

**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 10,800 hours, as well as acquired at least 70% scope of the trade. NOTE: This trade has a Practical Exam requirement.

**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](http://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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**Block A Common Occupational Skills (19 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 and maintains machine-tools and tooling.	2.01 Uses hoisting and lifting equipment.	0 1 2 3 4 5
	2.02 Maintains machine-tools and tooling.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Interprets drawings, specifications and applications.	0 1 2 3 4 5
	3.02 Plans project activities.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Performs benchwork.	4.01 Performs layout.	0 1 2 3 4 5
	4.02 Marks material for identification.	0 1 2 3 4 5
	4.03 Inspects workpiece.	0 1 2 3 4 5
	4.04 Finishes workpiece.	0 1 2 3 4 5

**Block B Machine Tool Set-Up and Operation (38 Questions)**

Task	Sub-Tasks	Rating
5. Plans and prepares for machine-tool operations.	5.01 Plans machining sequence.	0 1 2 3 4 5
	5.02 Establishes workpiece datum.	0 1 2 3 4 5
	5.03 Sets up work holding devices in machine-tools.	0 1 2 3 4 5

	5.04 Sets up machine tooling and accessories.	0 1 2 3 4 5
	5.05 Sets up workpiece in machine-tool.	0 1 2 3 4 5
	5.06 Selects speeds and feeds of machine-tools.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Operates conventional drill presses, lathes and milling machines.	6.01 Performs hole making and finishing operations.	0 1 2 3 4 5
	6.02 Turns surfaces using lathe.	0 1 2 3 4 5
	6.03 Faces surfaces using milling machine.	0 1 2 3 4 5
	6.04 Performs parting, grooving and knurling using lathe.	0 1 2 3 4 5
	6.05 Cuts internal and external threads using lathe.	0 1 2 3 4 5
	6.06 Performs profiling, pocketing and slotting using milling machine.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Operates power saws.	7.01 Saws straight and angle cuts.	0 1 2 3 4 5
	7.02 Cuts irregular shapes.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Operates grinders.	8.01 Mounts grinding wheel.	0 1 2 3 4 5
	8.02 Grinds flat surfaces.	0 1 2 3 4 5
	8.03 Grinds profiles and tapered surfaces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Operates computer numerical control (CNC) machines.	9.01 Performs basic CNC programming.	0 1 2 3 4 5
	9.02 Inputs program data into control memory.	0 1 2 3 4 5

	9.03 Sets up workpiece datum.	0 1 2 3 4 5
	9.04 Verifies programs.	0 1 2 3 4 5
	9.05 Monitors machining processes.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Operates Electrical Discharge Machines (EDM).	10.01 Determines flushing methods.	0 1 2 3 4 5
	10.02 Sets cutting conditions.	0 1 2 3 4 5

**Block C Prototypes (13 Questions)**

Task	Sub-Tasks	Rating
11. Develops prototype.	11.01 Selects prototyping technique and materials.	0 1 2 3 4 5
	11.02 Fabricates prototype components.	0 1 2 3 4 5
	11.03 Assembles prototype components.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Proves out prototypes.	12.01 Inspects prototype.	0 1 2 3 4 5
	12.02 Evaluates function of prototype.	0 1 2 3 4 5
	12.03 Resolves malfunction of prototype.	0 1 2 3 4 5

**Block D Heat Treatment (15 Questions)**

Task	Sub-Tasks	Rating
13. Heat treats materials.	13.01 Selects heat treating process.	0 1 2 3 4 5
	13.02 Hardens materials.	0 1 2 3 4 5
	13.03 Tempers materials.	0 1 2 3 4 5
	13.04 Anneals materials.	0 1 2 3 4 5

	13.05 Normalizes materials.	0 1 2 3 4 5
	13.06 Carburizes materials.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Tests heat treated materials.	14.01 Performs visual inspection.	0 1 2 3 4 5
	14.02 Performs hardness test.	0 1 2 3 4 5

**Block E      Production Tool Design and Development (50 Questions)**

Task	Sub-Tasks	Rating
15. Performs basic production tool design.	15.01 Identifies production tool requirements.	0 1 2 3 4 5
	15.02 Prepares shop sketches.	0 1 2 3 4 5
	15.03 Determines production tool material specifications and engineered components.	0 1 2 3 4 5
	15.04 Prepares information for drafting.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Fits and assembles production tools.	16.01 Verifies dimensions of production tool components.	0 1 2 3 4 5
	16.02 Positions production tool components.	0 1 2 3 4 5
	16.03 Performs final assembly.	0 1 2 3 4 5
	16.04 Sets production tool timing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Proves out production tools.	17.01 Sets up production tools.	0 1 2 3 4 5
	17.02 Verifies production part material.	0 1 2 3 4 5

	17.03 Develops blank.	0 1 2 3 4 5
	17.04 Cycles equipment with production tools.	0 1 2 3 4 5
	17.05 Evaluates production part.	0 1 2 3 4 5
	17.06 Checks production tool for damage.	0 1 2 3 4 5
	17.07 Modifies production tools to enhance productivity.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Repairs and maintains production tools.	18.01 Identifies condition of production tools.	0 1 2 3 4 5
	18.02 Identifies repair procedures.	0 1 2 3 4 5
	18.03 Adjusts production tool components.	0 1 2 3 4 5
	18.04 Reconditions production tool components.	0 1 2 3 4 5

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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