

**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 9,600 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:

[Province of Manitoba | aesi - Forms and Applications \(gov.mb.ca\)](http://www.gov.mb.ca/aesi)

**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.

**Block A Common Occupational Skills (14 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. Maintains tools and equipment.	2.01 Maintains hand, portable power and pneumatic tools and equipment.	0 1 2 3 4 5
	2.02 Maintains stationary power tools.	0 1 2 3 4 5
	2.03 Maintains finishing equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Interprets prints and drawings.	0 1 2 3 4 5
	3.02 Plans project.	0 1 2 3 4 5
	3.03 Performs basic design.	0 1 2 3 4 5
	3.04 Performs layout of cabinets, furniture and architectural millwork.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Performs routine work practices.	4.01 Handles materials, supplies and products.	0 1 2 3 4 5
	4.02 Fabricates jigs and templates.	0 1 2 3 4 5
	4.03 Builds prototypes.	0 1 2 3 4 5
	4.04 Dry fits components.	0 1 2 3 4 5
	4.05 Selects hardware.	0 1 2 3 4 5
	4.06 Selects adhesives and fasteners.	0 1 2 3 4 5

**Block B Machining (21 Questions)**

Task	Sub-Tasks	Rating
5. Machines components using stationary and portable power tools.	5.01 Breaks out solid wood.	0 1 2 3 4 5
	5.02 Dresses solid wood.	0 1 2 3 4 5
	5.03 Shapes solid wood.	0 1 2 3 4 5
	5.04 Breaks out sheet materials.	0 1 2 3 4 5
	5.05 Machines sheet materials.	0 1 2 3 4 5
	5.06 Machines joints.	0 1 2 3 4 5
	5.07 Performs preliminary sanding.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Machines components using automated equipment.	6.01 Sets up automated equipment.	0 1 2 3 4 5
	6.02 Operates automated equipment.	0 1 2 3 4 5

**Block C Forming and Laminating (12 Questions)**

Task	Sub-Tasks	Rating
7. Creates curved components using wood and composite materials.	7.01 Builds forms.	0 1 2 3 4 5
	7.02 Performs curved laminating.	0 1 2 3 4 5
	7.03 Steam-forms wood.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Laminates wood and composite materials.	8.01 Arranges materials for laminating.	0 1 2 3 4 5
	8.02 Applies adhesive for laminating.	0 1 2 3 4 5
	8.03 Clamps pieces together.	0 1 2 3 4 5

**Block D Veneers and Laminates ( 13 Questions)**

Task	Sub-Tasks	Rating
9. Applies veneers.	9.01 Selects veneers.	0 1 2 3 4 5
	9.02 Prepares veneer and substrate.	0 1 2 3 4 5
	9.03 Adheres veneers to substrates.	0 1 2 3 4 5
	9.04 Performs final clean-up of veneered panels.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Applies laminate sheets.	10.01 Selects laminate sheets.	0 1 2 3 4 5
	10.02 Prepares laminate sheets and substrate.	0 1 2 3 4 5
	10.03 Adheres laminate sheets to substrate.	0 1 2 3 4 5
	10.04 Performs final clean-up of laminated sheets.	0 1 2 3 4 5

**Block E Shop Assembly (24 Questions)**

Task	Sub-Tasks	Rating
11. Assembles cabinets and furniture.	11.01 Assembles cabinet components.	0 1 2 3 4 5
	11.02 Assembles furniture components.	0 1 2 3 4 5
	11.03 Assembles wood components.	0 1 2 3 4 5
	11.04 Combines components into final assemblies.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Assembles architectural millwork products.	12.01 Assembles architectural millwork components in the shop.	0 1 2 3 4 5
	12.02 Assembles architectural fixtures in the shop.	0 1 2 3 4 5

**Block F Finishing (12 Questions)**

Task	Sub-Tasks	Rating
13. Prepares surface for finishing.	13.01 Repairs minor imperfections.	0 1 2 3 4 5
	13.02 Performs final sanding of surfaces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Finishes wood products.	14.01 Prepares finishing materials.	0 1 2 3 4 5
	14.02 Applies finishing material manually.	0 1 2 3 4 5
	14.03 Sprays on finishing material.	0 1 2 3 4 5

**Block G On-Site Assembly and Installation (15 Questions)**

Task	Sub-Tasks	Rating
15. Modifies products to site conditions.	15.01 Cuts access holes on site.	0 1 2 3 4 5
	15.02 Scribes product to fit on site.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Installs cabinets and countertops.	16.01 Performs final on-site assembly and fastening of cabinets and countertops.	0 1 2 3 4 5
	16.02 Finalizes installation of cabinets and countertops.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Installs architectural millwork products and mouldings.	17.01 Performs final on-site assembly and fastening of architectural millwork products.	0 1 2 3 4 5
	17.02 Installs mouldings.	0 1 2 3 4 5
	17.03 Finalizes installation of architectural millwork products.	0 1 2 3 4 5

**Block H Specialized Operations (9 Questions)**

Task	Sub-Tasks	Rating
18. Builds stairs and balustrades.	18.01 Lays out stair and balustrade components.	0 1 2 3 4 5
	18.02 Machines stair and balustrade components.	0 1 2 3 4 5
	18.03 Assembles stairs and balustrades.	0 1 2 3 4 5
	18.04 Installs stairs and balustrades.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Works with solid surface material and custom countertops.	19.01 Breaks out materials.	0 1 2 3 4 5
	19.02 Fabricates solid surface material.	0 1 2 3 4 5
	19.03 Installs solid surface material.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Creates decorative woodwork.	20.01 Performs marquetry. (NOT COMMON CORE)	0 1 2 3 4 5
	20.02 Performs carving. (NOT COMMON CORE)	0 1 2 3 4 5
	20.03 Performs woodturning.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Restores woodwork.	21.01 Repairs woodwork for restoration purposes.	0 1 2 3 4 5
	21.02 Refinishes woodwork.	0 1 2 3 4 5

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

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

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