

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 3 years and accumulated 5,400 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.

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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 Occupational Skills (17 Questions)

Task	Sub-Tasks	Rating
1. Uses and 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 powder-actuated tools.	0 1 2 3 4 5
	1.04 Uses rigging and hoisting equipment.	0 1 2 3 4 5
	1.05 Uses stationary equipment.	0 1 2 3 4 5
	1.06 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Uses documentation.	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
	2.04 Organizes individual's work tasks.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs routine trade activities.	3.01 Handles construction materials.	0 1 2 3 4 5
	3.02 Perform housekeeping duties.	0 1 2 3 4 5
	3.03 Erects hoarding/enclosures.	0 1 2 3 4 5
	3.04 Installs membranes.	0 1 2 3 4 5
	3.05 Installs insulating materials.	0 1 2 3 4 5
	3.06 Establishes grades and elevations.	0 1 2 3 4 5
	3.07 Performs traffic control.	0 1 2 3 4 5
	3.08 Installs permanent and temporary fencing.	0 1 2 3 4 5

Block B Sitework (17 Questions)

Task	Sub-Tasks	Rating
4. Prepares site.	4.01 Clears site.	0 1 2 3 4 5
	4.02 Sets up site facilities.	0 1 2 3 4 5
	4.03 Assists in installation of pilings.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Performs ground work.	5.01 Locates underground utilities.	0 1 2 3 4 5
	5.02 Performs excavation.	0 1 2 3 4 5
	5.03 Installs excavation shoring.	0 1 2 3 4 5
	5.04 Performs backfill and compaction.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Services site.	6.01 Cleans site.	0 1 2 3 4 5
	6.02 Cleans jobsite facilities.	0 1 2 3 4 5
	6.03 Removes hazardous materials.	0 1 2 3 4 5
	6.04 Controls water runoff.	0 1 2 3 4 5
	6.05 Sets up temporary lighting.	0 1 2 3 4 5
	6.06 Sets up generators and compressors.	0 1 2 3 4 5
	6.07 Performs site restoration.	0 1 2 3 4 5
	6.08 Mans tool crib.	0 1 2 3 4 5
	6.09 Recycles materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Performs basic demolition..	7.01 Cuts materials.	0 1 2 3 4 5

	7.02 Dismantles existing structures and components.	0 1 2 3 4 5
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Task	Sub-Tasks	Rating
8. Performs safety watches.	8.01 Monitors hazardous gases.	0 1 2 3 4 5
	8.02 Performs spark watch.	0 1 2 3 4 5
	8.03 Performs bottle watch.	0 1 2 3 4 5
	8.04 Performs confined space watch.	0 1 2 3 4 5
	8.05 Monitors heaters.	0 1 2 3 4 5

Block C Scaffolding and Access Equipment (14 Questions)

Task	Sub-Tasks	Rating
9. Uses scaffolding.	9.01 Erects scaffolding.	0 1 2 3 4 5
	9.02 Inspects scaffolding.	0 1 2 3 4 5
	9.03 Maintains scaffolding.	0 1 2 3 4 5
	9.04 Tends to scaffold erectors.	0 1 2 3 4 5
	9.05 Dismantles scaffolding.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Uses access equipment.	10.01 Uses ladders.	0 1 2 3 4 5
	10.02 Uses power-elevated work platforms.	0 1 2 3 4 5
	10.03 Inspects access equipment.	0 1 2 3 4 5
	10.04 Maintains access equipment.	0 1 2 3 4 5

Block D Concrete Work (20 Questions)

Task	Sub-Tasks	Rating
11. Forms concrete.	11.01 Installs shoring for formwork.	0 1 2 3 4 5
	11.02 Sets up formwork.	0 1 2 3 4 5

	11.03 Checks assembled formwork.	0 1 2 3 4 5
	11.04 Dismantles formwork.	0 1 2 3 4 5
	11.05 Dismantles formwork.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Places and finishes concrete.	12.01 Mixes concrete.	0 1 2 3 4 5
	12.02 Transports concrete on site.	0 1 2 3 4 5
	12.03 Installs components in concrete.	0 1 2 3 4 5
	12.04 Places concrete.	0 1 2 3 4 5
	12.05 Assists with finishing concrete.	0 1 2 3 4 5
	12.06 Controls concrete curing process.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Modifies concrete.	13.01 Drills/cores concrete.	0 1 2 3 4 5
	13.02 Prepares concrete surface for add-ons.	0 1 2 3 4 5
	13.03 Repairs concrete.	0 1 2 3 4 5
	13.04 Installs concrete joints.	0 1 2 3 4 5
	13.05 Refinishes concrete surfaces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Installs grout, epoxies and caulking.	14.01 Installs grout.	0 1 2 3 4 5
	14.02 Installs epoxies.	0 1 2 3 4 5
	14.03 Installs caulking.	0 1 2 3 4 5

Block E Masonry Work (10 Questions)

Task	Sub-Tasks	Rating
15. Prepares for masonry work.	15.01 Sets up masonry materials.	0 1 2 3 4 5
	15.02 Mixes mortars and grouts.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Tends to bricklayers.	16.01 Cuts masonry units.	0 1 2 3 4 5
	16.02 Installs lintels and rough bucks.	0 1 2 3 4 5
	16.03 Washes masonry units.	0 1 2 3 4 5
	16.04 Assists with the installation of refractory materials.	0 1 2 3 4 5
	16.05 Uses fireproofing materials.	0 1 2 3 4 5

Block F Utilities and Pipeline (12 Questions)

Task	Sub-Tasks	Rating
17. Installs utility piping.	17.01 Installs pipe for water systems.	0 1 2 3 4 5
	17.02 Installs pipe for sewer systems.	0 1 2 3 4 5
	17.03 Installs utility components.	0 1 2 3 4 5
	17.04 Modifies existing pipe.	0 1 2 3 4 5
	17.05 Assists with testing water and sewer lines.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Performs pipeline activities.	18.01 Constructs right of ways.	0 1 2 3 4 5
	18.02 Performs pipeline installation.	0 1 2 3 4 5

Block G Roadwork (10 Questions)

Task	Sub-Tasks	Rating
19. Installs paving materials.	19.01 Places paving materials.	0 1 2 3 4 5
	19.02 Modifies existing paving materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Installs roadwork components.	20.01 Installs barriers.	0 1 2 3 4 5
	20.02 Installs road markings and signs.	0 1 2 3 4 5
	20.03 Installs culverts.	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)