

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 10,800 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.

Rev. 04/17

Block A Common Occupational Skills (11 Questions)

Task	Sub-Tasks	Rating
1. Uses and maintains tools and equipment.	1.01 Maintains tools and equipment.	0 1 2 3 4 5
	1.02 Uses hoisting and lifting equipment.	0 1 2 3 4 5
	1.03 Operates access equipment.	0 1 2 3 4 5
	1.04 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Performs general maintenance and inspections.	2.01 Maintains fluids.	0 1 2 3 4 5
	2.02 Services fasteners, sealing devices, adhesives and gaskets.	0 1 2 3 4 5
	2.03 Services hoses, tubing, piping and fittings.	0 1 2 3 4 5
	2.04 Services bearings and seals.	0 1 2 3 4 5
	2.05 Services safety features.	0 1 2 3 4 5
	2.06 Performs scheduled maintenance procedures.	0 1 2 3 4 5
	2.07 Identifies operational faults.	0 1 2 3 4 5
	2.08 Performs operational check-out.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Uses documentation and reference materials.	0 1 2 3 4 5
	3.02 Completes documentation.	0 1 2 3 4 5
	3.03 Communicates with others.	0 1 2 3 4 5
	3.04 Prepares job action plan.	0 1 2 3 4 5
	3.05 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Performs routine trade activities.	4.01 Heats materials.	0 1 2 3 4 5
	4.02 Cools materials.	0 1 2 3 4 5
	4.03 Cuts materials.	0 1 2 3 4 5
	4.04 Welds materials.	0 1 2 3 4 5
	4.05 Cleans parts and materials.	0 1 2 3 4 5

Block B Engines and Engine Support Systems (21 Questions)

Task	Sub-Tasks	Rating
5. Diagnoses engines and engine support systems.	5.01 Diagnoses base engine.	0 1 2 3 4 5
	5.02 Diagnoses lubrication systems.	0 1 2 3 4 5
	5.03 Diagnoses cooling systems.	0 1 2 3 4 5
	5.04 Diagnoses intake and exhaust systems.	0 1 2 3 4 5
	5.05 Diagnoses fuel systems.	0 1 2 3 4 5
	5.06 Diagnoses engine control systems.	0 1 2 3 4 5
	5.07 Diagnoses emission control systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Repairs engines and engine support systems.	6.01 Repairs base engines.	0 1 2 3 4 5
	6.02 Repairs lubrication systems.	0 1 2 3 4 5
	6.03 Repairs cooling systems.	0 1 2 3 4 5
	6.04 Repairs intake and exhaust systems.	0 1 2 3 4 5
	6.05 Repairs fuel systems.	0 1 2 3 4 5
	6.06 Repairs engine control systems.	0 1 2 3 4 5
	6.07 Repairs emission control systems.	0 1 2 3 4 5

Block C Hydraulic, Hydrostatic and Pneumatic Systems (26 Questions)

Task	Sub-Tasks	Rating
7. Diagnoses hydraulic, hydrostatic and pneumatic systems.	7.01 Diagnoses hydraulic systems.	0 1 2 3 4 5
	7.02 Diagnoses hydrostatic systems.	0 1 2 3 4 5
	7.03 Diagnoses pneumatic systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Repairs hydraulic, hydrostatic and pneumatic systems.	8.01 Repairs hydraulic systems.	0 1 2 3 4 5
	8.02 Repairs hydrostatic systems.	0 1 2 3 4 5
	8.03 Repairs pneumatic systems.	0 1 2 3 4 5

Block D Drivetrain Systems (18 Questions)

Task	Sub-Tasks	Rating
9. Diagnoses drivetrain systems.	9.01 Diagnoses clutch systems.	0 1 2 3 4 5
	9.02 Diagnoses torque converters, fluid couplers and retarders.	0 1 2 3 4 5
	9.03 Diagnoses driveline systems.	0 1 2 3 4 5
	9.04 Diagnoses transmission and transfer case systems.	0 1 2 3 4 5
	9.05 Diagnoses axle and differential systems.	0 1 2 3 4 5
	9.06 Diagnoses final drive systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Repairs drivetrain systems.	10.01 Repairs clutch systems.	0 1 2 3 4 5
	10.02 Repairs torque converters, fluid couplers and retarders.	0 1 2 3 4 5
	10.03 Repairs driveline systems.	0 1 2 3 4 5

	10.04 Repairs transmission and transfer case systems.	0 1 2 3 4 5
	10.05 Repairs axle and differential systems.	0 1 2 3 4 5
	10.06 Repairs final drive systems.	0 1 2 3 4 5

Block E Steering, Suspension, Brake Systems, Wheel Assemblies and Undercarriage (20 Questions)

Task	Sub-Tasks	Rating
11. Diagnoses steering, suspension, brake systems, wheel assemblies and undercarriage.	11.01 Diagnoses steering systems.	0 1 2 3 4 5
	11.02 Diagnoses suspension systems.	0 1 2 3 4 5
	11.03 Diagnoses brake systems.	0 1 2 3 4 5
	11.04 Repairs wheel assemblies.	0 1 2 3 4 5
	11.05 Diagnoses undercarriage systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Repairs steering, suspension, brake systems, wheel assemblies and undercarriage.	12.01 Repairs steering systems.	0 1 2 3 4 5
	12.02 Repairs suspension systems.	0 1 2 3 4 5
	12.03 Repairs brake systems.	0 1 2 3 4 5
	12.04 Repairs wheel assemblies.	0 1 2 3 4 5
	12.05 Repairs undercarriage systems.	0 1 2 3 4 5

Block F Electrical and Vehicle Management Systems (24 Questions)

Task	Sub-Tasks	Rating
13. Diagnoses electrical systems.	13.01 Diagnoses starting/charging systems and batteries.	0 1 2 3 4 5
	13.02 Diagnoses electrical components, motors and accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Repairs electrical systems.	14.01 Repairs starting/charging systems and batteries.	0 1 2 3 4 5
	14.02 Repairs electrical components, motors and accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Diagnoses electronic vehicle management systems.	15.01 Reads diagnostic trouble codes (DTCs).	0 1 2 3 4 5
	15.02 Monitors parameters.	0 1 2 3 4 5
	15.03 Interprets test results.	0 1 2 3 4 5
	15.04 Tests system circuitry and components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Repairs electronic vehicle management systems.	16.01 Updates component software.	0 1 2 3 4 5
	16.02 Repairs components.	0 1 2 3 4 5

Block G Environmental Control Systems (8 Questions)

Task	Sub-Tasks	Rating
17. Diagnoses environmental control systems.	17.01 Diagnoses heating systems.	0 1 2 3 4 5
	17.02 Diagnoses ventilation and filtration systems.	0 1 2 3 4 5
	17.03 Diagnoses air conditioning systems.	0 1 2 3 4 5
	17.04 Diagnoses sound suppression systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Repairs environmental control systems.	18.01 Repairs heating systems.	0 1 2 3 4 5

	18.02 Repairs ventilation and filtration systems.	0 1 2 3 4 5
	18.03 Repairs air conditioning systems.	0 1 2 3 4 5
	18.04 Repairs sound suppression systems.	0 1 2 3 4 5

Block H Structural Components, Accessories and Attachments (7 Questions)

Task	Sub-Tasks	Rating
19. Diagnoses structural components, accessories and attachments.	19.01 Diagnoses structural components.	0 1 2 3 4 5
	19.02 Diagnoses operator station components.	0 1 2 3 4 5
	19.03 Diagnoses attachments and accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Repairs structural components, accessories and attachments.	20.01 Performs mechanical repairs on structural components.	0 1 2 3 4 5
	20.02 Repairs operator station components.	0 1 2 3 4 5
	20.03 Repairs attachments and accessories.	0 1 2 3 4 5
	20.04 Installs attachments and accessories.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

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