

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 9,600 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. 08/16

Brandon
340-9th St.
R7A 6C2
204-726-6365
Fax 204-726-6912

Thompson
118-3 Station Rd.
R8N 0N3
204-677-6346
Fax 204-677-6689

Winnipeg
100 -111 Lombard Ave.
R3B 0T4
204-945-3337
Fax 204-948-2346

Block A Common Occupational Skills (21 Questions)

| Task | Sub-Tasks | Rating |
|---------------------------------------|---|-------------|
| 1. Performs safety-related functions. | 1.01 Uses personal protective equipment (PPE) and safety equipment. | 0 1 2 3 4 5 |
| | 1.02 Maintains safe work environment. | 0 1 2 3 4 5 |
| | 1.03 Protects the environment. | 0 1 2 3 4 5 |
| | 1.04 Performs lock-out/tag-out and zero energy procedures. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|--|--|-------------|
| 2. Maintains and uses tools and equipment. | 2.01 Maintains hand and portable power tools. | 0 1 2 3 4 5 |
| | 2.02 Maintains precision measuring and layout tools. | 0 1 2 3 4 5 |
| | 2.03 Maintains rigging, hoisting/lifting and moving equipment. | 0 1 2 3 4 5 |
| | 2.04 Maintains welding equipment. | 0 1 2 3 4 5 |
| | 2.05 Uses shop machines. | 0 1 2 3 4 5 |
| | 2.06 Uses access equipment. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|----------------------------------|---|-------------|
| 3. Performs routine trade tasks. | 3.01 Plans work. | 0 1 2 3 4 5 |
| | 3.02 Fabricates workpiece. | 0 1 2 3 4 5 |
| | 3.03 Lubricates systems and components. | 0 1 2 3 4 5 |
| | 3.04 Performs leveling of components and systems. | 0 1 2 3 4 5 |
| | 3.05 Uses fastening and retaining devices. | 0 1 2 3 4 5 |
| | 3.06 Tests metal and other materials using standardized procedures. | 0 1 2 3 4 5 |
| | 3.07 Performs heat treatment of metal. | 0 1 2 3 4 5 |
| | 3.08 Uses mechanical drawings and schematics. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|-----------------------------------|---|-------------|
| 4. Performs measuring and layout. | 4.01 Prepares work area, tools and materials. | 0 1 2 3 4 5 |
| | 4.02 Measures material and components. | 0 1 2 3 4 5 |
| | 4.03 Lays out components. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|---|---|-------------|
| 5. Performs cutting and welding operations. | 5.01 Cuts material with gas and plasma arc cutting equipment | 0 1 2 3 4 5 |
| | 5.02 Joins material using gas welding equipment. | 0 1 2 3 4 5 |
| | 5.03 Welds material using shielded arc welding equipment (SMAW). | 0 1 2 3 4 5 |
| | 5.04 Welds material with gas metal arc welding (GMAW [MIG]) equipment. | 0 1 2 3 4 5 |
| | 5.05 Welds material with gas tungsten arc welding (GTAW [TIG]) equipment. | 0 1 2 3 4 5 |

Block B Rigging, Hoisting/Lifting and Moving (18 Questions)

| Task | Sub-Tasks | Rating |
|--|---|-------------|
| 6. Plans rigging, hoisting/lifting and moving. | 6.01 Determines load. | 0 1 2 3 4 5 |
| | 6.02 Selects rigging equipment. | 0 1 2 3 4 5 |
| | 6.03 Selects hoisting/lifting and moving equipment. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|---------------------------------------|--|-------------|
| 7. Rigs, hoists/lifts and moves load. | 7.01 Secures area. | 0 1 2 3 4 5 |
| | 7.02 Sets up rigging, hoisting/lifting and moving equipment. | 0 1 2 3 4 5 |
| | 7.03 Performs hoist/lift and move. | 0 1 2 3 4 5 |

Block C Mechanical Components and Systems (31 Questions)

| Task | Sub-Tasks | Rating |
|---------------------------|------------------------------|-------------|
| 8. Services prime movers. | 8.01 Installs prime movers. | 0 1 2 3 4 5 |
| | 8.02 Diagnoses prime movers. | 0 1 2 3 4 5 |
| | 8.03 Repairs prime movers. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|---|--|-------------|
| 9. Services shafts, bearings and seals. | 9.01 Installs shafts, bearings and seals. | 0 1 2 3 4 5 |
| | 9.02 Diagnoses shafts, bearings and seals. | 0 1 2 3 4 5 |
| | 9.03 Repairs shafts, bearings and seals. | 0 1 2 3 4 5 |
| | 9.04 Maintains shafts, bearings and seals. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|--|---|-------------|
| 10. Services couplings, clutches and brakes. | 10.01 Installs couplings, clutches and brakes. | 0 1 2 3 4 5 |
| | 10.02 Diagnoses couplings, clutches and brakes. | 0 1 2 3 4 5 |
| | 10.03 Repairs couplings, clutches and brakes. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|--|---|-------------|
| 11. Services chain and belt drive systems. | 11.01 Installs chain and belt drive systems. | 0 1 2 3 4 5 |
| | 11.02 Diagnoses chain and belt drive systems. | 0 1 2 3 4 5 |
| | 11.03 Repairs chain and belt drive systems. | 0 1 2 3 4 5 |
| | 11.04 Maintains chain and belt drive systems. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|----------------------------|-------------------------------|-------------|
| 12. Services gear systems. | 12.01 Installs gear systems. | 0 1 2 3 4 5 |
| | 12.02 Diagnoses gear systems. | 0 1 2 3 4 5 |
| | 12.03 Repairs gear systems. | 0 1 2 3 4 5 |
| | 12.04 Maintains gear systems. | 0 1 2 3 4 5 |

Block D Material Handling/Process Systems (30 Questions)

| Task | Sub-Tasks | Rating |
|--------------------------------|-----------------------------------|-------------|
| 13. Services fans and blowers. | 13.01 Installs fans and blowers. | 0 1 2 3 4 5 |
| | 13.02 Diagnoses fans and blowers. | 0 1 2 3 4 5 |
| | 13.03 Repairs fans and blowers. | 0 1 2 3 4 5 |
| | 13.04 Maintains fans and blowers. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|---------------------------|------------------------------|-------------|
| 14. Services compressors. | 14.01 Installs compressors. | 0 1 2 3 4 5 |
| | 14.02 Diagnoses compressors. | 0 1 2 3 4 5 |
| | 14.03 Repairs compressors. | 0 1 2 3 4 5 |
| | 14.04 Maintains compressors. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|---------------------|------------------------|-------------|
| 15. Services pumps. | 15.01 Installs pumps. | 0 1 2 3 4 5 |
| | 15.02 Diagnoses pumps. | 0 1 2 3 4 5 |
| | 15.03 Repairs pumps. | 0 1 2 3 4 5 |
| | 15.04 Maintains pumps. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|---------------------------------|------------------------------------|-------------|
| 16. Services conveying systems. | 16.01 Installs conveying systems. | 0 1 2 3 4 5 |
| | 16.02 Diagnoses conveying systems. | 0 1 2 3 4 5 |
| | 16.03 Repairs conveying systems. | 0 1 2 3 4 5 |
| | 16.04 Maintains conveying systems. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|--|---|-------------|
| 17. Services process tanks and containers. | 17.01 Installs process tanks and containers. | 0 1 2 3 4 5 |
| | 17.02 Diagnoses process tanks and containers. | 0 1 2 3 4 5 |
| | 17.03 Repairs process tanks and containers. | 0 1 2 3 4 5 |
| | 17.04 Maintains process tanks and containers. | 0 1 2 3 4 5 |

Block E Hydraulic, Pneumatic and Vacuum Systems (20 Questions)

| Task | Sub-Tasks | Rating |
|---------------------------------|------------------------------------|-------------|
| 18. Services hydraulic systems. | 18.01 Installs hydraulic systems. | 0 1 2 3 4 5 |
| | 18.02 Diagnoses hydraulic systems. | 0 1 2 3 4 5 |
| | 18.03 Repairs hydraulic systems. | 0 1 2 3 4 5 |
| | 18.04 Maintains hydraulic systems. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|--|---|-------------|
| 19. Services pneumatic and vacuum systems. | 19.01 Installs pneumatic and vacuum systems. | 0 1 2 3 4 5 |
| | 19.02 Diagnoses pneumatic and vacuum systems. | 0 1 2 3 4 5 |
| | 19.03 Repairs pneumatic and vacuum systems. | 0 1 2 3 4 5 |
| | 19.04 Maintains pneumatic and vacuum systems. | 0 1 2 3 4 5 |

Block F Preventive and Predictive Maintenance, Testing and Commissioning (15 Questions)

| Task | Sub-Tasks | Rating |
|---|--|-------------|
| 20. Performs preventive and predictive maintenance. | 20.01 Performs preventive maintenance activities. | 0 1 2 3 4 5 |
| | 20.02 Performs predictive maintenance activities. | 0 1 2 3 4 5 |
| | 20.03 Schedules preventive and predictive maintenance. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|--|--|-------------|
| 21. Performs specialized testing and analysis. | 21.01 Performs vibration analysis procedures. | 0 1 2 3 4 5 |
| | 21.02 Performs balancing procedures. | 0 1 2 3 4 5 |
| | 21.03 Performs alignment procedures. | 0 1 2 3 4 5 |
| | 21.04 Performs non-destructive testing (NDT) procedures. | 0 1 2 3 4 5 |
| | 21.05 Performs fluid analysis procedures. | 0 1 2 3 4 5 |

| Task | Sub-Tasks | Rating |
|----------------------------|---|-------------|
| 22. Commissions equipment. | 22.01 Commissions mechanical systems and components, and material handling/process systems. | 0 1 2 3 4 5 |
| | 22.02 Commissions hydraulic, pneumatic and vacuum systems. | 0 1 2 3 4 5 |

Name (please print) _____

Signature _____ Date: _____

Apprenticeship Manitoba
100 -111 Lombard Ave.
Winnipeg, MB, R3B 0T4

(204) 945-3337 (Phone) 1-877-978-7233 (Toll Free in Manitoba) (204) 948-2346 (Fax)