

Personal Information (please print)

Legal First Name	Middle Initial	Legal Last Name	Birth Date (yy/mm/dd)
Address		City/Town	Postal Code
Home or Cell Phone	Business Phone	E-mail address	Fax #

Eligibility Requirements

In order for Trades Qualifiers (TQ) to be approved to challenge the certification exam or for Designated Trainers (DT) to be approved to register apprentices, you must have worked both a minimum of 6 years and accumulated 9,000 hours, as well as acquired at least 70% scope of the trade.

Check the box you are applying for

- Trades Qualifier (Experienced tradesperson being assessed to challenge the certification exam)
 Designated Trainer (Experienced tradesperson being assessed to register apprentices)

* We encourage all Designated Trainers interested in receiving a Certificate of Qualification (trade ticket) to apply to challenge the exam through the Trades Qualification process. The application can be found at:

<http://www.gov.mb.ca/wdis/apprenticeship/generalinfo/forms.html>.

Instructions

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the National Occupational Analysis (NOA). The NOA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps.

If you have difficulty understanding the detailed break-down of the subtasks, go to the Red Seal website at: www.red-seal.ca. Under the Resource Centre drop-down menu, select National Occupational Analyses, then click on Consult a Trade's NOA. Select your trade from the list, then click on the PDF. If more than one NOA is listed for your trade, choose the NOA that the exam is based on and download that version.

Rate your experience for each sub-task based on the scale below. The number of questions in each section of the certification exam is identified next to each Block title. How you assess yourself is an important step to prepare for the certification exam.

- Circle #0 if I have no experience doing this.
Circle #1 if I have a little experience doing this.
Circle #2 if I have some experience doing this with help.
Circle #3 if I have some experience doing this alone and unaided.
Circle #4 if I have frequently done this.
Circle #5 if I have extensive experience doing this.

Sign and date the completed Work Experience Form and return it to Apprenticeship Manitoba with either the Trades Qualification or Designated Trainer application form and related documents. Keep one copy of the Work Experience Form for your records.

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Brandon
340-9th St.
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204-726-6365
Fax 204-726-6912

Thompson
118-3 Station Rd.
R8N 0N3
204-677-6346
Fax 204-677-6689

Winnipeg
100 -111 Lombard Ave.
R3B 0T4
204-945-3337
Fax 204-948-2346

Block A Technical Occupational Skills and Procedures (43 Questions)

Task	Sub-Tasks	Rating
1. Uses tools safely and skillfully.	1.01 Uses hand and power tools, compressed air, and pneumatic tools safely and skillfully.	0 1 2 3 4 5
	1.02 Uses shop tools safely and skillfully.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Performs welding, brazing, and soldering operations.	2.01 Performs welding operations.	0 1 2 3 4 5
	2.02 Performs brazing and soldering operations.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs occupational related functions.	3.01 Moves/lifts equipment.	0 1 2 3 4 5
	3.02 Performs finishing.	0 1 2 3 4 5
	3.03 Commissions equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Assesses systems and equipment.	4.01 Performs visual inspection of system.	0 1 2 3 4 5
	4.02 Assesses condition of equipment.	0 1 2 3 4 5
	4.03 Selects system measuring/testing equipment.	0 1 2 3 4 5
	4.04 Conducts system measurements/tests and documents.	0 1 2 3 4 5
	4.05 Analyzes results of system check.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Checks mechanical, electrical, and electronic components and systems.	5.01 Performs visual inspection of components.	0 1 2 3 4 5
	5.02 Disassembles defective components.	0 1 2 3 4 5
	5.03 Selects appropriate measuring/testing equipment.	0 1 2 3 4 5
	5.04 Conducts measurements/tests and documents.	0 1 2 3 4 5
	5.05 Evaluates results.	0 1 2 3 4 5
	5.06 Removes defective part(s).	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Repairs/replaces defective mechanical, electrical, and electronic part(s)/components.	6.01 Disassembles defective part(s) if required.	0 1 2 3 4 5
	6.02 Assesses work to be performed.	0 1 2 3 4 5
	6.03 Replaces part(s)/components.	0 1 2 3 4 5
	6.03 Constructs wall and grade beam formwork.	0 1 2 3 4 5
	6.04 Repairs and assembles part(s)/ components.	0 1 2 3 4 5
	6.05 Tests part(s)/components for correct operation.	0 1 2 3 4 5
	6.06 Installs part(s)/components into system.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Checks for correct system operation.	7.01 Performs final system inspection.	0 1 2 3 4 5
	7.02 Operates systems.	0 1 2 3 4 5
	7.03 Conducts measurements/ test(s) on system and documents.	0 1 2 3 4 5
	7.04 Evaluates system results.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Tests systems and equipment.	8.01 Selects appropriate measuring/testing system procedures.	0 1 2 3 4 5
	8.02 Performs test on systems.	0 1 2 3 4 5
	8.03 Evaluates results on newly-installed equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Documents work in progress.	9.01 Uses correct forms and/or charts.	0 1 2 3 4 5
	9.02 Records all visually defective components or missing components.	0 1 2 3 4 5
	9.03 Records all nameplate data.	0 1 2 3 4 5
	9.04 Records all replacement components/parts.	0 1 2 3 4 5

Block B Rotating Equipment (38 Questions)

Task	Sub-Tasks	Rating
10. Reconditions and repairs rotating equipment.	10.01 Rewinds equipment.	0 1 2 3 4 5
	10.02 Bands armature.	0 1 2 3 4 5
	10.03 Machines or replaces rings and/or commutators.	0 1 2 3 4 5
	10.04 Balances rotating parts.	0 1 2 3 4 5

Block C Stationary Equipment (19 Questions)

Task	Sub-Tasks	Rating
11. Checks and repairs stationary equipment.	11.01 De-energizes stationary equipment.	0 1 2 3 4 5
	11.02 Conducts oil tests.	0 1 2 3 4 5

	11.03 Drains/fills/filters oil.	0 1 2 3 4 5
	11.04 Repairs stationary equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Assembles electrical/electronic control panel.	12.01 Determines location of components installs and wires the same.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

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