

**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 (12 Questions)**

| Task               | Sub-Tasks   | Rating      |
|--------------------|---|-------------|
| 1. Organizes work. | 1.01 Interprets documentation.                                      | 0 1 2 3 4 5 |
|                    | 1.02 Plans sequence of operations.                                  | 0 1 2 3 4 5 |
|                    | 1.03 Maintains safe work environment.                               | 0 1 2 3 4 5 |
|                    | 1.04 Uses personal protective equipment (PPE) and safety equipment. | 0 1 2 3 4 5 |
|                    | 1.05 Uses hoisting, lifting and rigging equipment.                  | 0 1 2 3 4 5 |

| Task                             | Sub-Tasks                                | Rating      |
|----------------------------------|--|-------------|
| 2. Processes workpiece material. | 2.01 Selects workpiece material.         | 0 1 2 3 4 5 |
|                                  | 2.02 Performs layout.                    | 0 1 2 3 4 5 |
|                                  | 2.03 Marks workpiece for identification. | 0 1 2 3 4 5 |
|                                  | 2.04 Performs basic heat treatment.      | 0 1 2 3 4 5 |
|                                  | 2.05 Tests workpiece materials.          | 0 1 2 3 4 5 |
|                                  | 2.06 Deburrs workpiece.                  | 0 1 2 3 4 5 |
|                                  | 2.07 Sketches parts.                     | 0 1 2 3 4 5 |

| Task                               | Sub-Tasks                                 | Rating      |
|------------------------------------|---|-------------|
| 3. Maintains machines and tooling. | 3.01 Cleans machines.                     | 0 1 2 3 4 5 |
|                                    | 3.02 Lubricates machines.                 | 0 1 2 3 4 5 |
|                                    | 3.03 Sharpens tooling.                    | 0 1 2 3 4 5 |
|                                    | 3.04 Applies cutting fluids and coolants. | 0 1 2 3 4 5 |
|                                    | 3.05 Troubleshoots equipment.             | 0 1 2 3 4 5 |
|                                    | 3.06 Maintains machine alignment.         | 0 1 2 3 4 5 |
|                                    | 3.07 Maintains inspection equipment.      | 0 1 2 3 4 5 |

**Block B Bench Work (12 Questions)**

| Task                        | Sub-Tasks                             | Rating      |
|-----------------------------|---------------------------------------|-------------|
| 4. Performs hand processes. | 4.01 Files workpiece.                 | 0 1 2 3 4 5 |
|                             | 4.02 Saws workpiece.                  | 0 1 2 3 4 5 |
|                             | 4.03 Performs hole-making operations. | 0 1 2 3 4 5 |
|                             | 4.04 Performs threading operations.   | 0 1 2 3 4 5 |
|                             | 4.05 Installs thread inserts.         | 0 1 2 3 4 5 |
|                             | 4.06 Broaches workpiece.              | 0 1 2 3 4 5 |
|                             | 4.07 Performs pressing operations.    | 0 1 2 3 4 5 |
|                             | 4.08 Bends workpiece.                 | 0 1 2 3 4 5 |
|                             | 4.09 Finishes workpiece.              | 0 1 2 3 4 5 |

| Task                       | Sub-Tasks                     | Rating      |
|----------------------------|-------------------------------|-------------|
| 5. Refurbishes components. | 5.01 Disassembles components. | 0 1 2 3 4 5 |
|                            | 5.02 Analyzes components.     | 0 1 2 3 4 5 |
|                            | 5.03 Assembles components.    | 0 1 2 3 4 5 |

**Block C Drill Presses (11 Questions)**

| Task                      | Sub-Tasks   | Rating      |
|---------------------------|---|-------------|
| 6. Sets up drill presses. | 6.01 Selects drill press types.   | 0 1 2 3 4 5 |
|                           | 6.02 Plans drill press sequence.  | 0 1 2 3 4 5 |
|                           | 6.03 Selects drill press speeds and feeds.                              | 0 1 2 3 4 5 |
|                           | 6.04 Sets up jigs, fixtures and work holding devices for drill presses. | 0 1 2 3 4 5 |
|                           | 6.05 Sets up tooling for drill presses.                                 | 0 1 2 3 4 5 |

| Task                       | Sub-Tasks  | Rating      |
|----------------------------|--|-------------|
| 7. Operates drill presses. | 7.01 Drills holes using a drill press.   | 0 1 2 3 4 5 |
|                            | 7.02 Cuts countersinks, counterbores, chamfers and spot faces using a drill press. | 0 1 2 3 4 5 |
|                            | 7.03 Performs tapping using a drill press.   | 0 1 2 3 4 5 |
|                            | 7.04 Finishes holes using a drill press.   | 0 1 2 3 4 5 |

**Block D Conventional Lathes (31 Questions)**

| Task                            | Sub-Tasks  | Rating      |
|---------------------------------|--|-------------|
| 8. Sets up conventional lathes. | 8.01 Selects conventional lathe types.                     | 0 1 2 3 4 5 |
|                                 | 8.02 Plans sequence of operations for conventional lathes. | 0 1 2 3 4 5 |
|                                 | 8.03 Sets up work holding devices for conventional lathes. | 0 1 2 3 4 5 |
|                                 | 8.04 Sets up tooling for conventional lathes.              | 0 1 2 3 4 5 |
|                                 | 8.05 Sets up conventional lathe accessories.               | 0 1 2 3 4 5 |
|                                 | 8.06 Sets up workpiece on conventional lathe.              | 0 1 2 3 4 5 |
|                                 | 8.07 Selects conventional lathe speeds and feeds.          | 0 1 2 3 4 5 |
|                                 | 8.08 Sets up eccentrics on conventional lathes.            | 0 1 2 3 4 5 |

| Task                             | Sub-Tasks  | Rating      |
|----------------------------------|--|-------------|
| 9. Operates conventional lathes. | 9.01 Turns external surfaces using a conventional lathe. | 0 1 2 3 4 5 |
|                                  | 9.02 Bores holes using a conventional lathe.             | 0 1 2 3 4 5 |
|                                  | 9.03 Faces surfaces using a conventional lathe.          | 0 1 2 3 4 5 |
|                                  | 9.04 Turns tapers on a conventional lathe.               | 0 1 2 3 4 5 |
|                                  | 9.05 Knurls using a conventional lathe.                  | 0 1 2 3 4 5 |
|                                  | 9.06 Parts off workpiece using a conventional lathe.     | 0 1 2 3 4 5 |
|                                  | 9.07 Drills using a conventional lathe.                  | 0 1 2 3 4 5 |
|                                  | 9.08 Reams holes using a conventional lathe.             | 0 1 2 3 4 5 |

|  |   |             |
|--|---|-------------|
|  | 9.09 Cuts grooves using a conventional lathe. | 0 1 2 3 4 5 |
|  | 9.10 Cuts threads using a conventional lathe. | 0 1 2 3 4 5 |

**Block E Conventional Milling Machines (32 Questions)**

| Task                                       | Sub-Tasks   | Rating      |
|--|---|-------------|
| 10. Sets up conventional milling machines. | 10.01 Selects conventional milling machine types.                     | 0 1 2 3 4 5 |
|  | 10.02 Plans milling sequence.   | 0 1 2 3 4 5 |
|  | 10.03 Sets up work holding devices for conventional milling machines. | 0 1 2 3 4 5 |
|  | 10.04 Sets up tooling for conventional milling machines.              | 0 1 2 3 4 5 |
|  | 10.05 Sets up milling accessories.                                    | 0 1 2 3 4 5 |
|  | 10.06 Sets up workpiece on a conventional milling machine.            | 0 1 2 3 4 5 |
|  | 10.07 Selects conventional milling machine speeds and feeds.          | 0 1 2 3 4 5 |

| Task  | Sub-Tasks  | Rating      |
|---|--|-------------|
| 11. Operates conventional milling machines. | 11.01 Mills surfaces using a conventional milling machine.   | 0 1 2 3 4 5 |
|   | 11.02 Mills profiles and pockets using a conventional milling machine.                               | 0 1 2 3 4 5 |
|   | 11.03 Mills slots, grooves and keyways using a conventional milling machine.                         | 0 1 2 3 4 5 |
|   | 11.04 Cuts gears and splines using a conventional milling machine.                                   | 0 1 2 3 4 5 |
|   | 11.05 Drills holes using a conventional milling machine.   | 0 1 2 3 4 5 |
|   | 11.06 Reams holes using a conventional milling machine.  | 0 1 2 3 4 5 |
|   | 11.07 Cuts countersinks, counterbores, chamfers and spot faces using a conventional milling machine. | 0 1 2 3 4 5 |

|  |  |             |
|--|--|-------------|
|  | 11.08 Performs tapping using a conventional milling machine. | 0 1 2 3 4 5 |
|  | 11.09 Bores holes using a conventional milling machine.      | 0 1 2 3 4 5 |

**Block F Power Saws (8 Questions)**

| Task                    | Sub-Tasks                                 | Rating      |
|-------------------------|---|-------------|
| 12. Sets up power saws. | 12.01 Selects power saw types.            | 0 1 2 3 4 5 |
|                         | 12.02 Selects saw blades.                 | 0 1 2 3 4 5 |
|                         | 12.03 Installs saw blades.                | 0 1 2 3 4 5 |
|                         | 12.04 Selects power saw speeds and feeds. | 0 1 2 3 4 5 |
|                         | 12.05 Makes power saw adjustments.        | 0 1 2 3 4 5 |
|                         | 12.06 Sets up workpiece on power saw.     | 0 1 2 3 4 5 |

| Task                     | Sub-Tasks                           | Rating      |
|--------------------------|-------------------------------------|-------------|
| 13. Operates power saws. | 13.01 Saws straight and angle cuts. | 0 1 2 3 4 5 |
|                          | 13.02 Cuts irregular shapes.        | 0 1 2 3 4 5 |

**Block G Precision Grinding Machines (11 Questions)**

| Task                                     | Sub-Tasks   | Rating      |
|--|---|-------------|
| 14. Sets up precision grinding machines. | 14.01 Selects precision grinding machine types.                     | 0 1 2 3 4 5 |
|  | 14.02 Plans grinding sequence.                                      | 0 1 2 3 4 5 |
|  | 14.03 Sets up work holding devices for precision grinding machines. | 0 1 2 3 4 5 |
|  | 14.04 Mounts grinding wheel.  | 0 1 2 3 4 5 |
|  | 14.05 Sets up grinding accessories.                                 | 0 1 2 3 4 5 |
|  | 14.06 Sets up workpiece on precision grinding machines.             | 0 1 2 3 4 5 |

|  |  |             |
|--|--|-------------|
|  | 14.07 Selects precision grinding machine speeds and feeds. | 0 1 2 3 4 5 |
|--|--|-------------|

| Task                                      | Sub-Tasks  | Rating      |
|---|--|-------------|
| 15. Operates precision grinding machines. | 15.01 Grinds flat surfaces using a surface grinder.                  | 0 1 2 3 4 5 |
|   | 15.02 Grinds profiles.   | 0 1 2 3 4 5 |
|   | 15.03 Grinds internal and external cylindrical and tapered surfaces. | 0 1 2 3 4 5 |
|   | 15.04 Grinds tools and cutters.                                      | 0 1 2 3 4 5 |
|   | 15.05 Finishes holes using a honing machine.                         | 0 1 2 3 4 5 |

**Block H Computer Numerical Control (CNC) Machine-Tools (18 Questions)**

| Task                                | Sub-Tasks                                   | Rating      |
|-------------------------------------|---|-------------|
| 16. Performs basic CNC programming. | 16.01 Reviews process documentation.        | 0 1 2 3 4 5 |
|                                     | 16.02 Calculates coordinates for tool path. | 0 1 2 3 4 5 |
|                                     | 16.03 Creates basic program.                | 0 1 2 3 4 5 |
|                                     | 16.04 Inputs program into control memory.   | 0 1 2 3 4 5 |
|                                     | 16.05 Optimizes program.                    | 0 1 2 3 4 5 |

| Task                           | Sub-Tasks   | Rating      |
|--------------------------------|---|-------------|
| 17. Sets up CNC machine-tools. | 17.01 Selects tooling and tool holders for CNC machine-tools. | 0 1 2 3 4 5 |
|                                | 17.02 Sets up tooling and tool holders for CNC machine-tools. | 0 1 2 3 4 5 |
|                                | 17.03 Sets up workpiece on CNC machine-tool.                  | 0 1 2 3 4 5 |
|                                | 17.04 Establishes work datum.                                 | 0 1 2 3 4 5 |
|                                | 17.05 Verifies program.                                       | 0 1 2 3 4 5 |

| Task                            | Sub-Tasks                           | Rating      |
|---------------------------------|-------------------------------------|-------------|
| 18. Operates CNC machine-tools. | 18.01 Adjusts offsets.              | 0 1 2 3 4 5 |
|                                 | 18.02 Monitors machining processes. | 0 1 2 3 4 5 |
|                                 | 18.03 Interrupts program cycle.     | 0 1 2 3 4 5 |
|                                 | 18.04 Restarts program cycle.       | 0 1 2 3 4 5 |

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

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

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