

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 4.5 years and accumulated 7,650 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.

Rev. 06/17

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 Common Occupational Skills (21 Questions)

Task	Sub-Tasks	Rating
1. Performs safety-related functions.	1.01 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.02 Maintains safe work environment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Maintains tools, equipment and vehicles.	2.01 Maintains hand tools.	0 1 2 3 4 5
	2.02 Maintains power tools.	0 1 2 3 4 5
	2.03 Maintains measuring equipment.	0 1 2 3 4 5
	2.04 Maintains vehicles and motorized equipment.	0 1 2 3 4 5
	2.05 Maintains equipment attachments and trailers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Organizes work.	3.01 Performs site assessments.	0 1 2 3 4 5
	3.02 Uses documentation and reference material.	0 1 2 3 4 5
	3.03 Maintains records.	0 1 2 3 4 5
	3.04 Complies with policies and regulations.	0 1 2 3 4 5
	3.05 Plans daily tasks.	0 1 2 3 4 5
	3.06 Communicates with others.	0 1 2 3 4 5
	3.07 Orders plants and materials.	0 1 2 3 4 5
	3.08 Transports materials.	0 1 2 3 4 5
	3.09 Organizes plants, materials and equipment.	0 1 2 3 4 5
	3.10 Transports equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Participates in marketing and sales.	4.01 Controls inventory.	0 1 2 3 4 5
	4.02 Sells products and services.	0 1 2 3 4 5
	4.03 Maintains customer relations.	0 1 2 3 4 5
	4.04 Prepares estimates.	0 1 2 3 4 5

Block B Horticultural Principles (30 Questions)

Task	Sub-Tasks	Rating
5. Applies horticultural principles.	5.01 Identifies plants and plant requirements.	0 1 2 3 4 5
	5.02 Manages plant health and growing conditions.	0 1 2 3 4 5
	5.03 Prunes plant material.	0 1 2 3 4 5
	5.04 Manages pests, diseases and invasive species.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Applies environmental practices	6.01 Practices environmental stewardship.	0 1 2 3 4 5
	6.02 Selects green infrastructure.	0 1 2 3 4 5

Block C Landscape Construction (42 Questions)

Task	Sub-Tasks	Rating
7. Performs pre-construction activities.	7.01 Participates in basic landscape design activities.	0 1 2 3 4 5
	7.02 Interprets landscape drawings.	0 1 2 3 4 5
	7.03 Participates in job planning activities.	0 1 2 3 4 5
	7.04 Prepares construction site.	0 1 2 3 4 5
	7.05 Performs grading	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Installs hardscape.	8.01 Installs drainage systems.	0 1 2 3 4 5
	8.02 Installs landscape structures.	0 1 2 3 4 5
	8.03 Installs walkway, patio, driveway and parking lot materials.	0 1 2 3 4 5
	8.04 Installs steps and retaining walls.	0 1 2 3 4 5
	8.05 Installs irrigation systems.	0 1 2 3 4 5
	8.06 Installs water features.	0 1 2 3 4 5
	8.07 Installs low voltage landscape lighting.	0 1 2 3 4 5
	8.08 Installs green infrastructure.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Installs softscape.	9.01 Installs growing media.	0 1 2 3 4 5
	9.02 Installs exterior landscape plants.	0 1 2 3 4 5
	9.03 Transplants plants.	0 1 2 3 4 5
	9.04 Installs mulch.	0 1 2 3 4 5
	9.05 Installs turf from seed.	0 1 2 3 4 5
	9.06 Installs sod.	0 1 2 3 4 5
	9.07 Installs erosion control materials.	0 1 2 3 4 5
	9.08 Installs interior landscape plants.	0 1 2 3 4 5

Block D Landscape Maintenance (27 Questions)

Task	Sub-Tasks	Rating
10. Maintains softscape and green infrastructure.	10.01 Maintains growing media.	0 1 2 3 4 5
	10.02 Maintains turfgrass.	0 1 2 3 4 5
	10.03 Maintains interior softscape.	0 1 2 3 4 5

	10.04 Maintains exterior softscape.	0 1 2 3 4 5
	10.05 Propagates plant materials.	0 1 2 3 4 5
	10.06 Repairs softscape.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Maintains hardscape and green infrastructure.	11.01 Maintains green infrastructure.	0 1 2 3 4 5
	11.02 Maintains drainage systems.	0 1 2 3 4 5
	11.03 Maintains walkways, patios, driveways and parking lots.	0 1 2 3 4 5
	11.04 Maintains irrigation systems.	0 1 2 3 4 5
	11.05 Maintains landscape lighting.	0 1 2 3 4 5
	11.06 Maintains water features.	0 1 2 3 4 5
	11.07 Maintains steps and retaining walls.	0 1 2 3 4 5
	11.08 Maintains landscape structures.	0 1 2 3 4 5
	11.09 Practices snow and ice management.	0 1 2 3 4 5
	11.10 Repairs hardscape.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Constructs growing facilities (NOT COMMON CORE)	12.01 Builds growing facilities. (NOT COMMON CORE)	0 1 2 3 4 5
	12.02 Installs growing facility components (NOT COMMON CORE)	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Operates and maintains components of growing facilities. (NOT COMMON CORE)	13.01 Operates growing facility structures and components. (NOT COMMON CORE)	0 1 2 3 4 5

	13.02 Maintains sanitary environment. (NOT COMMON CORE)	0 1 2 3 4 5
	13.03 Operates climate control and components. (NOT COMMON CORE)	0 1 2 3 4 5
	13.04 Operate irrigation and fertigation systems. (NOT COMMON CORE)	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Maintains greenhouse crops. (NOT COMMON CORE)	14.01 Propagates greenhouse plant materials. (NOT COMMON CORE)	0 1 2 3 4 5
	14.02 Transplants greenhouse plants. (NOT COMMON CORE)	0 1 2 3 4 5
	14.03 Grows greenhouse crops. (NOT COMMON CORE)	0 1 2 3 4 5
	14.04 Harvests greenhouse crops. (NOT COMMON CORE)	0 1 2 3 4 5
	14.05 Ships greenhouse crops. (NOT COMMON CORE)	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Maintains nursery plants. (NOT COMMON CORE)	15.01 Propagates field and container crops. (NOT COMMON CORE)	0 1 2 3 4 5
	15.02 Transplants field and container crops. (NOT COMMON CORE)	0 1 2 3 4 5
	15.03 Grows field and container crops. (NOT COMMON CORE)	0 1 2 3 4 5
	15.04 Harvests field and container crops. (NOT COMMON CORE)	
	15.05 Ships field and container crops. (NOT COMMON CORE)	

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)