

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.

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 (19 Questions)

Task	Sub-Tasks	Rating
1. 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 Maintains gas-actuated tools.	0 1 2 3 4 5
	1.05 Maintains pneumatic tools.	0 1 2 3 4 5
	1.06 Maintains layout and measuring devices.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Communicates with others.	0 1 2 3 4 5
	2.02 Uses documentation.	0 1 2 3 4 5
	2.03 Uses blueprints and drawings.	0 1 2 3 4 5
	2.04 Plans daily tasks.	0 1 2 3 4 5
	2.05 Estimates materials and supplies.	0 1 2 3 4 5
	2.06 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs routine trade activities.	3.01 Performs measurements.	0 1 2 3 4 5
	3.02 Uses scaffolding and access equipment.	0 1 2 3 4 5
	3.03 Uses jigs and templates.	0 1 2 3 4 5
	3.04 Prepares work site.	0 1 2 3 4 5
	3.05 Handles materials, supplies and products.	0 1 2 3 4 5
	3.06 Lays out work.	0 1 2 3 4 5
	3.07 Applies sealants and gaskets.	0 1 2 3 4 5
	3.08 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5

Block B Framing (40 Questions)

Task	Sub-Tasks	Rating
4. Erects non-load bearing steel assemblies.	4.01 Frames non-load bearing walls.	0 1 2 3 4 5
	4.02 Frames spanned ceilings.	0 1 2 3 4 5
	4.03 Frames suspended drywall ceilings.	0 1 2 3 4 5
	4.04 Frames non-load bearing bulkheads.	0 1 2 3 4 5
	4.05 Installs metal door and window frames.	0 1 2 3 4 5
	4.06 Installs wood and metal backing.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Erects load bearing steel assemblies.	5.01 Frames load bearing walls.	0 1 2 3 4 5
	5.02 Frames exterior ceilings and soffits.	0 1 2 3 4 5
	5.03 Frames load bearing bulkheads.	0 1 2 3 4 5
	5.04 Frames load bearing floors.	0 1 2 3 4 5
	5.05 Frames load bearing roofs.	0 1 2 3 4 5

Block C Interior Systems (45 Questions)

Task	Sub-Tasks	Rating
6. Installs wall systems and components.	6.01 Installs demountable walls.	0 1 2 3 4 5
	6.02 Installs drywall.	0 1 2 3 4 5
	6.03 Installs drywall trims and mouldings.	0 1 2 3 4 5
	6.04 Installs security mesh.	0 1 2 3 4 5
	6.05 Installs access panels.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Installs ceiling systems.	7.01 Installs suspended component ceilings.	0 1 2 3 4 5
	7.02 Installs non-suspended ceilings.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Installs access flooring systems.	8.01 Installs pedestals and supporting hardware.	0 1 2 3 4 5
	8.02 Installs flooring panels.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Installs sound barriers and lead radiation shielding.	9.01 Installs sound barriers.	0 1 2 3 4 5
	9.02 Installs lead radiation shielding.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Installs smoke and fire barriers.	10.01 Maintains spray booth.	0 1 2 3 4 5
	10.02 Maintains spray equipment.	0 1 2 3 4 5
	10.03 Encloses beams, columns and staircases to achieve desired fire rating.	0 1 2 3 4 5

Block D Exterior Systems (21 Questions)

Task	Sub-Tasks	Rating
11. Installs insulation and membranes.	11.01 Installs thermal insulation.	0 1 2 3 4 5
	11.02 Installs interior/external membranes.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Prepares surface for exterior finishes.	12.01 Installs exterior sheathing.	0 1 2 3 4 5
	12.02 Installs lath.	0 1 2 3 4 5
	12.03 Installs Exterior Insulation Finish System (EIFS).	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Installs exterior finishes.	13.01 Fabricates panels.	0 1 2 3 4 5
	13.02 Installs pre-manufactured panels.	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)