

**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 1.5 years within the last 10 and accumulated 2,700 hours, as well as acquired at least 70% scope of the trade.

Note: A Certificate of Qualification in the trade of Machinist or the trade of Tool and Die Maker is required to apply.

**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 Provincial Occupational Analysis (POA). The POA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps. To access the POA, go to the Trade Profile page at <http://www.gov.mb.ca/wdis/apprenticeship/discover/mbrtrades/index.html>. Follow the link to your trade, and click on the Provincial Occupational Analysis (POA).

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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**Block A Basic Work Practices and Procedures (5 Questions)**

| Task  | Sub-Tasks  | Rating      |
|---|--|-------------|
| 1. Participates in workplace health and safety practices. | 1.01 Maintains a safe workplace environment.         | 0 1 2 3 4 5 |
|   | 1.02 Uses safety gear and protective equipment.      | 0 1 2 3 4 5 |
|   | 1.03 Follows safety and health Acts and regulations. | 0 1 2 3 4 5 |

| Task                                     | Sub-Tasks                             | Rating      |
|--|---------------------------------------|-------------|
| 2. Performs general machine maintenance. | 2.01 Checks fluids.                   | 0 1 2 3 4 5 |
|  | 2.02 Verifies machine calibration.    | 0 1 2 3 4 5 |
|  | 2.03 Completes documentation records. | 0 1 2 3 4 5 |

| Task                   | Sub-Tasks                                | Rating      |
|------------------------|--|-------------|
| 3. Applies ergonomics. | 3.01 Organizes an ergonomic workstation. | 0 1 2 3 4 5 |
|                        | 3.02 Develops ergonomic work procedures. | 0 1 2 3 4 5 |

| Task                 | Sub-Tasks   | Rating      |
|----------------------|---|-------------|
| 4. Trains personnel. | 4.01 Conducts orientation for workers.            | 0 1 2 3 4 5 |
|                      | 4.02 Provides direction and guidance for workers. | 0 1 2 3 4 5 |
|                      | 4.03 Supervises and monitors workers.             | 0 1 2 3 4 5 |

**Block B Programming Computer Numerical Control (CNC) Machines (40 Questions)**

| Task   | Sub-Tasks                                     | Rating      |
|--|---|-------------|
| 5. Demonstrates basic programming computer skills. | 5.01 Uses a computer.                         | 0 1 2 3 4 5 |
|  | 5.02 Reads and interprets machine code files. | 0 1 2 3 4 5 |
|  | 5.03 Performs internet searches.              | 0 1 2 3 4 5 |
|  | 5.04 Uses Internet.                           | 0 1 2 3 4 5 |
|  | 5.05 Uses e-mail.                             | 0 1 2 3 4 5 |

| Task                  | Sub-Tasks   | Rating      |
|-----------------------|---|-------------|
| 6. Develops planning. | 6.01 Creates set up sheets and operational instruction. | 0 1 2 3 4 5 |
|                       | 6.02 Applies ergonomics.                                | 0 1 2 3 4 5 |
|                       | 6.03 Uses (computer-aided design) CAD files.            | 0 1 2 3 4 5 |
|                       | 6.04 Determines production method.                      | 0 1 2 3 4 5 |
|                       | 6.05 Identifies process improvements.                   | 0 1 2 3 4 5 |

| Task   | Sub-Tasks  | Rating      |
|--|--|-------------|
| 7. Creates computer-aided manufacturing (CAM) files. | 7.01 Generates a CAM file.                           | 0 1 2 3 4 5 |
|  | 7.02 Transfers computer-aided design (CAD)/CAM file. | 0 1 2 3 4 5 |

| Task  | Sub-Tasks                         | Rating      |
|---|-----------------------------------|-------------|
| 8. Uses Electrical Industries Association (EIA) program language. | 8.01 Selects tool paths.          | 0 1 2 3 4 5 |
|   | 8.02 Determines speeds and feeds. | 0 1 2 3 4 5 |

|  |   |             |
|--|---|-------------|
|  | 8.03 Writes Electrical Industries Association (EIA) programs. | 0 1 2 3 4 5 |
|  | 8.04 Writes macros.   | 0 1 2 3 4 5 |
|  | 8.05 Executes macros.   | 0 1 2 3 4 5 |
|  | 8.06 Verifies program.  | 0 1 2 3 4 5 |

| Task                   | Sub-Tasks                                   | Rating      |
|------------------------|---|-------------|
| 9. Determines axis(s). | 9.01 Applies a Cartesian coordinate system. | 0 1 2 3 4 5 |
|                        | 9.02 Determines machining planes.           | 0 1 2 3 4 5 |
|                        | 9.03 Integrates live tooling.               | 0 1 2 3 4 5 |

**Block C Computer Numerical Control Lathe (20 Questions)**

| Task                   | Sub-Tasks                                     | Rating      |
|------------------------|---|-------------|
| 10. Sets up CNC Lathe. | 10.01 Selects program.                        | 0 1 2 3 4 5 |
|                        | 10.02 Selects tool holders and cutters.       | 0 1 2 3 4 5 |
|                        | 10.03 Selects work holding devices.           | 0 1 2 3 4 5 |
|                        | 10.04 Establishes tool lengths and diameters. | 0 1 2 3 4 5 |
|                        | 10.05 Establishes workpiece offsets.          | 0 1 2 3 4 5 |
|                        | 10.06 Adjusts tool offsets.                   | 0 1 2 3 4 5 |
|                        | 10.07 Selects accessories.                    | 0 1 2 3 4 5 |
|                        | 10.08 Selects electronic probing systems.     | 0 1 2 3 4 5 |

| Task                      | Sub-Tasks                                | Rating      |
|---------------------------|--|-------------|
| 11. Initiates operations. | 11.01 Operates manually.                 | 0 1 2 3 4 5 |
|                           | 11.02 Initiates Manual Data Input (MDI). | 0 1 2 3 4 5 |

|  |                                    |             |
|--|------------------------------------|-------------|
|  | 11.03 Performs dry run.            | 0 1 2 3 4 5 |
|  | 11.04 Verifies program.            | 0 1 2 3 4 5 |
|  | 11.05 Performs editing activities. | 0 1 2 3 4 5 |
|  | 11.06 Performs first cycle.        | 0 1 2 3 4 5 |

| Task                     | Sub-Tasks  | Rating      |
|--------------------------|--|-------------|
| 12. Maintains CNC Lathe. | 12.01 Implements tool management.                        | 0 1 2 3 4 5 |
|                          | 12.02 Performs general preventative machine maintenance. | 0 1 2 3 4 5 |
|                          | 12.03 Troubleshoots CNC Lathe.                           | 0 1 2 3 4 5 |

**Block D Computer Numerical Control Mill (27 Questions)**

| Task                  | Sub-Tasks                                     | Rating      |
|-----------------------|---|-------------|
| 13. Sets up CNC Mill. | 13.01 Selects program.                        | 0 1 2 3 4 5 |
|                       | 13.02 Selects tool holders and cutters.       | 0 1 2 3 4 5 |
|                       | 13.03 Establishes tool lengths and diameters. | 0 1 2 3 4 5 |
|                       | 13.04 Selects work holding devices.           | 0 1 2 3 4 5 |
|                       | 13.05 Establishes fixture offsets.            | 0 1 2 3 4 5 |
|                       | 13.06 Selects accessories.                    | 0 1 2 3 4 5 |

| Task                      | Sub-Tasks                                | Rating      |
|---------------------------|--|-------------|
| 14. Initiates operations. | 14.01 Operates manually.                 | 0 1 2 3 4 5 |
|                           | 14.02 Initiates Manual Data Input (MDI). | 0 1 2 3 4 5 |
|                           | 14.03 Performs dry run.                  | 0 1 2 3 4 5 |
|                           | 14.04 Verifies program.                  | 0 1 2 3 4 5 |

|  |                                    |             |
|--|------------------------------------|-------------|
|  | 14.05 Performs editing activities. | 0 1 2 3 4 5 |
|  | 14.06 Performs first cycle.        | 0 1 2 3 4 5 |

| Task                    | Sub-Tasks  | Rating      |
|-------------------------|--|-------------|
| 15. Maintains CNC Mill. | 15.01 Implements tool management.                        | 0 1 2 3 4 5 |
|                         | 15.02 Performs general preventative machine maintenance. | 0 1 2 3 4 5 |
|                         | 15.03 Troubleshoots CNC Mill.                            | 0 1 2 3 4 5 |

**Block E Computer Numerical Control Electrical Discharge Machining (EDM) (4 Questions)**

| Task  | Sub-Tasks   | Rating      |
|---|---|-------------|
| 16. Sets up Electrical Discharge Machining (EDM). | 16.01 Selects program.                                | 0 1 2 3 4 5 |
|   | 16.02 Selects electrode material, and grinding media. | 0 1 2 3 4 5 |
|   | 16.03 Selects work holding devices.                   | 0 1 2 3 4 5 |
|   | 16.04 Establishes tool lengths and diameters.         | 0 1 2 3 4 5 |
|   | 16.05 Establishes fixture offsets.                    | 0 1 2 3 4 5 |
|   | 16.06 Establishes tool offsets.                       | 0 1 2 3 4 5 |
|   | 16.07 Selects accessories.                            | 0 1 2 3 4 5 |

| Task                      | Sub-Tasks                                | Rating      |
|---------------------------|--|-------------|
| 17. Initiates operations. | 17.01 Operates manually.                 | 0 1 2 3 4 5 |
|                           | 17.02 Initiates Manual Data Input (MDI). | 0 1 2 3 4 5 |
|                           | 17.03 Performs dry run.                  | 0 1 2 3 4 5 |

|  |                                    |             |
|--|------------------------------------|-------------|
|  | 17.04 Verifies program.            | 0 1 2 3 4 5 |
|  | 17.05 Performs editing activities. | 0 1 2 3 4 5 |
|  | 17.06 Performs first cycle.        | 0 1 2 3 4 5 |

| Task  | Sub-Tasks   | Rating      |
|---|---|-------------|
| 18. Maintains Electrical Discharge Machining (EDM). | 18.01 Implements tool management.                         | 0 1 2 3 4 5 |
|   | 18.02 Performs general preventative machine maintenance.  | 0 1 2 3 4 5 |
|   | 18.03 Troubleshoots Electrical Discharge Machining (EDM). | 0 1 2 3 4 5 |

**Block F Computer Numerical Control Grinder (4 Questions)**

| Task                     | Sub-Tasks                                   | Rating      |
|--------------------------|---|-------------|
| 19. Sets up CNC Grinder. | 19.01 Selects program.                      | 0 1 2 3 4 5 |
|                          | 19.02 Selects grinding media.               | 0 1 2 3 4 5 |
|                          | 19.03 Selects work holding devices.         | 0 1 2 3 4 5 |
|                          | 19.04 Establishes tool length and diameter. | 0 1 2 3 4 5 |
|                          | 19.05 Establishes fixture offsets.          | 0 1 2 3 4 5 |
|                          | 19.06 Establishes tool offsets.             | 0 1 2 3 4 5 |
|                          | 19.07 Selects accessories.                  | 0 1 2 3 4 5 |

| Task                      | Sub-Tasks                                | Rating      |
|---------------------------|--|-------------|
| 20. Initiates operations. | 20.01 Operates manually.                 | 0 1 2 3 4 5 |
|                           | 20.02 Initiates Manual Data Input (MDI). | 0 1 2 3 4 5 |
|                           | 20.03 Performs dry run.                  | 0 1 2 3 4 5 |
|                           | 20.04 Verifies program.                  | 0 1 2 3 4 5 |

|  |                                    |             |
|--|------------------------------------|-------------|
|  | 20.05 Performs editing activities. | 0 1 2 3 4 5 |
|  | 20.06 Performs first cycle.        | 0 1 2 3 4 5 |

| Task                       | Sub-Tasks   | Rating      |
|----------------------------|---|-------------|
| 21. Maintains CNC Grinder. | 21.01 Implements grinding wheel and work holder devices management. | 0 1 2 3 4 5 |
|                            | 21.02 Performs general preventative machine maintenance.            | 0 1 2 3 4 5 |
|                            | 21.03 Troubleshoots CNC Grinder.                                    | 0 1 2 3 4 5 |

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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