

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 within the last 10 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. 01/15

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128, 340-9th St.
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204-726-6365
Fax 204-726-6912

Thompson
118-3 Station Rd.
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Winnipeg
100 -111 Lombard Ave.
R3B 0T4
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Block A Occupational Skills (8 Questions)

Task	Sub-Tasks	Rating
1. Maintains tools and equipment.	1.01 Maintains hand tools.	0 1 2 3 4 5
	1.02 Maintains power tools.	0 1 2 3 4 5
	1.03 Maintains measuring, testing and diagnostic tools.	0 1 2 3 4 5
	1.04 Maintains hoisting and lifting equipment.	0 1 2 3 4 5
	1.05 Maintains personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.06 Maintains staging equipment.	0 1 2 3 4 5
	1.07 Maintains solvent washers and biological parts washers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Uses documentation and reference materials.	0 1 2 3 4 5
	2.02 Communicates with others.	0 1 2 3 4 5
	2.03 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs routine trade activities.	3.01 Uses computer for diagnostics.	0 1 2 3 4 5
	3.02 Maintains fluids, lubricants and coolants.	0 1 2 3 4 5
	3.03 Uses fasteners, sealing devices, adhesives and gaskets.	0 1 2 3 4 5
	3.04 Services hoses, tubing and fittings.	0 1 2 3 4 5
	3.05 Services bearings, bushings and seals.	0 1 2 3 4 5
	3.06 Services filters.	0 1 2 3 4 5
	3.07 Uses welding equipment.	0 1 2 3 4 5
	3.08 Uses cutting equipment.	0 1 2 3 4 5
	3.09 Verifies vehicle repairs.	0 1 2 3 4 5

	3.10 Conducts road tests.	0 1 2 3 4 5
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Block B Engine and Supporting Systems (24 Questions)

Task	Sub-Tasks	Rating
4. Diagnoses engine and supporting systems.	4.01 Diagnoses base engine.	0 1 2 3 4 5
	4.02 Diagnoses cooling system.	0 1 2 3 4 5
	4.03 Diagnoses lubrication system.	0 1 2 3 4 5
	4.04 Diagnoses fuel delivery system.	0 1 2 3 4 5
	4.05 Diagnoses intake and exhaust systems.	0 1 2 3 4 5
	4.06 Diagnoses emission systems for diesel engines.	0 1 2 3 4 5
	4.07 Diagnoses engine management system.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Services engine and supporting systems.	5.01 Services base engine.	0 1 2 3 4 5
	5.02 Services cooling system.	0 1 2 3 4 5
	5.03 Services lubrication system.	0 1 2 3 4 5
	5.04 Services fuel delivery system.	0 1 2 3 4 5
	5.05 Services intake and exhaust systems.	0 1 2 3 4 5
	5.06 Services emission systems for diesel engines.	0 1 2 3 4 5
	5.07 Services engine management system.	0 1 2 3 4 5

Block C Air Systems and Brakes (23 Questions)

Task	Sub-Tasks	Rating
6. Diagnoses air systems and brakes.	6.01 Diagnoses air systems.	0 1 2 3 4 5
	6.02 Diagnoses brake systems.	0 1 2 3 4 5
	6.03 Diagnoses auxiliary braking systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Services air systems and brakes.	7.01 Services air systems.	0 1 2 3 4 5
	7.02 Services brake systems.	0 1 2 3 4 5
	7.03 Services auxiliary braking systems.	0 1 2 3 4 5

Block D Electrical and Electronic Systems (25 Questions)

Task	Sub-Tasks	Rating
8. Diagnoses electrical systems.	8.01 Diagnoses batteries.	0 1 2 3 4 5
	8.02 Diagnoses charging systems.	0 1 2 3 4 5
	8.03 Diagnoses starting systems.	0 1 2 3 4 5
	8.04 Diagnoses electrical components and accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Services electrical systems.	9.01 Services batteries.	0 1 2 3 4 5
	9.02 Services charging systems.	0 1 2 3 4 5
	9.03 Services starting systems.	0 1 2 3 4 5
	9.04 Services electrical components and accessories.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Diagnoses electronic systems.	10.01 Diagnoses spark ignition systems.	0 1 2 3 4 5
	10.02 Diagnoses electronic components and accessories.	0 1 2 3 4 5
	10.03 Diagnoses vehicle management systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Services electronic components.	11.01 Services spark ignition systems.	0 1 2 3 4 5
	11.02 Services electronic components and accessories.	0 1 2 3 4 5
	11.03 Services vehicle management systems.	0 1 2 3 4 5

Block E Drive Train (19 Questions)

Task	Sub-Tasks	Rating
12. Diagnoses drive train.	12.01 Diagnoses clutches.	0 1 2 3 4 5
	12.02 Diagnoses standard transmissions and transfer cases.	0 1 2 3 4 5
	12.03 Diagnoses automatic transmissions.	0 1 2 3 4 5
	12.04 Diagnoses automated transmissions.	0 1 2 3 4 5
	12.05 Diagnoses driveline systems.	0 1 2 3 4 5
	12.06 Diagnoses differentials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Services drive train.	13.01 Services clutches.	0 1 2 3 4 5
	13.02 Services standard transmissions and transfer cases.	0 1 2 3 4 5
	13.03 Services automatic transmissions.	0 1 2 3 4 5
	13.04 Services automated transmissions.	0 1 2 3 4 5

	13.05 Services driveline systems.	0 1 2 3 4 5
	13.06 Services differentials.	0 1 2 3 4 5

Block F Steering, Chassis/Frames, Suspension, Wheels, Hubs and Tires (21 Questions)

Task	Sub-Tasks	Rating
14. Diagnoses steering system, chassis/frames, suspension, wheels, hubs and tires.	14.01 Diagnoses steering system.	0 1 2 3 4 5
	14.02 Diagnoses chassis/frames.	0 1 2 3 4 5
	14.03 Diagnoses suspension.	0 1 2 3 4 5
	14.04 Diagnoses hitches and couplers.	0 1 2 3 4 5
	14.05 Diagnoses tires, wheels and hubs.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Services steering system, chassis/frames, suspension, wheels, hubs and tires.	15.01 Services steering system.	0 1 2 3 4 5
	15.02 Services chassis/frames.	0 1 2 3 4 5
	15.03 Services suspension.	0 1 2 3 4 5
	15.04 Services hitches and couplers.	0 1 2 3 4 5
	15.05 Services tires, wheels and hubs.	0 1 2 3 4 5

Block G Cab (8 Questions)

Task	Sub-Tasks	Rating
16. Diagnoses cab components.	16.01 Diagnoses interior components.	0 1 2 3 4 5
	16.02 Diagnoses exterior components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Services cab components.	17.01 Services interior components.	0 1 2 3 4 5
	17.02 Services exterior components.	0 1 2 3 4 5

Block H Trailers (6 Questions)

Task	Sub-Tasks	Rating
18. Diagnoses trailer components.	18.01 Diagnoses landing gear.	0 1 2 3 4 5
	18.02 Diagnoses trailer body accessories and components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Services trailer components.	19.01 Services landing gear.	0 1 2 3 4 5
	19.02 Services trailer body accessories and components.	0 1 2 3 4 5

Block I Climate Control (8 Questions)

Task	Sub-Tasks	Rating
20. Diagnoses climate control systems.	20.01 Diagnoses heating and ventilation systems.	0 1 2 3 4 5
	20.02 Diagnoses air conditioning systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Services climate control systems.	21.01 Services heating and ventilation systems.	0 1 2 3 4 5
	21.02 Services air conditioning systems.	0 1 2 3 4 5

Block J Hydraulic Systems (8 Questions)

Task	Sub-Tasks	Rating
22. Diagnoses hydraulic systems.	22.01 Diagnoses hydrodynamic systems.	0 1 2 3 4 5
	22.02 Diagnoses hydrostatic systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Services hydraulic systems.	23.01 Services hydrodynamic systems.	0 1 2 3 4 5
	23.02 Services hydrostatic systems.	0 1 2 3 4 5

Name (please print) _____

Signature _____ Date: _____

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