

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. 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. 09/16

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 (16 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

Task	Sub-Tasks	Rating
2. Uses tools and equipment.	2.01 Uses catalogues and price lists.	0 1 2 3 4 5
	2.02 Uses hand tools.	0 1 2 3 4 5
	2.03 Operates power tools.	0 1 2 3 4 5
	2.04 Operates warehouse tools and equipment.	0 1 2 3 4 5
	2.05 Uses measuring and testing tools and equipment.	0 1 2 3 4 5
	2.06 Operates business machines.	0 1 2 3 4 5
	2.07 Uses computers and digital devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Uses work-related documents.	0 1 2 3 4 5
	3.02 Prioritizes tasks.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Communicates with others.	4.01 Communicates in person.	0 1 2 3 4 5
	4.02 Communicates in writing and through illustrations.	0 1 2 3 4 5
	4.03 Communicates by telephone.	0 1 2 3 4 5

Block B Customer Service (32 Questions)

Task	Sub-Tasks	Rating
5. Provides services to retail customers.	5.01 Identifies retail customers' needs.	0 1 2 3 4 5
	5.02 Provides technical information to retail customers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Provides services to wholesale customers.	6.01 Identifies wholesale customers' needs.	0 1 2 3 4 5
	6.02 Provides training opportunities and technical information to wholesale customers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Provides services to internal customers.	7.01 Identifies internal customers' needs.	0 1 2 3 4 5
	7.02 Maintains inventory and records for internal customers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Provides general customer service and support.	8.01 Prepares customer quotes. Identifies parts function.	0 1 2 3 4 5
	8.02 Provides no-fee value-added services and information.	0 1 2 3 4 5
	8.03 Records customer information.	0 1 2 3 4 5
	8.04 Implements product improvement programs (PIP).	0 1 2 3 4 5

Block C Parts Acquisition (31 Questions)

Task	Sub-Tasks	Rating
9. Identifies parts.	9.01 Identifies parts function.	0 1 2 3 4 5
	9.02 Identifies parts application.	0 1 2 3 4 5
	9.03 Identifies parts number.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Sources parts.	10.01 Searches inventory for parts	0 1 2 3 4 5
	10.02 Identifies suppliers.	0 1 2 3 4 5
	10.03 Purchases parts.	0 1 2 3 4 5
	10.04 Arranges shipment of special orders.	0 1 2 3 4 5

Block D Warehousing and Inventory (24 Questions)

Task	Sub-Tasks	Rating
11. Handles parts and materials.	11.01 Maintains storage design layout.	0 1 2 3 4 5
	11.02 Handles sensitive products.	0 1 2 3 4 5
	11.03 Rotates stock.	0 1 2 3 4 5
	11.04 Places inventory in designated location.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Performs inventory control.	12.01 Manages core and warranty inventory.	0 1 2 3 4 5
	12.02 Handles recalls.	0 1 2 3 4 5
	12.03 Maintains stock levels.	0 1 2 3 4 5
	12.04 Participates in periodic physical inventory count.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Performs shipping and receiving duties.	13.01 Verifies estimated time of arrival (ETA).	0 1 2 3 4 5
	13.02 Receives incoming shipment.	0 1 2 3 4 5
	13.03 Resolves order discrepancies.	0 1 2 3 4 5
	13.04 Prepares for shipment.	0 1 2 3 4 5

Block E Business Practices (17 Questions)

Task	Sub-Tasks	Rating
14. Promotes products and services.	14.01 Displays products and literature.	0 1 2 3 4 5
	14.02 Recommends product to customer.	0 1 2 3 4 5
	14.03 Recommends services to customer.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Implements pricing formula.	15.01 Calculates additional costs.	0 1 2 3 4 5
	15.02 Overrides price.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Processes financial transactions.	16.01 Generates invoices.	0 1 2 3 4 5
	16.02 Accepts payments.	0 1 2 3 4 5
	16.03 Processes customer returns.	0 1 2 3 4 5
	16.04 Processes day end reports.	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)