



First day of Class Information and Booklist Carpentry Apprenticeship

First day of class:

- ✓ Bring steel toed boots and CLEAR safety glasses for the shop.
- ✓ Classrooms: Bldg 108 room 125 or 130 or Building 165 room 104. You will be emailed your class locations before the start of your intake.
- ✓ Shop: Bldg 110, Carpentry Shop
- ✓ Carpentry Instructor's office is located in Bldg 108, Room 135.

Classroom/shop hours:

- ✓ Monday to Thursday; 8am to 2:45pm. If you require gap training for level 2 you will be required to attend this training for 5 Fridays. Gap training for level 4 you will be required to attend this training for 3 Fridays.
- ✓ Coffee time; 10am to 10:15am
- ✓ Lunch; 12 to 12:30pm
- ✓ End of day; 2:45pm
- ✓ Friday – Homework, shop reports and study day

Instructor and Tool Room Contact #s:

- ✓ Chair of the Department: Cam Frenette – 250-713-0243 Cameron.Frenette@viu.ca
- ✓ Instructor(s): Steve Pelley – 250-740-6129 Stephen.Pelley@viu.ca
Joe Blain – 250-268-0094 Joe.Blain@viu.ca
- ✓ Carpentry Tool Room: Earl Tushingam 250-740-6176

Study Skills:

- ✓ It is recommended that you take notes in class and review them each night. Any questions that you have should be brought to the attention of the instructor either in class or in the shop. When studying you must consider all areas of the topic.
- ✓ Remember it is in your best interest to learn as much as possible when you attend your technical training session. Extra help with study techniques may be available for apprentices, who feel that they are not able to get the most out of each technical session, ask your instructor.
- ✓ **Please note:** *there is a large math component in the program; students are encouraged to review their math skills prior to attending technical training, with focus on the following areas:*



- *Use of metric and imperial measurements, ability to convert;*
- *Fractions, adding, subtracting and dividing, converting to decimal;*
- *Area measure of different shapes;*
- *Volume measure of different shapes; □ Right angle triangle calculations; □ Ratio and proportions.*

Marking:

- ✓ Each technical training session is divided in to two parts when marking:
 - Theory; counts for 50% of your final mark.
 - Practical; determined by the number of shop projects completed, speed and quality of work achieved. Other factors in the practical mark are attitude, initiative and attendance. Counts for 50% of your final mark.
 - Final; theory + practical = Final Mark. You must obtain 70% or greater to pass the technical training.

First Aid – All emergencies must be reported to 6600 – DO NOT CALL 911.

- ✓ Dial 6600 from an internal phone, or dial 250-740-6600 from an outside phone.
- ✓ Be prepared to tell the operator your:
 - Name
 - Campus location (building and room)
 - Nature of emergency (first aid, ambulance, police, fire) □ Extent of the emergency and the number of person involved ✓ The PFAA (Primary First Aid Attendant) will respond to the emergency.
- ✓ Facilities Services Employees will direct the Emergency Response Vehicle(s) to the appropriate location.

Please report all injuries to your instructor immediately or as soon as possible.

College closures for snow

- ✓ Listen for announcements on local radio, FM: WAVE 102.3, Wolf 106.9, CHLY 101.7 ✓ College Switchboard 250-753-3245 after 6am or the VIU Safety App

Food Services

- ✓ Lunch is available on campus at the Student Activity Building (Bldg 185), the Cafeteria (Bldg300) or at Subway (Bldg 165)



Student Cautions

- ✓ VIU has a non-smoking regulation in all buildings.
- ✓ Pay parking and speed regulations on campus are enforced.
- ✓ Instructors must OK any work to be done on student properties (Vehicle, boat, trailer, etc.).
- ✓ All tools, props, equipment and vehicles must be treated with respect; they must be used many times by many apprentices.
- ✓ Instructors are here to help you learn, but you are also responsible for how much and how well you learn.

Course Textbooks

Please note that PPE (Personal Protective Equipment) is mandatory or you may not be allowed in the shop. This includes: proper footwear, safety glasses, hard hat and high vis vest.

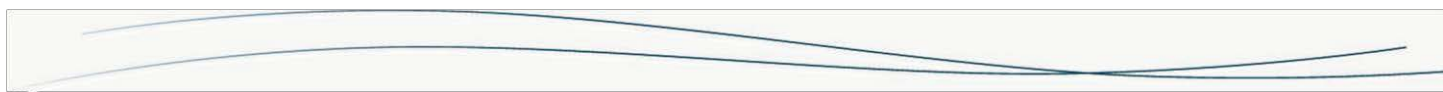
Level 1 Carpentry	
Textbooks	<ul style="list-style-type: none">☐ Level 1 Carpentry Competencies (loose leaf package sold at VIU Bookstore)☐ Level 1 Workbook (loose leaf package sold at VIU Bookstore)☐ Carpentry (3rd Canadian Edition) by Vogh Nauth, Nelson Publications☐ BC Building Code 2018, Crown Publishers☐ Worksafe BC Regulations, Guidelines and Standards, Hard copies supplied in class or you can get a copy here http://www.worksafebc.com



Level 2 Carpentry	
Textbooks	<ul style="list-style-type: none"><input type="checkbox"/> All books previously purchased for Level 1<input type="checkbox"/> Level 2 Carpentry Competencies (loose leaf package sold at VIU Bookstore)<input type="checkbox"/> Level 2 Workbook (loose leaf package sold at VIU Bookstore)
Optional Textbooks	<ul style="list-style-type: none"><input type="checkbox"/> Concrete Formwork (4th Edition), Koel, American Technical Publishers

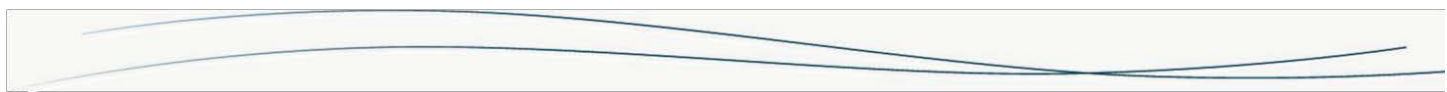
Level 3 Carpentry	
Textbooks	<ul style="list-style-type: none"><input type="checkbox"/> All books previously purchased for Levels 1 & 2<input type="checkbox"/> Level 3 Carpentry Competencies (loose leaf package sold at VIU Bookstore)<input type="checkbox"/> Level 3 Workbook (loose leaf package sold at VIU Bookstore)

Level 4 Carpentry	
Textbooks	<ul style="list-style-type: none"><input type="checkbox"/> All books previously purchased for Levels 1, 2 & 3<input type="checkbox"/> Level 4 Carpentry Competencies (loose leaf package sold at VIU Bookstore)<input type="checkbox"/> Level 4 Workbook (loose leaf package sold at VIU Bookstore)





VANCOUVER ISLAND
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Trades & Applied Technology

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