you and your Trainer.
5. Once you have demonstrated competency in all the mandatory skills and received a sign off on each skill by your sponsor/trainer, you must have the Skill Set Completion Form completed and signed by your current Sponsor.
6. Submit your Logbook to your local Service Delivery Office.
7. Present your Apprentice Completion Form (Please refer to Appendix B), along with your authorized Logbook to your local Service Delivery Office.

Agricultural Equipment Technician

Apprenticeship Program Summary/Guidelines

Scope of Practice

The Scope of Practice for the trade of Agricultural Equipment Technician is set out in section 5 of Ontario Regulation 875/21 under BOSTA and reads as follows:

5. The scope of practice for the trade of agricultural equipment technician includes inspecting, diagnosing, repairing and verifying the repair of the following for agricultural equipment:

1. Electrical systems.
2. Hydraulic systems.
3. Engine systems.
4. Intake, exhaust and emission control systems.
5. Fuel delivery systems.
6. Engine management systems.
7. Clutches and transmissions.
8. Drive axle and final drive assemblies.
9. Steering systems.
10. Braking systems.
11. Air supply and auxiliary systems.
12. Suspension systems.
13. Tires, wheels, ballasting and undercarriages.
14. Air conditioning, heating and ventilation systems.
15. Body and trim.
16. Tillage and planting equipment.
17. Harvesting equipment.
18. Spraying, irrigation and distribution equipment.
19. Materials handling equipment.
20. Precision farming systems equipment.

*While the Logbook draws on the scope of practice regulation (Section 5 of Ontario Regulation 875/21 under BOSTA). The Logbook does not purport to add to or modify the scope of practice as provided in regulation. *

Agricultural Equipment Technician

Program Guidelines

On-the-Job Training Duration

Industry has identified 6280 hours as the benchmark necessary for any Apprentice to become competent in the skills required. There may be circumstances in which the duration varies from this guideline.

In-Class Training Duration

Industry has identified 720 hours of in-school training as the duration necessary for an Apprentice to complete the in-school curriculum for this program.

Total Training Hours

7000 hours

Academic Entry Requirements & Pre-requisites

The minimum academic entry requirement for this program is grade 12.

Journeyperson to Apprentice Ratio

Industry Recommended Ratios:

While some of the trades regulated under BOSTA are subject to Journeyperson to Apprentice ratios set out in regulation, this trade is not one of them. Instead, **industry has recommended a Journeyperson to Apprentice ratio guideline of 1 Journeyperson (or individual who is deemed equivalent to a journeyperson) to 1 Apprentice** as the ratio necessary for an Apprentice to be properly trained on the job in this program.

Agricultural Equipment Technician

Training the Apprentice - Tips for Apprentices, Sponsors and Trainers

Tips for Apprentices

Remember, it takes time to learn. The following is a list of additional tips and tools to help make the most of your apprenticeship training:

- Practice safe work procedures early to create good habits;
- Use your Logbook as a journal to keep track of the skills you have achieved;
- Review your training plan with your Training Consultant, Trainer, or Sponsor;
- Discuss your training needs with your Trainer and/or Sponsor;
- Listen to the suggestions of your Trainer;
- Ask your Trainer questions if you are unsure of any skill you need to perform or any tools or equipment you need to use to perform your duties;
- Show enthusiasm and develop good work habits; and,
- Upon demonstration of competency, ensure that you and your Trainer sign-off the individual skills.

To get the most from this mentoring experience, request exposure to the full scope of the trade; meet regularly with your Sponsor/Trainer to discuss your progress, ask questions and seek feedback.

Tips for Sponsors

- Select Trainers with good communication skills and who work well with others;
- Ensure that the Apprentice always works under the direction of or has access to a qualified Trainer;
- Encourage Trainers to take upgrading courses (e.g. Train the Trainer, Mentor, Coach, etc.);
- Set out clear expectations and involve both the Apprentice and Trainer in developing the training plan
- Encourage safe work habits;
- Allow time for the Trainer to train and demonstrate skills to the Apprentice;
- Provide opportunities and time for the Apprentice to learn the trade;
- Ensure that the Apprentice receives the varied on-the-job trade training experience outlined in this document;
- Recognize good performance;
- Observe frequently;
- Provide constructive feedback and conduct regular performance reviews involving the Apprentice and Trainer;
- Use the Logbook as a monitoring tool and a part of regular performance evaluations; and,
- Complete the Skill Set Completion Form once the Apprentice has demonstrated competency in the skills.

Agricultural Equipment Technician

List of Trainers

Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)

Agricultural Equipment Technician

6971.0 Electrical Systems**General Performance Objective**

Diagnose and repair electrical systems, by: performing a visual inspection, diagnosing and troubleshooting batteries; servicing and boosting/charging batteries; diagnosing and troubleshooting, repairing and verifying the repair of starting system and components; charging system and components; electrical, electronic and computer-controlled systems and components; electrical/electronic ignition systems and components hybrid drives and components; according to government regulations, manufacturer's recommendations, specifications and safety requirements.

Performance Objectives**Skills**

- 6971.01 Perform visual inspection, identifying system types and applications,** by checking for: worn, damaged, corroded, loose or defective components; including starting motors and drive mechanisms, alternating/direct current generators, voltage regulators, distributor components, batteries, fluids, lighting/illumination, boards/blocks, cables, connectors, coils, resistors, ignition modules, high tension wires, spark plugs, circuit protection devices, warning devices, theft-deterrent and electrical accessory devices, switches, solenoids, relays, modules, sensors, wiring harnesses, fasteners and mounting devices; according to government regulations, manufacturer's recommendations, specifications and safety requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

*** A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.**

Agricultural Equipment Technician

6971.02 Diagnose and troubleshoot batteries, by: inspecting, testing and analysing performance and function; checking for wear, damaged, worn, loose and missing components, state of charge, voltage, fluid level, leaks, cracks, opens/shorts/grounds, connections, corrosion, odour, fractures distortion and cleanliness; using specialized, precision and electronic service tools, amperage voltage resistance meter (AVR), load testers, chargers and hydrometers; according to manufacturer's recommendations, specifications and safety requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6971.03 Service and boost/charge batteries, including: single and multi-battery group; by neutralizing leakage, removing, charging and/or replacing; using hand tools, booster cables, , chargers, electrolyte, approved battery water, pullers, cleaning tools, hydrometers and refractometer according to government regulations, manufacturer's recommendations, specifications and safety requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6971.04 Diagnose and troubleshoot starting systems and components, including: starting motors and drive mechanisms, batteries, cables, connectors, circuit protection devices, switches, solenoids, relays, wiring harnesses, fasteners and mounting devices; by visually inspecting, testing and analysing performance and function; checking for wear, opens/shorts/grounds, routing of wires, noise/vibration, odour, distortion, corrosion, fractures and temperature; using load testers, specialized, precision and electronic service tools; according to manufacturer's recommendations, specifications and safety requirements.

Agricultural Equipment Technician

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6971.05 Repair starting systems and components, including: starting motors and drive mechanisms, batteries, neutral safety devices, cables, connectors, circuit protection devices, switches, solenoids, relays, wiring harnesses, fasteners and mounting devices; by exchanging, reconditioning or servicing; using hand, power, specialized and electronic service tools; lifting and rigging and blocking devices according to manufacturer's recommendations, specifications and safety requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6971.06 Verify repair of starting systems and components, including: starting motors and drive mechanisms, batteries, cables, connectors, circuit protection devices, switches, solenoids, relays, wiring harnesses, fasteners and mounting devices; by visually inspecting, testing and analysing performance and function; using hand, power, specialized and electronic service tools; according to manufacturer's recommendations, specifications and safety requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Source: <https://www.skilledtradesontario.ca/wp-content/uploads/1970/01/Agricultural-Equipment-Technician-425A-EN-TS-V100-2014.pdf> [Excerpts: pp.1, 10, 12, 17, 18, 21, 24, 29-31]

Work Sheet

Task 1: Under “List of Trainers”, enter your instructor’s name and June 1, 2026 as the first entry. If completing this task in person, ask your instructor to sign if needed.

Answer: No written response required here.

Task completed: Yes: ☐

Task 2: An apprentice completed skill 6971.01 on June 1, 2026. Enter this information into the log. Use your name as the apprentice and your instructor’s name as the trainer. Sign the log if needed. If completing this task in person, ask your instructor to sign if needed.

Answer: No written response required here.

Task completed: Yes: ☐

Task 3: An apprentice completed skill 6971.05 on May 2, 2027. Enter this information into the log. Use your name as the apprentice and your instructor’s name as the trainer. Sign the log if needed. If completing this task in person, ask your instructor to sign if needed.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

Task 1: Under “List of Trainers”, enter your instructor’s name and June 1, 2026 as the first entry. If completing this task in person, ask your instructor to sign if needed.

Answer: Learner should have filled in the List of Trainers form found on page 9 of the Learner Copy of this document.

Agricultural Equipment Technician		
List of Trainers		
Trainer's Name (Please Print)	Trainer's Signature	Date of start with Trainer (day/month/year)
Instructor Name	Instructor Signature	1/June/2026

Task 2: An apprentice completed skill 6971.01 on June 1, 2026. Enter this information into the log. Use your name as the apprentice and your instructor's name as the trainer. Sign the log if needed. If completing this task in person, ask your instructor to sign if needed.

Answer: Learner should have filled in the chart found at the bottom of page 10 of the Learner Copy of this document.

Agricultural Equipment Technician		
6971.0	Electrical Systems	
	General Performance Objective	
	Diagnose and repair electrical systems, by: performing a visual inspection, diagnosing and troubleshooting batteries; servicing and boosting/charging batteries; diagnosing and troubleshooting, repairing and verifying the repair of starting system and components; charging system and components; electrical, electronic and computer-controlled systems and components; electrical/electronic ignition systems and components hybrid drives and components; according to government regulations, manufacturer's recommendations, specifications and safety requirements.	
Performance Objectives		
Skills		
6971.01	Perform visual inspection, identifying system types and applications, by checking for: worn, damaged, corroded, loose or defective components; including starting motors and drive mechanisms, alternating/direct current generators, voltage regulators, distributor components, batteries, fluids, lighting/illumination, boards/blocks, cables, connectors, coils, resistors, ignition modules, high tension wires, spark plugs, circuit protection devices, warning devices, theft-deterrent and electrical accessory devices, switches, solenoids, relays, modules, sensors, wiring harnesses, fasteners and mounting devices; according to government regulations, manufacturer's recommendations, specifications and safety requirements.	
06/01/2026	Instructor Name	Instructor Signature
mm/dd/yy	Trainer Print Name	*Trainer Signature
06/01/2026	Learner Name	Learner Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature
* A Trainer may be a Supervisor or the competent employee designated by the Apprentice's Sponsor.		

Task 3: An apprentice completed skill 6971.05 on May 2, 2027. Enter this information into the log. Use your name as the apprentice and your instructor's name as the trainer. Sign the log if needed. If completing this task in person, ask you instructor to sign if needed.

Answer: Learner should have filled in the chart found in the middle of page 12 of the Learner Copy of this document.

Agricultural Equipment Technician

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6971.05 Repair starting systems and components, including: starting motors and drive mechanisms, batteries, neutral safety devices, cables, connectors, circuit protection devices, switches, solenoids, relays, wiring harnesses, fasteners and mounting devices; by exchanging, reconditioning or servicing; using hand, power, specialized and electronic service tools; lifting and rigging and blocking devices according to manufacturer's recommendations, specifications and safety requirements.

05/02/2027	Instructor Name	Instructor Signature
mm/dd/yy	Trainer Print Name	*Trainer Signature
05/02/2027	Learner Name	Learner Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

6971.06 Verify repair of starting systems and components, including: starting motors and drive mechanisms, batteries, cables, connectors, circuit protection devices, switches, solenoids, relays, wiring harnesses, fasteners and mounting devices; by visually inspecting, testing and analysing performance and function; using hand, power, specialized and electronic service tools; according to manufacturer's recommendations, specifications and safety requirements.

mm/dd/yy	Trainer Print Name	*Trainer Signature
mm/dd/yy	Apprentice Print Name	Apprentice Signature

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
A1.2	scans text to locate information			
	locates multiple pieces of information in simple texts			
B3.2a	uses layout to determine where to make entries			
	follows instructions on documents			
C2.1	understands and uses common date formats			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):

Learner (print):
