



SOUTH SHORE REGIONAL SCHOOL BOARD
UPDATED PSP
Last updated: January 31st, 2017

SKILLED TRADES EDUCATION

We currently have PVEC, FHCS and LRHS (Skilled Trades 10 only) offering Skilled Trades courses and continue to discuss with the DoE about further expansion to our other high schools-stay tuned!

Our two **Skilled Trades centers at PVEC and FHCS** continue to offer a suite of courses such as Skilled Trades 10, Construction Trades 11 and Transportation Trades 11 to our students. These engaging and hands-on courses are very popular with our students. Roddie MacRae at PVEC and Ryan Bezeau at FHCS do a fantastic job teaching our students these important career life skills. The DoE provides funding to help support these courses.

Continue to go to the link for **safety tests update** at <https://goo.gl/itAuwd>
There have been some changes re the Safety Orientation information and tests have been updated. Written tests are kept for 1 year unless a student injury occurs and then they must be kept for 3 years after the student leaves high school. Bench grinding is allowed indoors but is still a concern on the new Hot Works policy.

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Curriculum Guides

If teachers have not yet downloaded the curriculum documents or Learning Outcomes Frameworks, they can be found (not all) in various stages (final, draft, conceptual, ..) on the **EduPortal**.

The DoE are now housing all the **curriculum guides/documents** in a one-stop place called the EduPortal. Check this central place out at <http://edapps.ednet.ns.ca/eduportal> You will need your Employee Number as found on your payroll information to enter the site. Go to Resources and then **Educator's Site and/or the Curriculum Cart** to access/download the curriculum documents.

Curriculum guides may also be accessed through their respective **Moodles** such as: Mathematics P-3, 4-6, 7-9, 10, 11, and 12; P-3 Renew, Revisit, Rebuild; An Innovative Curriculum; 4-6 Renew, Refocus, Rebuild. Innovation and Exploration-Grades 4-6 Streamlined Curriculum; Social Studies grades 3-6 and Mi'kmaw Studies 11; some Family Studies courses like Child Studies 9 and Canadian Families 12; Healthy Living 9: Workplace Health & Safety Module; Entrepreneurship 12 and Cooperative Education. Teachers have been given access to these Moodles with a one-time enrollment key. If you need assistance please go to our SSRSB Curriculum site located on www.srsb.ca or contact Mark MacLeod at mmacleod@srsb.ca

Besides updated curriculum guides, EduPortal also has easy access to other resources and links such as: the On-Line Video Library, upcoming events such as Webinars, Digital Video Library, EBSCO, Ednet Cloud, Education Media Library, Evaluation Services / Provincial Assessment info, FSL Program Services, IB Program, NSVS, NSSBB Online (ALR),

Information Items of Interest

- ✚ Check out the Skilled Trades website at <http://www.ednet.ns.ca/skilledtrades/>
- ✚ Skilled Trades Learning gives students the chance to experience the skilled trades as a possible career option. Students work in an authentic learning environment using the same tools, equipment, and materials as professional tradespeople. Further information on the Skilled Trades program can be found at <http://www.ednet.ns.ca/skilledtrades>
- ✚ For more information on the skilled trades, please view the **trades profile** and sector-roll-ups by visiting <http://nsapprenticeship.ca/trades/trade-profiles>
- ✚ The Designated trades update (February 2015) has been sent out to our O2, Co-op, STEP and Skilled Trades teachers.

- ✚ The following criteria must be met for schools to be able to offer a skilled trades program:- hopefully with the 2015 Education Plan, we can expand further in our board or maybe be allowed to offer certain courses like Skilled Trades 10 (**will happen at LRHS in 2016-2017**)-stay tuned!
 - The most productive Skilled Trades schools have a journeyman teacher with a full Skilled Trades teaching load. This would mean that 6 or 7 Skilled Trades courses would be offered each year. With class sizes limited to 16 students, a steady demand of 93 to 112 Skilled Trades students (taking any of the offered Skilled Trades courses) would be necessary.
 - The requirement of a certified Journeyman is critical to success of students and the program. As well, students who successfully complete Skilled Trades courses taught by a certified journeyman receive apprenticeship hours for the time that they were in class.
 - Skilled Trades courses are to be delivered in a Skilled Trades Centre, approximately 2400 sq of space with high ceilings. Extensive renovations may be necessary.
 - The culture of the school and commitment of the Principal must be strong in all our high schools that are prepared to offer Skilled Trades courses.
- ✚ Technology Education courses (grades 7- 9, and grade 10-12 PSP Technology Education courses) in a Tech Lab setting are not to be replaced by the Skilled Trades courses but remain for the purposes of other learning opportunities and possible career choices for our students.
- ✚ The DoE previously ordered all PPE (boots, hard hats & goggles) for each Skilled Trades location. They usually guesstimated the numbers. Vests were also ordered to be used during classes, which require them (ST10 and CT11). **THIS PROCESS WILL CHANGE AND BOARDS WILL ORDER THE PPE AND GET REIMBURSED AT AN AMOUNT OF \$175 PER STUDENT.**
- ✚ The equipment in the Skilled Trades Centres (including all pneumatic equipment, jack stands, and the like) must undergo an annual inspection to determine fitness. The DoE has hired Greeno's Equipment Service Ltd, [\(902\)798-7734](tel:9027987734), to conduct the inspection and has included \$1000 to cover the cost at each school. The DoE does not endorse any other provider but ask that you contact Greeno or someone similar to conduct the inspection in your Skilled Trades. Please maintain inspection reports in a place where this type of information can be readily found. The DoE will continue to provide adequate funding for the inspections but it is the school's responsibility to ensure that the inspections are done annually as this is a safety concern.

✚ With all the community based leaning that goes on via Co-op placements, **Skilled Trades**, WorkIt projects, DO 9, O2 and even job-shadowing experiences in junior high, it is essential that schools do their **due diligence in making sure that safety is the #1 priority**. It is vital that we cross all our “t’s” and dot all our “i’s” in making sure the proper paperwork such as Learning Agreements, Risk Assessments, parent permission, **machine safety tests**, ... are all completed and kept on file. We have been very fortunate in our board to have dedicated CBL teachers who make sure that student safety is paramount. All it takes is one accident to happen and the proper paperwork has not been fully completed-we don’t want to go there.

✚ Safety Net is a comprehensive teaching and learning resource that supports courses in Technology Education 7-12 and Skilled Trades Education 10-12. These NEW Safety-Net Procedures (general safety orientation and safety test, safety information and tests for various power tools and machines (i.e. band saw, drill press, ...) **are effective immediately (Feb 2016)**. The following link is a folder of these aforementioned Safety-Net materials in Google Docs that is available to anyone on the web and can be used to teach the new Safety-Net program immediately.

<https://goo.gl/itAuwd>

This folder currently contains basic Safety-Net learning information on Lab Safety, Personal Safety and Tool/Equipment Safety along with a general Safety Test as well as safety tests for all wood production/construction power tools and machines. More information will be populated to this folder as it is made available. Safe Operating Procedure posters and Safety tags for machines were given to schools (March 2106). Please post these near the respective machines. Please note: Teachers (Tech Ed 7-12, Skilled Trades, O2 Service Learning projects, STEP) are only expected to teach and test students for machines that are applicable to the learning at that time. Students may need accommodations, and may repeat the test many times in different ways using assessment for learning practices. Professional judgement is key to success. The test record is the machine permit for students, and proof of teacher duty of care. A student who does the test in a 1st semester course does not need to repeat the same test in a different 2nd semester course unless the teacher wants it done again. **UPDATE (Sept 2016)**- The Safety-Net tests have changed. Kilah received feedback from many teachers that the tests were too long, and covered machine processes, as well as safety. They reviewed the content of the tests and selected 10-15 items for each machine that are related **ONLY** to safety. A reminder to keep these safety tests on record for 1 year. These tests must be done yearly.

✚ You will find all of the **safety tests listed in Power Teacher Gradebook** in your Tech Ed or Skilled Trades courses between the Learner Profile and the Curriculum Outcomes in the Final Grades Mode. There is a field to record a pass in the grade scale of those safety tests. If the student hasn’t reached the 100% mark + approval from you, they are not permitted to use the machine. They

recommend recording the grade as well (create an assessment in PTG) just so you know they at least took the test, but those grades should not be used as summative with your assessment records.

This PT Gradebook record is now your official record for long-term recording purposes. You should keep written tests for a period of one year, but the long term record will be in Power School and dated there, with one exception – see below. (This should lighten up the filing cabinet!)

If there is a safety incident reported, please keep a record of the student test and a copy of the incident report in your files (electronic or paper) for 3 years after the student turns 19. These are the only tests that should be kept on file after one year. We have never been asked for this, but SiP wants it this way just in case.

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Students can take the test as many times as you decide is appropriate, and with accommodations as you see appropriate. Test students only on machines they need to use. If there is a machine that you use that is not represented in the Safety-Net package, please create your own test and record if you feel it is required. A good resource is

<http://search.ccinfoweb.ccohs.ca/ccohs/jsp/search/ccohs.jsp?QueryText=woodworking&MaxDocs=500&ResultStart=1&SortSpec=Score+desc&hTab=0&searchScope=osanswers>

Please ensure your supervisor knows where you keep all of your safety records (whether electronic or file copy) in case you are no longer in the building if an incident re-surfaces.

Google Form versions of the tests will be available, but we are working out how to make them your own, so the spreadsheet data goes to you, and not me.

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✚ **Hot Work Procedures** The hot work procedure requirements doc has been approved by the Office of the Fire Marshal (OFM), and can be found in the folder link: <https://goo.gl/itAuwd> If you are using soldering irons, welding, grinding, etc., please be sure to read this document carefully before proceeding. Most of the expectations have eased up a bit from where we were after the dust collection remediation, but you should read it over.

✚ A PD workshop for Tech Ed and Skilled Trades teachers took place on November 30, 2016 at FHCS focusing on the many varied topics that are involved in these subject areas such as Safety Testing, design challenges etc. Representatives from

the DoE (Kilah Hayden) were in attendance to speak about provincial policies and answer any “outside-the-box-questions!

Check out the Personal Development and Career Education site also for related Trades / O2 / Co-op information.

Select a grade and/or category for more curriculum/course support & resources

Grade 10

[Skilled Trades 10](#)

Grade 11

[Construction Trades 11](#)

[Culinary Arts 11](#)

[Transportation Trades 11](#)

Grade 12

[Skilled Trades 12 Co-op 1](#)

[Skilled Trades 12 Co-op 2](#)

[Skilled Trades 12 Co-op 3](#)

Grade 10

Skilled Trades 10 (Acad) STR10 (PVEC, FHCS, LRHS)

The Skilled Trades 10 course will be **piloted at LRHS in the 2016-2017 school year**. The DoE provides financial support for PPE and the purchase of power tools for this course. We hope that our other high schools without Skilled Trades centers will be able to offer this course in upcoming years.

Provincial Guide

- Recommended materials and supplies list, tools list and **updated curriculum guide** for Skilled Trades 10 (Draft, May 2016) was sent to schools (June 2016).
- New Skilled Trades 10 Record of Progress have been written, edited, printed and sent out to schools-schools received these every year in September. A key component of every course, these are the backbone of student's learning. Please follow the curriculum documents and incorporate them as required. **THIS PROCESS WILL CHANGE AND SCHOOLS WILL ORDER FROM ALR beginning with the 2016-2017 school year.**
- Safety Net is a comprehensive teaching and learning resource that supports courses in Technology Education 7-12 and Skilled Trades Education 10-12.

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Please ensure your supervisor knows where you keep all of your safety records (whether electronic or file copy) in case you are no longer in the building if an incident re-surfaces.

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Core Resources

- **Record of Progress**-is an integral and required component of Skilled Trades 10. It includes worksheets for some of the activities featured in the Learning Activities (39 in the guide) and space for students to log their daily activities.
- Core Curriculum; Introductory Craft Skills-excellent resource for Skilled Trades 10-should have been sent to schools
- Community-Based Learning: A Workshop Health and Safety Resource for Educators (a CD which holds over 100 different best practices safety resources)
- Educator's webpage at www.worksafeforlife.ca
- With all the community based leaning that goes on via Co-op placements, **Skilled Trades**, WorkIt projects, DO 9, O2 and even job-shadowing experiences in junior high, it is essential that schools do their **due diligence in making sure that safety is the #1 priority**. It is vital that we cross all our

“t’s” and dot all our “i’s” in making sure the proper paperwork such as Learning Agreements, Risk Assessments, parent permission, **machine safety tests**, ... are all completed and kept on file. We have been very fortunate in our board to have dedicated CBL teachers who make sure that student safety is paramount. All it takes is one accident to happen and the proper paperwork has not been fully completed-we don’t want to go there.

- There are a variety of resources developed by HRSDC and the Red Seal Program related to essential skills and the skilled trades such as “essential skills for Success as an Industrial Electrician”-some of the “Tip Sheets” and “Job Stories” might also be useful. Check it out at http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/trainers.shtml. There is an underscore between tools and resources.

Grade 11

Construction Trades 11 (Acad) CTR11 (PVEC, FHCS)

Prerequisite: Successful completion of Skilled Trades 10

Provincial Guide

- Construction Trades 11 (Draft 2015)
- Notes to the Teacher
- List of Drawings
- Learning Timeline
- Thread Assignment
- New Construction Trades 11 and Transportation Trades 11 Learning Logbooks, have been written, edited, and printed and sent out to schools- schools received these every year in September. A key component of every course, these are the backbone of student’s learning. Please follow the curriculum documents and incorporate them as required. **THIS PROCESS WILL CHANGE AND SCHOOLS WILL ORDER FROM ALR beginning with the 2016-2017 school year.**
- A graphic artist has completely re-done the CT11 Gantt chart (2014). John provided these new posters for your STC and some of the 11x17 copies at the PD session held January 27th, 2015.
- Safety Net is a comprehensive teaching and learning resource that supports courses in Technology Education 7-12 and Skilled Trades Education 10-12. These NEW Safety-Net Procedures (general safety orientation and safety test, safety information and tests for various power tools and machines (i.e. band saw, drill press, ...) **are effective immediately (Feb 2016)**. The following link is a folder of these aforementioned Safety-Net materials in Google Docs that is available to anyone on the web and can be used to teach the new Safety-Net program immediately.
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Core Resources

- Construction Trades 11 Learning Logbook
- Community-Based Learning: A Workshop Health and Safety Resource for Educators (a CD which holds over 100 different best practices safety resources)
- Educator's webpage at www.worksafeforlife.ca
- With all the community based leaning that goes on via Co-op placements, **Skilled Trades**, WorkIt projects, DO 9, O2 and even job-shadowing experiences in junior high, it is essential that schools do their **due diligence in making sure that safety is the #1 priority**. It is vital that we cross all our "t's" and dot all our "i's" in making sure the proper paperwork such as Learning Agreements, Risk Assessments, parent permission, **machine safety tests**, ... are all completed and kept on file. We have been very fortunate in our board to have dedicated CBL teachers who make sure that student safety is paramount. All it takes is one accident to happen and the proper paperwork has not been fully completed-we don't want to go there.
- There are a variety of resources developed by HRSDC and the Red Seal Program related to essential skills and the skilled trades such as "essential skills for Success as an Industrial Electrician"-some of the "Tip Sheets" and "Job Stories" might also be useful. Check it out at http://www.hrsdc.gc.ca/eng/workplaceskills/LES/tools_resources/trainers.shtml. There is an underscore between tools and resources.

Culinary Arts 11

Prerequisite: Successful completion of Skilled Trades 10

- This course is still in development-stay tuned!

Manufacturing Trades 11

Prerequisite: Successful completion of Skilled Trades 10

- A curriculum document for Manufacturing Trades is currently being worked on (Draft 2016)
- This course will possibly be available to other schools beginning Feb 2017, although schools may need to upgrade their STC (ventilation) to accommodate the various components of this course that involves welding, shielding, steel and sheet metal work.

Transportation Trades 11 (Acad) TTR11

Transportation Trades 11 will be the 3rd course to be offered in Skilled Trades (joins Skilled Trades 10 and Construction Trades 11).

Prerequisite: Successful completion of Skilled Trades 10 (PVEC, FHCS)

Provincial Guide

- Transportation Trades 11 Curriculum Guide (Draft 2016)
- New Construction Trades 11 and Transportation Trades 11 Learning Logbooks, have been written, edited, and printed and sent out to schools- schools received these every year in September. A key component of every course, these are the backbone of student's learning. Please follow the curriculum documents and incorporate them as required. **THIS PROCESS WILL CHANGE AND SCHOOLS WILL ORDER FROM ALR beginning with the 2016-2017 school year.**
- Topics such as breaking down an engine, car trouble-shooting, electrical system of trailers, etc. All resources (engines, car trailer, a Chevy Cruz, etc) have been sent to our STC's.

Core Resources

- Transportation Trades 11 Learning Logbook
- All resources (4 engines, car trailer, a Chevy Cruz, etc) have been sent to our Skilled Trades centers.
- **Skilled Trades** funding letters for the 2013-14 school year were sent to Directors. The following is included in the letter: "... \$5,000.00 is included to support the purchase of a tire changer and wheel balancer as resource to Transportation Trades 11 and to complete a mandatory annual inspection of equipment in the Skilled Trades Centre. John Drish will contact the principal to inform him/her of this requirement."
- DoE provided the resource "Modern Automotive Technology-7th Edition" to support the **Transportation Trades 11** course (received Feb 2012)

- Community-Based Learning: A Workshop Health and Safety Resource for Educators (a CD which holds over 100 different best practices safety resources)
- Educator's webpage at www.worksafeforlife.ca
- With the expansion of all forms of community-based learning and the With all the community based leaning that goes on via Co-op placements, **Skilled Trades**, WorkIt projects, DO 9, O2 and even job-shadowing experiences in junior high, it is essential that schools do their **due diligence in making sure that safety is the #1 priority**. It is vital that we cross all our "t's" and dot all our "i's" in making sure the proper paperwork such as Learning Agreements, Risk Assessments, parent permission, **machine safety tests**, ... are all completed and kept on file. We have been very fortunate in our board to have dedicated CBL teachers who make sure that student safety is paramount. All it takes is one accident to happen and the proper paperwork has not been fully completed-we don't want to go there.
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Grade 12

Skilled Trades 12 Co-Op- 1 (Acad) ST1COOP12

Prerequisite: Successful completion of Skilled Trades 10

In Skilled Trades Co-op, students will apply the practical and workplace skills that they acquired in Construction Trades 11 or/and Transportation trades 11. They will extend their previous learning in on-the-job work placements with certified journeypersons.

Skilled Trades 12 COOP (not being offered much across the province)-must be with a Certified Journeyperson and students must have completed Skilled Trades 10 and either Construction Trades 11 or Transportation Trades 11.

Provincial Guide

- Skilled Trades 12 Co-op (Draft 2011)
- Implement Skilled Trades Co-op 12 (2010-2011), support implementation (2011-2013)
- Co-op placement must be with a certified Red Seal Journey-person.
- Focus on one particular trade
- Utilizes the skill sets developed throughout grade 10 and 11 Skilled Trades courses
- Prepares the student for direct entry into the workforce or NSCC, and a career as a Skilled Tradesperson

Core Resources

Skilled Trades 12 Co-Op- II (Acad) ST2COOP1

Prerequisite: Successful completion of Skilled Trades 10

Provincial Guide

- Skilled Trades 12 Co-op (Draft 2011)
- Implement Skilled Trades Co-op 12 (2010-2011), support implementation (2011-2013)
- Co-op placement must be with a certified Red Seal Journey-person.
- Focus on one particular trade
- Utilizes the skill sets developed throughout grade 10 and 11 Skilled Trades courses
- Prepares the student for direct entry into the workforce or NSCC, and a career as a Skilled Tradesperson

Core Resources

Skilled Trades 12 Co-Op- III (Acad) ST3COOP12

Prerequisite: Successful completion of Skilled Trades 10

Provincial Guide

- Skilled Trades 12 Co-op (Draft 2011)
- Implement Skilled Trades Co-op 12 (2010-2011), support implementation (2011-2013)
- Co-op placement must be with a certified Red Seal Journey-person.
- Focus on one particular trade
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