

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 within the last 10 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 and information sheet can be found at www.manitoba.ca/tradecareers under "Skilled Worker."

Instructions

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the Provincial Occupational Analysis (POA). The POA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps.

The link to the POA is www.gov.mb.ca/tce/apprent/apprentice/curriculum.html

Complete the following Work Experience Form and rate your experience for each sub-task. The amount of questions in each section of the certification exam is identified next to each Block title on the WEF

- 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
128, 340-9th St.
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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 (38 Questions)

Task	Sub-Tasks	Rating
1. Selects rigging and hoisting equipment.	1.01 Uses hoisting equipment.	0 1 2 3 4 5
	1.02 Uses rigging equipment.	0 1 2 3 4 5
	1.03 Uses hand signals.	0 1 2 3 4 5
	1.04 Works with cranes.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Uses tools and equipment.	2.01 Uses hand tools.	0 1 2 3 4 5
	2.02 Uses power tools (electric and gas).	0 1 2 3 4 5
	2.03 Uses aerial work platforms.	0 1 2 3 4 5
	2.04 Uses survey equipment.	0 1 2 3 4 5
	2.05 Uses scaffolding and ladders.	0 1 2 3 4 5
	2.06 Uses oxy-fuel cutting equipment.	0 1 2 3 4 5
	2.07 Uses personal protective equipment (PPE).	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Maintains safe work environment.	0 1 2 3 4 5
	3.02 Communicates with others.	0 1 2 3 4 5
	3.03 Coordinates with other trades.	0 1 2 3 4 5
	3.04 Communicates electronically.	0 1 2 3 4 5
	3.05 Organizes materials and supplies.	0 1 2 3 4 5
	3.06 Interprets drawings and specifications.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Maintains Pre-engineered Buildings.	4.01 Repairs damaged components.	0 1 2 3 4 5
	4.02 Strengthens existing structures.	0 1 2 3 4 5

Block B Pre-erection (8 Questions)

Task	Sub-Tasks	Rating
5. Performs site inspections.	5.01 Ensures access to site and building.	0 1 2 3 4 5
	5.02 Checks layout/elevation of foundation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Unloads building components.	6.01 Checks shipment/inventory.	0 1 2 3 4 5
	6.02 Sorts building components.	0 1 2 3 4 5

Block C Structure Erection (26 Questions)

Task	Sub-Tasks	Rating
7. Pre-assembles components.	7.01 Prepares columns.	0 1 2 3 4 5
	7.02 Assembles rafters.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Erects primary structures.	8.01 Stands columns.	0 1 2 3 4 5
	8.02 Erects rafters.	0 1 2 3 4 5
	8.03 Torques bolts.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Erects secondary structures.	9.01 Installs purlins and girts.	0 1 2 3 4 5
	9.02 Installs bracing (temporary and permanent).	0 1 2 3 4 5
	9.03 Frames openings.	0 1 2 3 4 5
	9.04 Installs base angles/channels.	0 1 2 3 4 5
	9.05 Installs canopies and facades.	0 1 2 3 4 5
	9.06 Installs mezzanines.	0 1 2 3 4 5
	9.07 Installs partition walls.	0 1 2 3 4 5

Block D Roofing and Cladding (28 Questions)

Task	Sub-Tasks	Rating
10. Installs cladding and insulates wall systems.	10.01 Lays out wall systems.	0 1 2 3 4 5
	10.02 Installs metal building insulation.	0 1 2 3 4 5
	10.03 Aligns the girts.	0 1 2 3 4 5
	10.04 Installs the wall systems.	0 1 2 3 4 5
	10.05 Installs liner panels.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Installs cladding and insulates roof systems.	11.01 Lays out roof systems.	0 1 2 3 4 5
	11.02 Installs insulation and isolation material.	0 1 2 3 4 5
	11.03 Installs roof systems.	0 1 2 3 4 5
	11.04 Installs roof curbs.	0 1 2 3 4 5
	11.05 Applies sealants.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Installs flashing, gutters and trim.	12.01 Installs windows and doors.	0 1 2 3 4 5
	12.02 Installs exterior flashings including eaves and base flashing.	0 1 2 3 4 5
	12.03 Installs gutters and downspouts.	0 1 2 3 4 5

You have completed the WEF for this provincial trade. If you had difficulty understanding the subtasks and/or would like to obtain a detailed break-down of the subtasks, go to the curriculum information on the Apprenticeship Manitoba website at www.gov.mb.ca/tce/apprent/apprentice/curriculum.html. Scroll down to your trade and select the Provincial Occupational Analysis (POA). How you assess yourself is an important step to prepare for the certification exam.

Name (please print) _____

Signature _____ Date: _____

Apprenticeship Manitoba
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