



Task Title: Understanding 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 review sections of the Apprenticeship Training Standard Logbook for Automotive Service Technicians and answer questions.

Main Competency/Task Group/Level Indicator:

- Find and Use Information/Read continuous text/A1.2
- Find and Use Information/Interpret documents/A2.2

Materials Required:

- Pen/pencil and paper and/or digital device
- Computer

Notes for Instructors/Practitioners

This task uses the Automotive Service Technician Apprenticeship Training Standard Logbook. It can be modified to reflect a different trade that is of interest to the learner. All tasks, except Task 5, will work for any trade. Task 5 references a specific page in the Automotive Service Technician logbook that lists specific skills required for this trade. This could easily 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. This is one step that is completed when working towards achieving certification in a trade.

Read the selection from the Apprenticeship Training Standard Logbook for Automotive Service Technicians.



Apprenticeship
Training Standard
Logbook

**Automotive Service
Technician**

310S

Apprenticeship Training Standard

The Apprenticeship Training Standard or herein after referred to as "Logbook" is a document issued to Apprentices who sign a Registered Training Agreement in the Province of Ontario as an official record of training. It is to be used by the Apprentice and Sponsor/trainer to guide the process of skills development in a particular trade.

Training As An Apprentice

- ✓ Ensure you, your sponsor, and your witness sign a Training Agreement with the Ministry of Labour, Immigration, Training and Skills Development. Once it is registered, you will receive a copy of the registered Training Agreement for your records.
- ✓ Notify the local Service Delivery Office **immediately** if any changes to contact information or training agreement, especially if you change sponsors.
- ✓ Review the Logbook regularly with your trainer and sponsor to discuss your progress, ask questions, seek feedback and have the trainer sign-off on competencies
- ✓ Keep an accurate record of the hours you work.
- ✓ Attend classroom training when it is offered.
- ✓ Apply for the financial incentives for which you are eligible.



Completing Your Logbook

- ✓ Complete the **Sponsor Record Form** – A form must be completed for each Sponsor/Trainer used during your apprenticeship.
- ✓ **Confirm Skill Sign-off is Complete**
 - You and your trainer sign-off each required skill to confirm that you have demonstrated competency in that skill.
 - Shaded boxes in your Logbook mean the skills are optional and do not have to be confirmed by your trainer or sponsor. However, you are encouraged to complete them as part of your training.
- ✓ **Confirm Skill Set Sign-off is Complete**
 - After you and your trainer have signed-off all the required skills in a skill set, your sponsor signs the signature box on the form in **Appendix C – "Skill Set Completion for Sponsors"** to confirm your completion of all competencies within each skill set.

This document is the property of the apprentice named inside and represents the official record of your training. For information about completing your apprenticeship, see inside of back cover.



Apprentice Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Trade: _____

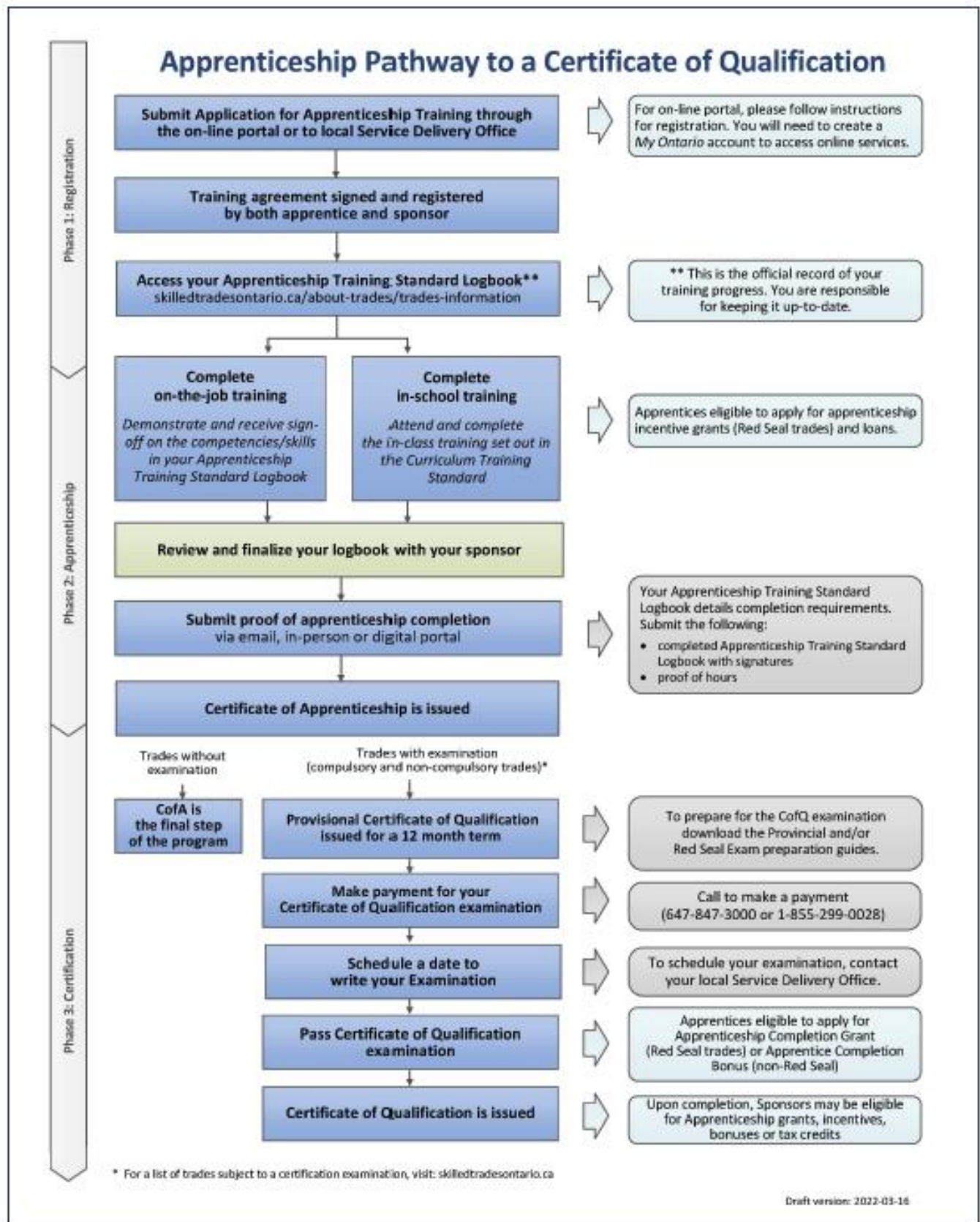
Training Agreement # (for Compulsory and Non-Compulsory trades):

STO Account No. (for Compulsory trades only):

This document is the property of the Apprentice named herein and represents the official record of their training.

If you have questions about the use of this Logbook or about your Apprenticeship program, contact your local Service Delivery Office (see Appendix D in this book) or the Employment Ontario hotline at: 1-800-387-5656.

© Skilled Trades Ontario



Automotive Service Technician

9696.07 Use electronic service tools and systems for diagnostics and programming such as laptops, smart phones, tablets, OBD II adaptors and scanners by:

- using software applications such as OEM diagnostic and operating software, remote monitoring systems;
- verifying applicable software version;
- downloading software from manufacturer;
- uploading software to controllers;
- selecting the applicable electronic service tools for the task;
- download and document reports from equipment controller;
- forwarding to original equipment manufacturer (OEM) or advisors;
- monitoring data such as temperatures, speeds, voltages;
- monitoring parameters such as pressures, anti-lock braking system, adaptive cruise control (ACC);
- adjusting parameters; and
- interpreting diagnostic results and reports

according to manufacturers' service information, company policies and procedures, industry standards, regulations and legislation.

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/Automotive-Service-Technician-310S-TS-EN-January-15th-2024-FINAL.pdf> (pp. 1-4; p. 33)

Work Sheet

Task 1: List the individuals and organizations that must sign a Training Agreement.

Answer:

Task 2: List the three (3) requirements of completing your logbook.

Answer:

Task 3: What does it mean if there is a shaded box in the logbook?

Answer:

Task 4: An apprentice has completed both on-the-job and in-school training. List the next two (2) steps before a certificate of apprenticeship is issued.

Answer:

Task Title: UnderstandingApprenticeshipLogbook_A_A1.2_A2.2

Task 5: On the page listing skill 9696.07, circle where the apprentice would sign.

Answer: No written response required here.

Task completed: Yes: ☐

Answers

Task 1: List the individuals and organizations that must sign a Training Agreement.

Answer: You (the apprentice), your sponsor, your witness.

Task 2: List the three (3) requirements of completing your logbook.

Answer:

- Complete the Sponsor Record Form
- Confirm Skill Sign-off is Complete
- Confirm Skill Set Sign-Off is Complete

Task 3: What does it mean if there is a shaded box in the logbook?

Answer: Shaded boxes in your logbook mean the skills are optional and do not have to be confirmed by your training or sponsor. However, you are encouraged to complete them as part of your training.

Task 4: An apprentice has completed both on-the-job and in-school training. List the next two (2) steps before a certificate of apprenticeship is issued.

Answer:

- Review and finalize your logbook with your sponsor
- Submit proof of apprenticeship completion

Task 5: On the page listing skill 9696.07, circle where the apprentice would sign.

Answer:

Automotive Service Technician		
9696.07	Use electronic service tools and systems for diagnostics and programming such as laptops, smart phones, tablets, OBD II adaptors and scanners by:	
	• using software applications such as OEM diagnostic and operating software, remote monitoring systems; • verifying applicable software version; • downloading software from manufacturer; • uploading software to controllers; • selecting the applicable electronic service tools for the task; • download and document reports from equipment controller; • forwarding to original equipment manufacturer (OEM) or advisors; • monitoring data such as temperatures, speeds, voltages; • monitoring parameters such as pressures, anti-lock braking system, adaptive cruise control (ACC); • adjusting parameters; and • interpreting diagnostic results and reports	
	according to manufacturers' service information, company policies and procedures, industry standards, regulations and legislation.	
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			
	reads more complex texts to locate a single piece of information			
	follows the main events of descriptive, narrative and informational texts			
	obtains information from detailed reading			
A2.2	extracts information from tables and forms			
	uses layout to locate information			
	makes connections between parts of documents			

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

Task Title: UnderstandingApprenticeshipLogbook_A_A1.2_A2.2

Learner Comments:

Instructor (print):

Learner (print):