

# APPRENTKNOW ASSESSMENT

A tool to measure knowledge of apprenticeship  
in Ontario and beyond



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## WHAT IS THIS ASSESSMENT?

The ApprentKnow Assessment is a tool to evaluate stakeholders' various knowledge and understandings of apprenticeship in Ontario. For the current CASS project, it is a tool to track potential apprentices' knowledge development as related to their progress through the program.

The ApprentKnow is founded on a thorough literature review and environmental scan on the most important knowledge for apprentices to have. It has been validated in a multi-stage expert review (i.e., criterion validity) process ensuring field relevance and appropriateness of the questions and the knowledge they aim to assess (i.e., construct validity).

## HOW DO YOU FACILITATE THE APPRENTKNOW IN ORDER TO ASSESS PARTICIPANT KNOWLEDGE?

There are 24 questions in this tool. Under each question is a 1-5 point rating scale where facilitators rate/estimate the participant's knowledge as demonstrated in their answers.

**INSTRUCTIONS** for facilitators are as follows:

Circle your best estimation of the participant's current knowledge

- the knowledge rating scale spans from 1-5
  - a score of 1 indicates no knowledge,
  - a score of 2 little knowledge,
  - a score of 3 some knowledge,
  - a score of 4 substantial knowledge,
  - a score of 5 expert knowledge.

You can think of these scores as follows:

- **1** – indicates truly *no real response* to provide
- **2** – indicates the individual is *just starting to build* preliminary knowledge
- **3** – indicates the individual *already has some* knowledge on the topic
- **4** – indicates the person *is familiar with* the topic and shows this knowledge
- **5** – is for an individual *displaying thorough knowledge* of the topic and even above-and-beyond expectations of an apprentice

To the right of each question are keywords typically associate with answers to these questions. These are not necessary for participants to mention specifically. Rather, they are meant to refresh the facilitator's knowledge and provide a loose framework upon which to base their knowledge estimation/ratings.

Facilitators may choose to read a question and then briefly scan the keywords while the participant answers.

Note that ratings are based on the facilitator's best estimation. They are informed by the Question/Answer document, the keywords, the description of what scores mean, and ultimately their own personal judgment.

## HOW DO YOU TRACK WHO PARTICIPATED AND WHO FACILITATED?

There are a number of spaces at the bottom of this page for you to fill in prior to facilitating the assessment including:

- Participant number
- Rater name/number
- Date
- Assessment Interval (e.g., 1st time, 2nd time, etc.)

## WHERE ARE THE ANSWERS?

Facilitators will benefit from gaining and growing their own knowledge and understandings of apprenticeship. An accompanying Question/Answer document is provided. This document includes the 24 questions in the ApprentKnow as well as answers to these questions.

## ADMINISTRATIVE INFO:

Participant # \_\_\_\_\_

Rater # \_\_\_\_\_

Facilitation Date (YR/MO/DY) \_\_\_\_/\_\_\_\_/\_\_\_\_

Assessment Interval \_\_\_\_\_

1. What is an apprenticeship?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **post-secondary training hands-on**      **journeyperson apprentice earn-while learn**      **on-the-job**

2. What makes trades compulsory or voluntary?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **COMPULSORY**      **VOLUNTARY**  
**-have to register -22 trades**      **-doesn't have to register -train -mentor**

3. Who is a journeyperson, and what role does he or she play in an apprenticeship?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **qualified skilled tradesperson**      **mentor sign-off competencies**      **trainer certified**

4. What are Red Seal Trades?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **trades interprovincial recognition**      **55 trades**

5. How would you describe journeyperson to apprentice ratios? Provide an example.

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **number mentors required**      **per apprentice work site 1:1**      **2:1 supervised**

6. Which trades are in greatest demand?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **construction electrician carpenter**      **mechanic technician operator**      **etc. other**

7. What is the Ontario College of Trades?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **OCOT**      **serves members**      **governing body**  
**organization**      **public interest**      **standards**  
**arm's length**

8. What is the Ministry of Training, Colleges and University's roles in apprenticeship?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **oversight**      **issue certificate of apprenticeship**  
**determine eligibility**      **administer C of Q exams**  
**register training agreement**      **promote apprenticeship**

9. What are the entry-level requirements for an apprenticeship?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **must:**      **proof of education**  
**be 16+ yrs old**      **meet all 3 requirements:**  
**grade 12, grade 10**      **-age, grade, proof**

10. How does someone register as an apprentice?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **employer & apprentice**      **sign contract of apprenticeship**  
**register w/ MTCU**      **training period begins**

11. What is a registered training agreement?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **agreement**      **in apprenticeship program**  
**to receive training**

12. What are some of the key steps towards attaining an apprenticeship?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **find employer**      **register training agreement**  
**contact MTCU**      **complete paperwork**  
**complete application**      **become OCOT member**



19. What is on-the-job (workplace) training?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **practical**      **supervised**      **paid learning**  
**field education**      **by journeyperson**      **exposure to field**  
**skill development**      **at work site**

20. What is a Training Standard (logbook)?

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **list of skills**      **to keep track of:**  
**perform expertly**      **-competencies**  
**without assistance**      **kept in logbook**

21. **What does an employer need to have in place in order to take on an apprentice?**

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **journeyperson**      **have equipment**      **maintain ratios**  
**must qualify -**      **have facilities**      **support in-school**  
**have capacity**      **provide support**      **training**

22. Are special accommodations available when writing the exam? **[if yes: some examples?]**

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **yes**      **must request from MTCU**  
**extra time**      **based on needs**  
**readers**      **approval required**

23. What are pre-apprenticeship programs? **[prompt: can you describe what they offer?]**

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **organizations**      **develop:**      **8-12 wk placement**  
**colleges**      **-skills**      **academic upgrading**  
**-trade readiness**      **apply directly to orgs**

24. What are an apprentice's responsibilities? **[prompt: before becoming an apprentice? after?]**

no      little      some      substantial      expert  
 1      2      3      4      5

KEYS: **find employer**      **be punctual**      **complete:**  
**register**      **improve skills**      **-paperwork**  
**show up**      **in-school training**      **-tests & assignments**