

I. COURSE DESCRIPTION:

This course is designed to assist Construction & Maintenance and Industrial Electrician apprentices who have completed their apprenticeship training to prepare to write their Red Seal trade exam. The National Occupational Analysis (NOA) for each trade will be reviewed and participants will be given the opportunity to document their strengths and weaknesses with regard to their work experience in each of the required areas. The structure of the Red Seal exams and how they relate to the applicable NOA will be discussed. Resources that can assist in exam preparation will be identified and test preparation and writing strategies will be presented. Sample exam questions in multiple choice format will be provided as study material and an opportunity to practice writing multiple choice exams.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. ***Analyze his/her preparedness to write the Red Seal Examination for Construction Electrician and/or Industrial Electrician Certificate of Qualification.***

Potential Elements of the Performance:

- Describe what a National Occupational Analysis (NOA) for a given trade is and how it relates to the corresponding Red Seal exam.
- Describe the relationship between the NOA, provincial Training Standard and provincial Curriculum Standard for Construction/Industrial Electrician in Ontario.
- Describe the weighting of each area in the NOA (number or percentage of total questions) in the corresponding Red Seal exam.
- Analyze/list any areas in the appropriate NOA he/she has not worked in to the extent he/she would be able to demonstrate competency and determine the importance of any deficiencies in writing the Red Seal exam.
- Describe how to prepare for and write a 3 hour multiple choice Red Seal exam.

2. Prepare a portfolio of resources to assist in studying to write the Red Seal Examination for Construction Electrician and/or Industrial Electrician Certificate of Qualification.

Potential Elements of the Performance:

- Identify text books (and their availability) that will assist in studying or can be used as references.
- Prepare a list of web sites with reference materials and sample exam questions. Download and organize files whenever possible.
- Prepare a list of available software tools available commercially to aid in studying for Construction/Industrial Electrician Red Seal exams.
- Write practice tests (provided during this course) and evaluate weak areas. Organize tests and solutions for future studying.
- Network with other apprentices preparing to write the same exam and pool/share resources.

III. TOPICS:

1. National Occupational Analysis and Red Seal Trade Exams.
2. Preparing to Write a Red Seal Exam.
3. Identifying Resource Materials.
4. Practice Tests.

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

- Canadian Electrical Code or Ontario Electrical Safety Code (2012 Edition).
- National Occupational Analysis: Industrial or Construction Electrician (provided).

Other useful resources (not mandatory):

- All notes and text books from trade school.
- CSA Electrician's Self-Assessment Tool 2009 (2012 if available) CD-ROM
- Canadian Construction and Maintenance Electrician 2008 Certificate of Qualification Exam Preparation by Tony Fazzari ISBN: 978-0-919852-62-4
- Industrial Electrical Pre-Exam Workbook by David Sylvester ISBN: 978-1-897498-27-9
- Industrial Electrician Pre-Exam Study Questions By David Sylvester (Paperless)

V. EVALUATION PROCESS/GRADING SYSTEM:

Attendance: 100%

The following semester grades will be assigned to students:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	3.00
B	70 - 79%	2.00
C	60 - 69%	1.00
D	50 – 59%	0.00
F (Fail)	49% and below	

CR (Credit) Credit for diploma requirements has been awarded.

S Satisfactory achievement in field /clinical placement or non-graded subject area.

U Unsatisfactory achievement in field/clinical placement or non-graded subject area.

X A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the

	requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:**Attendance:**

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Students leaving class early, arriving late and/or taking extended breaks may be deemed to be absent for the entire class. A "3 hour" class includes 30 minutes of breaks making 'in-class' time 150 minutes.

Students are expected to maintain an active Sault College email account and check it daily (Monday – Friday).

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.