

**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](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.

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**Block A Common Occupational Skills (25 Questions)**

Task	Sub-Tasks	Rating
1. Performs safety-related functions.	1.01 Maintains safe work environment.	0 1 2 3 4 5
	1.02 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.03 Performs lock-out/tag-out procedures.	0 1 2 3 4 5
	1.04 Uses stationary and mobile work platforms.	0 1 2 3 4 5
	1.05 Uses hoisting and rigging equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Uses and maintains tools and equipment.	2.01 Maintains hand and portable power tools.	0 1 2 3 4 5
	2.02 Maintains shop tools and equipment.	0 1 2 3 4 5
	2.03 Uses welding, cutting, soldering and brazing equipment.	0 1 2 3 4 5
	2.04 Maintains measuring and layout equipment.	0 1 2 3 4 5
	2.05 Maintains testing and inspection devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Uses trade-related documentation.	0 1 2 3 4 5
	3.02 Interprets drawings.	0 1 2 3 4 5
	3.03 Organizes materials and equipment for project.	0 1 2 3 4 5
	3.04 Performs basic design and field modifications.	0 1 2 3 4 5

**Block B Fabrication (37 Questions)**

Task	Sub-Tasks	Rating
4. Performs pattern development.	4.01 Develops patterns using triangulation method.	0 1 2 3 4 5
	4.02 Develops patterns using radial line method.	0 1 2 3 4 5

	4.03 Develops patterns using parallel line method.	0 1 2 3 4 5
	4.04 Develops patterns using simple and straight line layout.	0 1 2 3 4 5
	4.05 Uses computer technology for pattern development.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Fabricates sheet metal components for air and material handling systems.	5.01 Cuts ductwork, fittings and flexible connectors.	0 1 2 3 4 5
	5.02 Forms ductwork, fittings and flexible connectors.	0 1 2 3 4 5
	5.03 Insulates ductwork and fittings.	0 1 2 3 4 5
	5.04 Assembles ductwork, fittings and flexible connectors.	0 1 2 3 4 5
	5.05 Fabricates dampers.	0 1 2 3 4 5
	5.06 Fabricates hanger systems, supports and bases.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Fabricates flashing, roofing, sheeting and cladding.	6.01 Cuts metal for flashing, roofing, sheeting and cladding.	0 1 2 3 4 5
	6.02 Forms flashing, roofing, sheeting and cladding.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Fabricates specialty products.	7.01 Cuts material for specialty products.	0 1 2 3 4 5
	7.02 Forms specialty products.	0 1 2 3 4 5
	7.03 Assembles specialty products.	0 1 2 3 4 5
	7.04 Finishes specialty products.	0 1 2 3 4 5

**Block C Air and Material Handling System Installation (38 Questions)**

Task	Sub-Tasks	Rating
8. Prepares installation site.	8.01 Performs on-site measurements.	0 1 2 3 4 5
	8.02 Performs demolitions for renovations.	0 1 2 3 4 5
	8.03 Cuts penetrations.	0 1 2 3 4 5
	8.04 Installs supports and bases.	0 1 2 3 4 5
	8.05 Installs hangers, cables, braces and brackets.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Installs and connects chimneys, breeching and venting to exhaust appliances and mechanical equipment.	9.01 Installs chimney.	0 1 2 3 4 5
	9.02 Connects single appliance or mechanical equipment to chimney.	0 1 2 3 4 5
	9.03 Installs breeching.	0 1 2 3 4 5
	9.04 Connects appliances and mechanical equipment to breeching.	0 1 2 3 4 5
	9.05 Installs high efficiency appliances and mechanical equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Installs air handling system components.	10.01 Installs air handlers, heat recovery ventilators (HRVs) and energy recovery ventilators (ERVs).	0 1 2 3 4 5
	10.02 Installs sheet metal ducts and fittings.	0 1 2 3 4 5
	10.03 Installs dampers.	0 1 2 3 4 5
	10.04 Installs fire dampers.	0 1 2 3 4 5
	10.05 Installs registers, grilles, diffusers and louvers.	0 1 2 3 4 5
	10.06 Installs terminal boxes.	0 1 2 3 4 5
	10.07 Installs coils.	0 1 2 3 4 5
	10.08 Installs system component accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Installs material handling system components.	11.01 Installs pneumatic and gravity material handling system components.	0 1 2 3 4 5
	11.02 Installs mechanical material handling system components.	0 1 2 3 4 5
	11.03 Installs collection and separating devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Applies thermal insulation, lagging, cladding and flashing.	12.01 Applies thermal insulation to components.	0 1 2 3 4 5
	12.02 Applies lagging and cladding to components.	0 1 2 3 4 5
	12.03 Applies flashing to components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Performs leak testing, air balancing and commissioning.	13.01 Performs leak tests.	0 1 2 3 4 5
	13.02 Performs testing, adjusting and balancing (TAB).	0 1 2 3 4 5
	13.03 Participates in the commissioning of building systems.	0 1 2 3 4 5

**Block D Roofing and Specialty Product Installation (11 Questions)**

Task	Sub-Tasks	Rating
14. Installs metal roofing and cladding systems.	14.01 Lays out roof and walls.	0 1 2 3 4 5
	14.02 Installs insulation, isolation material and building envelope.	0 1 2 3 4 5
	14.03 Installs roofing and cladding system components.	0 1 2 3 4 5
	14.04 Seals exposed joints.	0 1 2 3 4 5
	14.05 Installs decking.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Installs exterior components.	15.01 Prepares surface.	0 1 2 3 4 5
	15.02 Fastens exterior components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Installs specialty products.	16.01 Installs stainless steel specialty products.	0 1 2 3 4 5
	16.02 Installs non-stainless steel products.	0 1 2 3 4 5

**Block E Maintenance and Repair (9 Questions)**

Task	Sub-Tasks	Rating
17. Performs scheduled maintenance.	17.01 Performs maintenance inspections.	0 1 2 3 4 5
	17.02 Services components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Repairs faulty systems and components.	18.01 Diagnoses system faults.	0 1 2 3 4 5
	18.02 Repairs worn or faulty components.	0 1 2 3 4 5

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

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

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