

**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 4.5 years and accumulated 8,100 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](http://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. 06/17

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**Block A Occupational Skills (15 Questions)**

Task	Sub-Tasks	Rating
1. Interprets occupational documentation.	1.01 Interprets drawings and specifications.	0 1 2 3 4 5
	1.02 Interprets standards, regulations and procedures.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Communicates in the workplace.	2.01 Communicates with co-workers.	0 1 2 3 4 5
	2.02 Communicates with others.	0 1 2 3 4 5
	2.03 Communicates with apprentices.	0 1 2 3 4 5
	2.04 Uses hand signals.	0 1 2 3 4 5
	2.05 Communicates electronically.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Uses and maintains tools and equipment.	3.01 Uses hand tools and measuring equipment.	0 1 2 3 4 5
	3.02 Uses power tools.	0 1 2 3 4 5
	3.03 Uses bending tools and equipment.	0 1 2 3 4 5
	3.04 Uses powder-actuated tools.	0 1 2 3 4 5
	3.05 Uses aerial work platforms.	0 1 2 3 4 5
	3.06 Uses ladders.	0 1 2 3 4 5
	3.07 Uses scaffolding.	0 1 2 3 4 5
	3.08 Uses personal protective equipment (PPE).	0 1 2 3 4 5
	3.09 Uses surveying equipment.	0 1 2 3 4 5
	3.10 Uses welding equipment.	0 1 2 3 4 5
	3.11 Uses thermal and oxy-fuel cutting equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Organizes work.	4.01 Organizes materials and supplies.	0 1 2 3 4 5
	4.02 Marks layouts.	0 1 2 3 4 5
	4.03 Maintains safe work environment.	0 1 2 3 4 5
	4.04 Assesses site hazards.	0 1 2 3 4 5
	4.05 Plans work tasks.	0 1 2 3 4 5

**Block B Rigging and Hoisting (22 Questions)**

Task	Sub-Tasks	Rating
5. Selects rigging equipment.	5.01 Matches load to lift capability.	0 1 2 3 4 5
	5.02 Inspects rigging equipment.	0 1 2 3 4 5
	5.03 Maintains rigging equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Uses hoisting and lifting equipment.	6.01 Uses hoisting equipment.	0 1 2 3 4 5
	6.02 Uses lifting equipment.	0 1 2 3 4 5
	6.03 Attaches rigging to load.	0 1 2 3 4 5

**Block C Cranes (11 Questions)**

Task	Sub-Tasks	Rating
7. Selects, assembles and erects cranes and components.	7.01 Assesses crane site limitations.	0 1 2 3 4 5
	7.02 Determines crane position.	0 1 2 3 4 5
	7.03 Prepares bases.	0 1 2 3 4 5
	7.04 Erects crane and components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Disassembles cranes.	8.01 Disassembles crane components.	0 1 2 3 4 5
	8.02 Prepares crane and components for transport.	0 1 2 3 4 5

**Block D Reinforcing (19 Questions)**

Task	Sub-Tasks	Rating
9. Fabricates on-site.	9.01 Cuts material.	0 1 2 3 4 5
	9.02 Bends material.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Installs reinforcing material.	10.01 Places reinforcing material.	0 1 2 3 4 5
	10.02 Ties material.	0 1 2 3 4 5
	10.03 Joins material.	0 1 2 3 4 5

**Block E Pre-Stresses/Post-Tensions ( 8 Questions)**

Task	Sub-Tasks	Rating
11. Places pre-stressed/post-tensioning systems.	11.01 Lays out profile.	0 1 2 3 4 5
	11.02 Places tendons and accessories.	0 1 2 3 4 5
	11.03 Installs bursting steel and anchorages.	0 1 2 3 4 5
	11.04 Connects tendons to anchors.	0 1 2 3 4 5
	11.05 Protects exposed tendons.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Stresses tendons.	12.01 Sets up stressing equipment.	0 1 2 3 4 5

	12.02 Tensions tendons.	0 1 2 3 4 5
	12.03 Cuts and caps tendons.	0 1 2 3 4 5
	12.04 Removes stressing equipment.	0 1 2 3 4 5
	12.05 De-stresses tendons.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Grouts tendons.	13.01 Sets up grouting equipment.	0 1 2 3 4 5
	13.02 Installs grouts.	0 1 2 3 4 5

**Block F Erection, Assembly and Installation (34 Questions)**

Task	Sub-Tasks	Rating
14. Installs primary and secondary structural members.	14.01 Erects falsework.	0 1 2 3 4 5
	14.02 Attaches structural members.	0 1 2 3 4 5
	14.03 Levels, plumbs and aligns structural members.	0 1 2 3 4 5
	14.04 Completes installation of structural members.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs ornamental components and systems.	15.01 Installs curtain walls and window walls.	0 1 2 3 4 5
	15.02 Installs miscellaneous components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Installs conveyors, machinery and equipment.	16.01 Installs material handling systems.	0 1 2 3 4 5
	16.02 Aligns material handling systems.	0 1 2 3 4 5

	16.03 Places machinery and equipment.	0 1 2 3 4 5
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**Block G Maintenance and Upgrading (11 Questions)**

Task	Sub-Tasks	Rating
17. Repairs components.	17.01 Assesses current condition of components.	0 1 2 3 4 5
	17.02 Field-fabricates components.	0 1 2 3 4 5
	17.03 Replaces components.	0 1 2 3 4 5
	17.04 Performs preventative maintenance.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Dismantles and removes structural, mechanical and miscellaneous components.	18.01 Ensures decommissioning of structure or components.	0 1 2 3 4 5
	18.02 Plans sequence of disassembly.	0 1 2 3 4 5
	18.03 Removes components.	0 1 2 3 4 5

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

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

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