

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 in this compulsory trade, you must have worked both a minimum of 1.5 years within the last 10 and accumulated 1,500 hours, as well as acquired at least 70% scope of the trade. NOTE: This trade has a Practical Exam requirement.

Note

There is no provision for Designated Trainers in this compulsory trade. Trades Qualifiers can apply to challenge the exam through the TQ 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 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. To access the POA, go to the Trade Profile page at <http://www.gov.mb.ca/wdis/apprenticeship/discover/mbtrades/index.html>. Follow the link to your trade, and click on the Provincial Occupational Analysis (POA).

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 Safety and Sanitation (25 Questions)

Task	Sub-Tasks	Rating
1. Maintains a safe work environment.	1.01 Assesses workplace safety.	0 1 2 3 4 5
	1.02 Cares for common tools and equipment.	0 1 2 3 4 5
	1.03 Handles hazardous materials safely.	0 1 2 3 4 5
	1.04 Practices effective fire prevention.	0 1 2 3 4 5
	1.05 Practices first aid and CPR.	0 1 2 3 4 5
	1.06 Uses proper lifting techniques.	0 1 2 3 4 5
	1.07 Protects clients' children from injury.	0 1 2 3 4 5
	1.08 Uses designated areas for eating and drinking.	0 1 2 3 4 5
	1.09 Maintains an ergonomically balanced workstation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Sanitizes/disinfects and sterilizes.	2.01 Sanitizes workstation.	0 1 2 3 4 5
	2.02 Sanitizes equipment.	0 1 2 3 4 5
	2.03 Sanitizes bedding and towels.	0 1 2 3 4 5
	2.04 Performs housekeeping operations.	0 1 2 3 4 5
	2.05 Sanitizes hands.	0 1 2 3 4 5
	2.06 Sterilizes metal equipment.	0 1 2 3 4 5

Block B Records Management (5 Questions)

Task	Sub-Tasks	Rating
3. Completes client information record.	3.01 Obtains personal information.	0 1 2 3 4 5
	3.02 Obtains medical information.	0 1 2 3 4 5
	3.03 Records treatments.	0 1 2 3 4 5
	3.04 Obtains signature for verification.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Maintains an organized filing system.	4.01 Files routinely and systematically.	0 1 2 3 4 5
	4.02 Updates files.	0 1 2 3 4 5
	4.03 Reviews files.	0 1 2 3 4 5
	4.04 Secures files.	0 1 2 3 4 5

Block C Retail and Salon Management Functions (5 Questions)

Task	Sub-Tasks	Rating
5. Performs reception duties.	5.01 Prepares appointment book.	0 1 2 3 4 5
	5.02 Answers telephone.	0 1 2 3 4 5
	5.03 Schedules appointments.	0 1 2 3 4 5
	5.04 Handles client concerns.	0 1 2 3 4 5
	5.05 Greets and directs clients.	0 1 2 3 4 5
	5.06 Maintains office and waiting area.	0 1 2 3 4 5
	5.07 Completes sales/service transaction.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Performs salon management functions.	6.01 Tallies individual daily intake.	0 1 2 3 4 5
	6.02 Records working hours.	0 1 2 3 4 5
	6.03 Maintains inventory control.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Performs retail sales.	7.01 Displays products.	0 1 2 3 4 5
	7.02 Prices products.	0 1 2 3 4 5
	7.03 Markets products.	0 1 2 3 4 5

Block D Basic Job Skills (20 Questions)

Task	Sub-Tasks	Rating
8. Performs a consultation.	8.01 Introduces client to salon.	0 1 2 3 4 5
	8.02 Orients client to service being provided.	0 1 2 3 4 5
	8.03 Discusses common tools and equipment.	0 1 2 3 4 5
	8.04 Performs analysis for service requested.	0 1 2 3 4 5
	8.05 Recommends treatment or service.	0 1 2 3 4 5
	8.06 Provides post-treatment care information and/or products.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Prepares clients for service.	9.01 Instructs clients to remove personal accessories and/or clothing.	0 1 2 3 4 5
	9.02 Drapes clients.	0 1 2 3 4 5
	9.03 Positions clients.	0 1 2 3 4 5
	9.04 Cleanses treatment area.	0 1 2 3 4 5
	9.05 Performs sensitivity patch test if necessary.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Completes service.	10.01 Removes draping.	0 1 2 3 4 5
	10.02 Assists clients in departure.	0 1 2 3 4 5
	10.03 Advises clients on future service requirement.	0 1 2 3 4 5
	10.04 Performs follow-up contact on service.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Demonstrates professionalism.	11.01 Maintains client confidentiality.	0 1 2 3 4 5
	11.02 Practices ethical behaviour.	0 1 2 3 4 5
	11.03 Dresses appropriately.	0 1 2 3 4 5

	11.04 Practices proper personal hygiene.	0 1 2 3 4 5
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Block E Electrolysis Treatment (45 Questions)

Task	Sub-Tasks	Rating
12. Performs pre-epilation.	12.01 Analyzes skin and hair.	0 1 2 3 4 5
	12.02 Chooses correct filament size.	0 1 2 3 4 5
	12.03 Selects appropriate current.	0 1 2 3 4 5
	12.04 Performs anaphoresis.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Performs electrolysis.	13.01 Uses appropriate current.	0 1 2 3 4 5
	13.02 Inserts disposable sterilized filament.	0 1 2 3 4 5
	13.03 Coagulates tissue.	0 1 2 3 4 5
	13.04 Epilates hair.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Performs post-epilation treatment.	14.01 Applies post-treatment product.	0 1 2 3 4 5
	14.02 Performs cataphoresis.	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)