Apprenticeship and Industry Training

Locksmith

Curriculum Guide

050 (2022)

Alberta

Apprenticeship and Industry Training

ALBERTA ADVANCED EDUCATION

Locksmith : apprenticeship education program curriculum guide

ISBN 978-1-4601-5206-5

Locksmith
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CURRICULUM GUIDE

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Apprenticeship

Apprenticeship is post-secondary education with a difference. Apprenticeship begins with finding a sponsor. Sponsors guide apprentices, and support on-the-job learning through provision of mentorship. Approximately 80 per cent of an apprentice's time is spent on the job under the supervision of a certified journeyperson or qualified tradesperson. The other 20 per cent involves technical training provided at, or through, a post-secondary institution (PSI) – usually a college or technical institute.

To receive their post-secondary credential, apprentices must learn theory and skills, and they must pass examinations. Criteria for the program—including the content and delivery of technical training—are developed and updated by the Registrar.

The graduate of the locksmith apprenticeship program is an individual who will be able to:

- adhere to safe work practices
- perform assigned tasks in accordance with quality and production standards required by industry
- apply the principles of locksmithing
- demonstrate the locksmiths' code of conduct
- use reference materials to prepare orders for locks, safes and related equipment
- operate tools and equipment as used in the locksmith trade
- maintain the integrity of a high security lock system
- demonstrate procedures for opening secured entry
- install locks and related hardware
- develop master key systems
- apply the principles of electric, electronic and electrified locking systems
- describe the operation of safes and related equipment
- apply codes and regulations related to the locksmith trade

Apprenticeship and Industry Training System

Alberta's apprenticeship programs are supported by industry stakeholders that ensures a highly skilled, internationally competitive workforce in the province. The Registrar establishes the educational standards and provides direction to the system supported by industry and the PSI's. The Ministry of Advanced Education provides the legislative framework and administrative support for the apprenticeship and industry training system.

Special thanks are offered to the following industry members who contributed to the development of the standard:

Mr. E. Olson .....Calgary
Ms. T. Collins.....Leduc
Mr. J. Bryson .....Calgary
Mr. R. Johnson.....Calgary
Mr. M. Bencz .....Edmonton
Mr. D. Cota .....Red Deer
Ms. M. McDougall .....Calgary
Mr. B. Ostrass .....Calgary
Mr. N. Ryder.....Lethbridge

Alberta Government

Alberta Advanced Education works with industry, sponsor and employee organizations and technical training providers to:

- facilitate industry's development and maintenance of training and certification standards
- provide registration and counselling services to apprentices and sponsors
- coordinate technical training in collaboration with training providers
- certify apprentices and others who meet industry standards

Apprenticeship Safety

Safe working procedures and conditions, incident/injury prevention, and the preservation of health are of primary importance in apprenticeship programs in Alberta. These responsibilities are shared and require the joint efforts of government, sponsors, employees, apprentices and the public. Therefore, it is imperative that all parties are aware of circumstances that may lead to injury or harm.

Safe learning experiences and healthy environments can be created by controlling the variables and behaviours that may contribute to or cause an incident or injury. By practicing a safe and healthy attitude, everyone can enjoy the benefit of an incident and injury free environment.

Occupational Health and Safety

Persons engaged in, or supporting an individual in an experiential learning environment are often exposed to more worksite hazards than in other forms of traditional post-secondary education and therefore should be familiar with and apply the Occupational Health and Safety Act, Regulations and Code when dealing with personal safety and the special safety rules that apply to all daily tasks.

Occupational Health and Safety-OHS (a division of Alberta Labour and Immigration) conducts periodic inspections of workplaces to ensure that safety regulations for industry are being observed.

Additional information is available at www.alberta.ca/occupational-health-safety.aspx

Technical Training

Apprenticeship technical training is delivered by the PSI's throughout Alberta. The PSI's are committed to delivering the technical training component of Alberta apprenticeship programs in a safe, efficient and effective manner. All PSI's place a strong emphasis on safety that complements safe workplace practices towards the development of a culture of safety for all professions.

The PSI's work with industry and Alberta Advanced Education to enhance access and responsiveness to industry needs through the delivery of the technical training component of apprenticeship programs across the province. They develop curriculum from the curriculum guides established by the Registrar in consultation with the PSI's and industry and provide the technical training to apprentices.

The following PSI's deliver Locksmith trade apprenticeship technical training:

Red Deer College

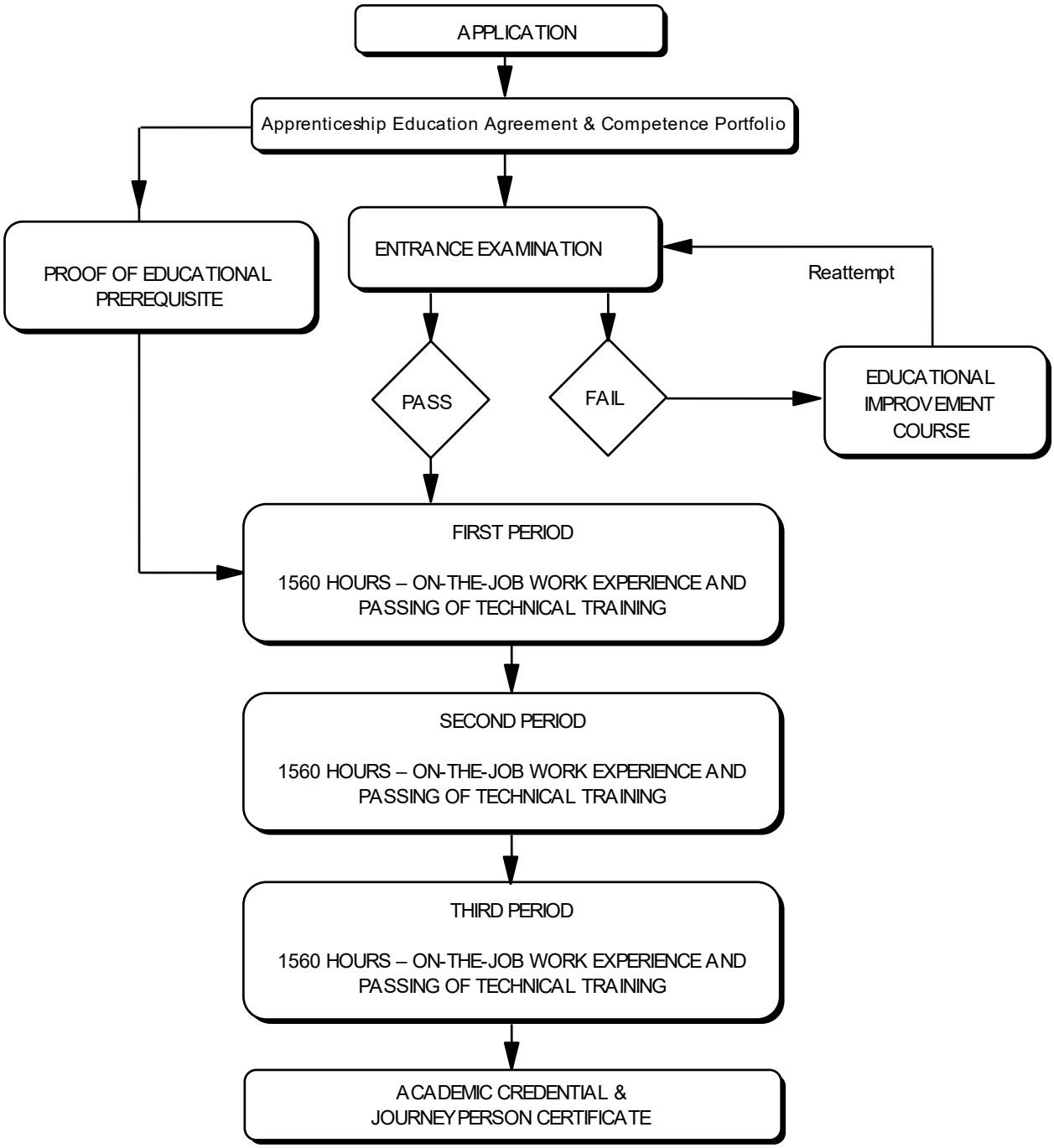
Procedures for Recommending Revisions to the Curriculum Guide

Any concerned individual or group in the province of Alberta may make recommendations for change by writing to:

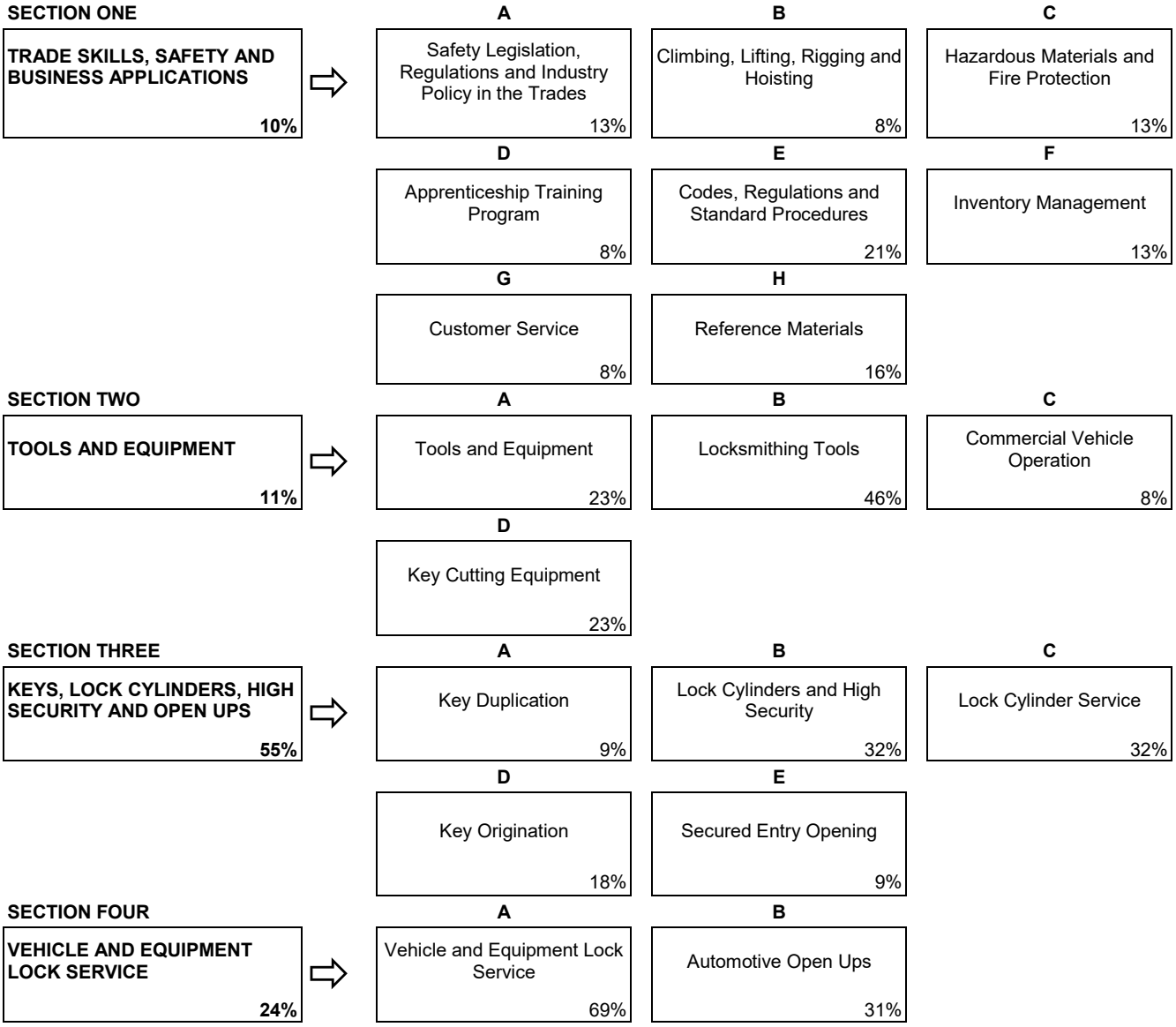
Registrar of Apprenticeship Programs
c/o Apprenticeship Delivery and Industry Support Services
Apprenticeship Delivery and Industry Support
Advanced Education
19th floor, Commerce Place
10155 102 Street NW
Edmonton AB T5J 4L5

It is requested that recommendations for change refer to specific areas and state references used.

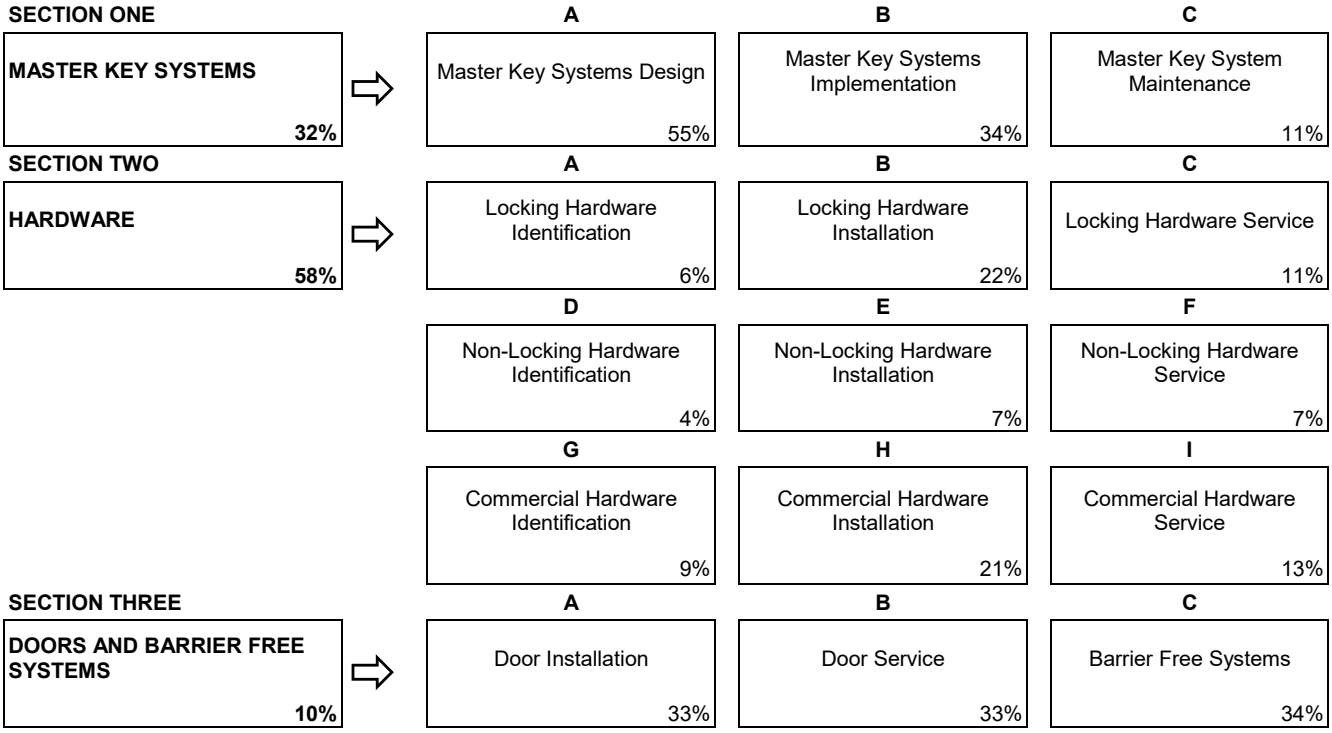
Apprenticeship Route toward Academic Credential



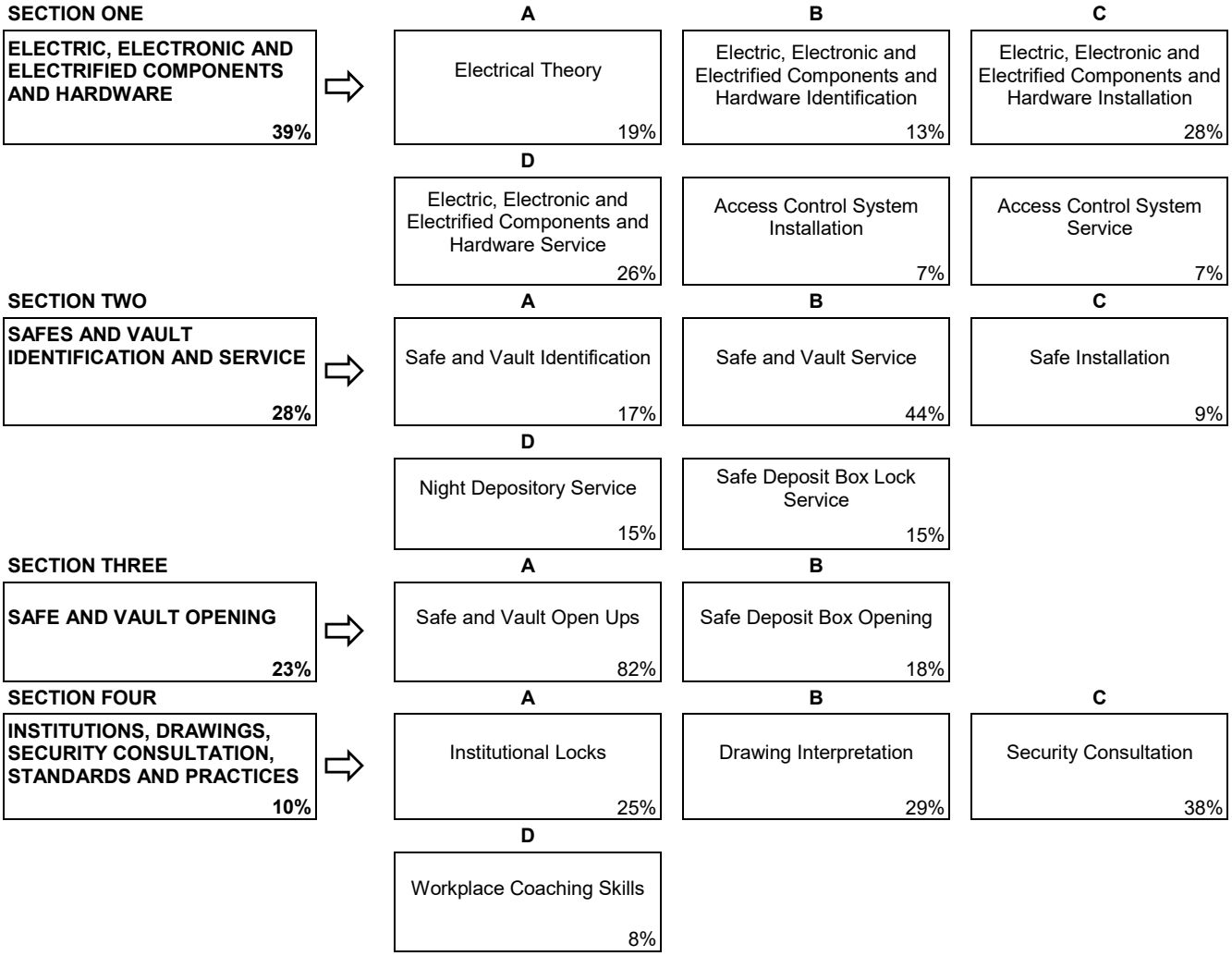
Locksmith Training Profile
FIRST PERIOD
(8 Weeks 30 Hours per Week – Total of 240 Hours)



SECOND PERIOD
(8 Weeks 30 Hours per Week – Total of 240 Hours)



THIRD PERIOD
(8 Weeks 30 Hours per Week – Total of 240 Hours)



FIRST PERIOD TECHNICAL TRAINING
LOCKSMITH TRADE
CURRICULUM GUIDE

UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

SECTION ONE:..... TRADE SKILLS AND SAFETY 10%

A. Safety Legislation, Regulations & Industry Policy in the Trades 13%

Outcome: ***Apply legislation, regulations and practices ensuring safe work in this trade.***

1. Demonstrate the application of the Occupational Health and Safety Act, Regulation and Code.
2. Describe the sponsor's and employee's role with Occupational Health and Safety (OH&S) regulations, Worksite Hazardous Materials Information Systems (WHMIS), fire regulations, Workers Compensation Board regulations and related advisory bodies and agencies.
3. Describe industry practices for hazard assessment and control procedures.
4. Describe the responsibilities of worker and sponsors to apply emergency procedures.
5. Describe tradesperson attitudes with respect to housekeeping, personal protective equipment and emergency procedures.
6. Describe the roles and responsibilities of sponsors and employees with the selection and use of personal protective equipment (PPE).
7. Maintain required PPE for tasks.
8. Use required PPE for tasks.

B. Climbing, Lifting, Rigging and Hoisting 8%

Outcome: ***Use industry standard practices for climbing, lifting, rigging and hoisting in this trade.***

1. Describe manual lifting procedures.
2. Describe rigging hardware and associated safety factors.
3. Select equipment for rigging loads.
4. Describe hoisting and load moving procedures.
5. Maintain personal protective equipment (PPE) for climbing, lifting and load moving equipment.
6. Use PPE for climbing, lifting and load moving equipment.

C. Hazardous Materials & Fire Protection……13%

Outcome: ***Apply industry standard practices for hazardous materials and fire protection in this trade.***

1. Describe roles, responsibilities, features and practices related to the Workplace Hazardous Materials Information System (WHMIS) program.
2. Describe three key elements of WHMIS.
3. Describe handling, storing and transporting procedures for hazardous material.
4. Describe venting procedures when working with hazardous materials.
5. Describe hazards, classes, procedures and equipment related to fire protection.

D. Apprenticeship Training Program 8%

Outcome: Manage an apprenticeship to earn journeyperson certification.

1. Describe the contractual responsibilities of the apprentice, sponsor and Alberta Apprenticeship and Industry Training.
2. Describe the purpose of the apprentice competency portfolio.
3. Describe the procedure for changing sponsors during an active apprenticeship.
4. Describe the purpose of the curriculum guide.
5. Describe the procedure for progressing through an apprenticeship.
6. Describe advancement opportunities in this trade.

E. Codes, Regulations and Standard Procedures 21%

Outcome: Use codes, regulations and standard procedures.

1. Describe codes relating to the locksmith trade.
2. Identify legal responsibility pertaining to locksmiths' code of conduct.
3. Describe acts and regulations relating to the locksmith trade.
4. Describe procedures for validating authority.
5. Describe procedures for safeguarding intellectual property.

F. Inventory Management 13%

Outcome: Perform inventory management.

1. Describe purpose of work orders.
2. Describe types of work orders.
3. Describe procedures for documenting parts, labour and shop supplies.
4. Describe procedures for purchasing.
5. Describe procedures for invoicing.
6. Describe procedures for handling product.
7. Describe procedures for shipping product.
8. Describe procedures for receiving product.
9. Perform inventory management.

G. Customer Service and Sales 8%

Outcome: Perform customer service and sales.

1. Describe customer courtesy.
2. Describe customer service.
3. Describe how to address customer needs and expectations.
4. Describe expectations for professional conduct during customer communications.
5. Describe types of estimates.
6. Describe estimating policies and procedures.
7. Describe customer sales techniques.

H. Reference Materials 16%

Outcome: Use reference materials.

1. Identify types of reference materials.
2. Describe the purpose of parts catalogues and related references.
3. Describe the procedure for using parts catalogues and related references.
4. Describe the application of reference materials.
5. Use reference materials to develop a purchase order.

SECTION TWO: ..... TOOLS AND EQUIPMENT 11%

A. Tools and Equipment 23%

Outcome: Use tools and equipment.

1. Identify types of hand tools.
2. Identify types of power tools.
3. Identify types of equipment.
4. Describe the use of measuring and layout tools.
5. Inspect tools.
6. Inspect equipment.
7. Maintain tools.
8. Maintain equipment.
9. Use hand tools.
10. Use stationary power tools.
11. Use portable power tools.
12. Use equipment

B. Locksmithing Tools 46%

Outcome: Use trade specific specialty tools.

1. Identify types of locksmithing tools.
2. Describe the purpose of securing restricted tools.
3. Describe safe penetration tools.
4. Describe the application of speciality tools.
5. Use trade specific specialty tools.

C. Commercial Vehicle Operation 8%

Outcome: Operate a commercial vehicle.

1. Identify the requirements to operate a commercial vehicle.
2. Describe the procedure for conducting a commercial vehicle inspection.
3. Describe regulatory codes for operation of a commercial vehicle.

D. Key Cutting Equipment 23%

Outcome: Use key cutting equipment.

1. Identify types of key-cutting equipment.
2. Describe the application of key cutting equipment.
3. Inspect key cutting equipment.
4. Calibrate key-cutting equipment.
5. Describe procedures for maintaining key cutting equipment.
6. Use key-cutting equipment.

SECTION THREE: .....KEYS, LOCK CYLINDERS, HIGH SECURITY AND OPEN UPS 55%

A. Key Duplication 9%

Outcome: Duplicate keys.

1. Identify types of keys.
2. Identify types of key blanks.
3. Identify the parts of a key.
4. Identify the composition of keys.
5. Use reference materials to identify keys.
6. Measure keys.
7. Describe the authorization process for duplicating restricted keys.
8. Describe methods of key duplication.
9. Duplicate keys using hand tools.
10. Duplicate keys.
11. Duplicate broken keys.

B. Lock Cylinders and High Security 32%

Outcome: Rekey lock cylinders.

1. Identify types of lock cylinders.
2. Describe components of lock cylinders.
3. Describe key function in relation to a lock cylinder.
4. Describe the application of high security locks.
5. Describe characteristics of high security lock cylinders.
6. Describe the operating principles of high security lock cylinders.
7. Describe the process of rekeying locks.
8. Use resource material to re-key locks.
9. Remove lock cylinder from hardware.
10. Perform re-keying.

C. Lock Cylinder Service 32%

Outcome: Service lock cylinders.

1. Identify the purpose of servicing lock cylinders.
2. Describe the procedure for servicing lock cylinders.
3. Remove a broken key.
4. Service lock cylinders.

D. Key Origination 18%

Outcome: Originate keys.

1. Describe methods of originating keys.
2. Use reference material to originate key.
3. Originate key by code.
4. Originate key by sighting.
5. Originate key by disassembling lock and lock cylinders.
6. Originate key by picking and reading a lock.
7. Originate key using impressioning techniques.
8. Originate a safe deposit preparatory key and restore key.
9. Originate automotive key.

E. Open Secured Entry 9%

Outcome: Open a secured entry.

1. Describe authorization procedures for opening secured entry.
2. Describe methods of gaining entry into locked doors.
3. Describe procedures for picking locks.
4. Describe procedures for bypassing locks.
5. Describe procedures for drilling locks.
6. Use methods for opening secured entry.
7. Use methods to gain entry of malfunctioning locks.

SECTION FOUR: ..... VEHICLE AND EQUIPMENT LOCK SERVICE 24%

A. Vehicle and Equipment Lock Service 69%

Outcome: Service vehicle and equipment locking mechanisms.

1. Identify vehicle locking components.
2. Describe vehicle lock design concepts.
3. Describe equipment lock design concepts.
4. Identify transponder systems.
5. Describe programming transponder systems.
6. Use reference material.

7. Service vehicle locking mechanisms.
8. Service equipment locking mechanisms

B. Automotive Open Ups 31%

Outcome: Open automotive vehicles.

1. Describe the procedure for obtaining authorization to open vehicles.
2. Describe automotive locking systems.
3. Describe inflatable restraints systems.
4. Describe anti-theft systems.
5. Describe tools used for opening vehicles.
6. Describe opening techniques.
7. Use resource materials to open vehicles.
8. Open automotive vehicles.

SECOND PERIOD TECHNICAL TRAINING
LOCKSMITH TRADE
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UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

SECTION ONE: ..... MASTER KEY SYSTEMS 32%

A. Master Key System Design 55%

Outcome: Design a master key system.

1. Identify the types of master key systems.
2. Describe the procedure for master key planning.
3. Describe the procedure for master key charting.
4. Identify rotating constant master keying design.
5. Identify positional master keying design.
6. Identify master keying of small format i/c cores design.
7. Describe standard progression master keying design.
8. Develop a master key system plan.
9. Use standard progression method to generate bitting list.
10. Generate pinning charts.

B. Master Key System Implementation 34%

Outcome: Implement a master key system.

1. Describe the process of pinning cylinders to a master key.
2. Describe resource materials used to implement a master key system.
3. Generate keys from a master key system.
4. Re-key lock cylinders to master key system.
5. Implement a master key system.

C. Master Key System Maintenance 11%

Outcome: Maintain a master key system.

1. Describe maintaining the integrity of master key system security.
2. Describe master key record maintenance.

SECTION TWO: .....HARDWARE 58%

A. Locking Hardware Identification 6%

Outcome: Select locking hardware.

1. Describe types of locking hardware.
2. Describe lock specifications.
3. Describe the functions of locking hardware.

4. Describe locking hardware applications.
5. Describe locking hardware used in office furniture applications.
6. Describe application of related codes when selecting locking hardware.

B. Locking Hardware Installation 22%

Outcome: Install locking hardware.

1. Describe the procedure for installing cylindrical locking hardware.
2. Install cylindrical locking hardware.
3. Install office furniture locks.
4. Install locking hardware.

C. Locking Hardware Service..... 11%

Outcome: Service locking hardware.

1. Describe the servicing of locking hardware and components.
2. Describe retrofitting locking hardware.
3. Service cylindrical lock hardware.
4. Service office furniture locks.
5. Retro fit locking hardware.
6. Service locking hardware.

D. Non-Locking Hardware Identification..... 4%

Outcome: Select non-locking hardware.

1. Identify non-locking hardware.
2. Describe types of non-locking hardware.
3. Describe classifications of non-locking hardware.
4. Describe the function of non-locking hardware.
5. Describe door closers.
6. Describe application of related codes when selecting non-locking hardware.

E. Non-Locking Hardware Installation 7%

Outcome: Install non-locking hardware.

1. Describe the procedure for installing non-locking hardware.
2. Install blocker plates.
3. Install hinges.
4. Install an exit alarm.
5. Install a door saver.
6. Install a door closer.
7. Install non-locking hardware.
8. Use non-locking hardware to repair a damaged door.

F. Non-Locking Hardware Service 7%

Outcome: Service non-locking hardware.

1. Describe purpose for servicing non-locking assemblies.
2. Describe servicing pivots on aluminum glass doors.
3. Adjust door closers.
4. Service non-locking assemblies.

G. Commercial Hardware Identification 9%

Outcome: Apply knowledge of commercial hardware.

1. Describe mortise locks.
2. Describe narrow stile locks.
3. Describe exit devices.
4. Describe keyless entry locks.
5. Describe types of commercial hardware.
6. Describe application of related codes when selecting commercial hardware.

H. Commercial Hardware Installation..... 21%

Outcome: Install commercial hardware.

1. Describe procedures for installing commercial hardware.
2. Install mortise locks.
3. Install narrow stile locks.
4. Install exit devices.
5. Install keyless entry locks.
6. Install commercial hardware.

I. Commercial Hardware Service..... 13%

Outcome: Service commercial hardware.

1. Describe servicing of commercial hardware.
2. Describe servicing of exit devices.
3. Describe servicing of keyless entry locks.
4. Service commercial hardware.
5. Service mortise locks.
6. Service narrow stile locks.
7. Service exit device.
8. Service keyless entry locks.
9. Replace a flush bolt in an aluminum glass door.
10. Change user credentials of keyless entry locks.

SECTION THREE: ..... ……..DOORS AND BARRIER FREE SYSTEMS..... 10%

A. Door Installation 33%

Outcome: Install doors.

1. Describe types of doors.
2. Describe types of door frames.
3. Describe procedures for installing doors.
4. Describe application of related codes to door installations.
5. Install a door.

B. Door Service..... 33%

Outcome: Service doors.

1. Describe procedures for servicing doors.
2. Describe procedures for servicing door frames.
3. Service a door.

C. Barrier-Free Systems 34%

Outcome: Design a barrier-free system.

1. Identify barrier-free hardware.
2. Describe procedures for installing barrier-free hardware.
3. Describe procedures for servicing barrier-free hardware.
4. Describe application of related codes to barrier-free hardware.
5. Design a barrier-free system.

THIRD PERIOD TECHNICAL TRAINING
LOCKSMITH TRADE
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UPON SUCCESSFUL COMPLETION OF THIS PROGRAM THE APPRENTICE SHOULD BE ABLE TO PERFORM THE FOLLOWING OUTCOMES AND OBJECTIVES.

SECTION ONE..... ..ELECTRIC, ELECTRONIC AND ELECTRIFIED COMPONENTS 39%
AND HARDWARE

A. Principles of Electricity..... 19%

Outcome: Apply the principles of electricity.

1. Describe the principles of electricity.
2. Describe the difference between low voltage ac and dc circuits.
3. Describe features of low voltage power supplies and batteries.
4. Solve simple circuit problems.

B. Electric, Electronic and Electrified Components and Hardware Identification..... 13%

Outcome: Apply knowledge of electric, electronic, and electrified hardware.

1. Identify electric, electronic and electrified system components.
2. Describe the operation of electronic components.
3. Describe precautions required for handling electronics.
4. Describe the features of multimeters and electrical diagnosing equipment.
5. Describe electronic timers.
6. Describe electromagnetic locks.
7. Describe electric, electronic and electrified devices.
8. Describe electronic keypads and card readers.
9. Describe features of various electric strikes.
10. Describe features of various electric and electronic locks.
11. Describe video surveillance systems.
12. Identify application of related codes when selecting electric, electronic or electrified hardware.

C. Electric, Electronic and Electrified Components and Hardware Installation 28%

Outcome: Install electrical and electronic hardware.

1. Describe retrofitting using electronic and electrified hardware.
2. Use low voltage circuit components.
3. Use a multimeter to test electronic components.
4. Install an electric strike on door frame.
5. Install an electromagnetic lock on door frame.
6. Install video surveillance.
7. Install wiring connection to an electronic component.

8. Retrofit a door using electrified hardware.

D. Electric, Electronic and Electrified Components and Hardware Service 26%

Outcome: Service electrical, electronic and electrified hardware.

1. Describe common faults in electronic components.
2. Describe electrical systems failure.
3. Describe the use of schematics for servicing dc electrical systems.
4. Adjust video surveillance equipment.
5. Troubleshoot electronic components and systems.
6. Troubleshoot power supplies and batteries.
7. Service the wiring connection to an electronic component.
8. Service electrical hardware systems.

E. Access Control System Installation 7%

Outcome: Install access control system.

1. Describe types of access control systems.
2. Describe access control planning.
3. Describe the procedure for retrofitting access controls.
4. Install an access control system.
5. Program an access control system.

F. Access Control System Service..... 7%

Outcome: Service access control system.

1. Use reference materials to change access control programming.
2. Troubleshoot access control systems.
3. Service access control system.

SECTION TWO:……SAFE AND VAULT IDENTIFICATION AND SERVICE 28%

A. Safe and Vault Identification 17%

Outcome: Apply knowledge of safes and vaults.

1. Describe types of safes and vaults.
2. Describe types of safe and vault components.
3. Describe features of safes and vaults.
4. Describe construction of safes and vaults.
5. Describe labels on safes and vaults.
6. Describe classifications of safes and vaults.
7. Describe hazards associated with safes and vaults.

B. Safe and Vault Service 44%

Outcome: Service safes and vaults.

1. Describe safe and vault locks.
2. Describe combination changing procedures for safe and vault locks.
3. Describe retrofitting safe and vault locks.
4. Describe safe and vault combination lock problems.
5. Service safe and vault combination locks.
6. Service safe and vault locks.
7. Diagnose combination lock problems.
8. Service safe and vault components.

C. Safe Installation 9%

Outcome: Install safes.

1. Describe procedures for moving safes.
2. Describe procedures for installing safes.
3. Move a safe.

D. Night Depository Service 15%

Outcome: Service night depositories.

1. Describe the purpose of night depositories.
2. Describe types of night depositories.
3. Describe operating principles of night depositories.
4. Describe servicing procedures for night depositories.
5. Service night depositories.

E. Safe Deposit Box Lock Service 15%

Outcome: Service safe deposit box locks.

1. Describe types of safe deposit boxes.
2. Describe safe deposit box locks.
3. Service safe deposit box locks.
4. Service a safe deposit box.

SECTION THREE: .....SAFE AND VAULT OPENING 23%

A. Safe and Vault Open Ups 82%

Outcome: Open safes and vaults.

1. Identify barrier materials.
2. Identify alarm systems within safes and vaults.
3. Describe methods for neutralizing re-locking devices.
4. Describe entry methods for safes and vaults.

5. Describe safe lock manipulation.
6. Describe rebuilding safes.
7. Determine entry methods for safes and vaults.
8. Open combination locks.
9. Penetrate barrier materials.
10. Open safes.

B. Safe Deposit Box Opening 18%

Outcome: Open safe deposit boxes.

1. Describe opening methods for safe deposit boxes.
2. Describe repair methods for safe deposit boxes.
3. Create a drilling template for safe deposit boxes.
4. Open a safe deposit box by drilling and picking.
5. Open a safe deposit box by drilling lock mounting screws.
6. Repair a pick hole in a safe deposit box.
7. Repair mounting screw holes in a safe deposit box.

SECTION FOUR: ..... INSTITUTIONS, DRAWING INTERPRETATION, STANDARDS AND PRACTICES 10%

A. Institutional Locks 25%

Outcome: Service institutional locks.

1. Describe types of institutional locks.
2. Describe application of related codes when servicing correctional hardware.
3. Describe procedures for servicing institutional locks.
4. Service a detention lever lock.

B. Drawing Interpretation 29%

Outcome: Interpret drawings.

1. Identify types of drawings.
2. Identify types of schedules.
3. Identify engineering symbols and specifications.
4. Interpret engineering symbols and specifications.
5. Interpret a hardware schedule.
6. Create a key and hardware schedule from a drawing.

C. Security Consultation 38%

Outcome: Perform security consultation.

1. Identify security requirements.
2. Identify forensics in locksmithing.
3. Describe risk assessment.

4. Describe security management.
5. Describe security concerns in relation to the National Building Code of Canada.
6. Describe procedures for performing security surveys.
7. Perform a security survey.
8. Prepare a security analysis.

D. Workplace Coaching Skills..... 8%

Outcome: Use coaching skills when training an apprentice.

1. Describe the process for coaching an apprentice.

Apprenticeship and Industry Training

Alberta Trades. World Ready.

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