



The Institute of Power Engineers (IPE) has formed a partnership with colleges and is promoting the Practical Skills Record. With that in mind, feedback from the colleges is essential. The IPE would like to propose that the colleges include the Practical Skills Record in their tuition fee and implement it into their program. This is a formed partnership with the colleges where future editions would have the college's input. The IPE hopes that all Power Engineering students will eventually get sign-off on the Practical Skills Record to compliment their learning experience and validate their completed tasks.

**The Practical Skills Record  
is available at:**

**PanGlobal Training Systems**

**Toll Free: 1-866-256-8193**

**Or Online at:**

**[www.powerengineering.org](http://www.powerengineering.org)**

# Institute of Power Engineers



# Practical Skills Record

**Deal for students of  
Power Engineering at  
Colleges across Canada**

The book is designed as a task validation record for Power Engineering students during their college program, co-op placements and upon graduation. It is the documentation of their learned craft. It should be noted that the book is aligned with the SOPEEC syllabus or topics, titles and order. For convenience it also cross-references to PanGlobal's PE textbooks.

## The Purpose of the Practical Skills Record

---

This Practical Skills Record book was requested by Power Engineering Trainees and Chief Engineers. Its purpose is to provide organized management and validation of Trainee tasks while acquiring 4th Class 'steam time'. It may also be used by the Trainee as a permanent and transferable record of tasks and work history. The manual is endorsed by the Institute of Power Engineers (IPE) and was developed by members of the IPE, in consultation with industry, training institutions, and individuals across Canada.



Individual tasks and additional tasks that are not included in the manual may be assigned by the Chief Engineer.



The Chief Engineer or assigned Designate(s) will date and sign ("Authorized Signature") each "Criteria" task list when completed to the expected standards.

## Manual Organization

---

The book is organized into topics, directly aligned, in title and order, with the topics in the SOPEEC 4th Class Power Engineering Syllabus and cross-referenced with the Pan Global 4th Class Power Engineering textbooks. Each topic is divided into sub-topics (called "Criteria") and each Criteria has a list of tasks that the Trainee is expected to demonstrate. Each set of criteria tasks has a section for signatures and there is a section at the back for validation of additional tasks.

## Guidelines on How to use this Manual

---

1. The Trainee is ultimately responsible to progress through the manual completing and obtaining validation of the tasks that are applicable to and possible in the Plant.
2. The Trainee maintains and retains the original manual, with all validating signatures, as the "Personal Copy".
3. The Chief Engineer progressively discusses task scheduling with the Trainee and sets the expected standard for all tasks. Tasks are scheduled and completed in available order, not necessarily in the same order as the manual.
4. The Chief Engineer assigns Designate(s) where necessary to facilitate, assess, and validate tasks.
5. The Chief Engineer or assigned Designate(s) will date and sign ("Authorized Signature") each "Criteria" task list when completed to the expected standards. The Chief Engineer retains a "Plant Copy" of all completed tasks.
6. Individual tasks and additional tasks that are not included in the manual may be assigned by the Chief Engineer.