

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 within the last 10 and accumulated 8,100 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 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/mbrtrades/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 Occupational Skills (5 Questions)

Task	Sub-Tasks	Rating
1. Uses tools and equipment.	1.01 Uses personal protective equipment (PPE) and safety equipment.	0 1 2 3 4 5
	1.02 Uses hand tools.	0 1 2 3 4 5
	1.03 Uses power tools.	0 1 2 3 4 5
	1.04 Uses and tests diagnostic tools.	0 1 2 3 4 5
	1.05 Uses cutting and heating tools and equipment.	0 1 2 3 4 5
	1.06 Uses hoisting, lifting and securing equipment.	0 1 2 3 4 5
	1.07 Uses measuring tools.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Uses documentation and reference tools.	0 1 2 3 4 5
	2.02 Communicates with others	0 1 2 3 4 5
	2.03 Plans daily tasks.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs routine trade activities.	3.01 Maintains safe work environment.	0 1 2 3 4 5
	3.02 Uses fasteners, sealants, adhesives and gaskets.	0 1 2 3 4 5
	3.03 Cleans parts and components.	0 1 2 3 4 5
	3.04 Lubricates parts and components.	0 1 2 3 4 5
	3.05 Maintains fluids and lubricants.	0 1 2 3 4 5
	3.06 Maintains bearings/bushings and seals.	0 1 2 3 4 5
	3.07 Verifies equipment installations and repairs.	0 1 2 3 4 5

Block B Engine and Engine Support Systems (15 Questions)

Task	Sub-Tasks	Rating
4. Performs engine diagnostics.	4.01 Diagnoses two-stroke engines.	0 1 2 3 4 5
	4.02 Diagnoses four-stroke engines.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Repairs engines and engine support systems.	5.01 Repairs two-stroke engines.	0 1 2 3 4 5
	5.02 Repairs four-stroke engines.	0 1 2 3 4 5

Block C Drivetrains (19 Questions)

Task	Sub-Tasks	Rating
6. Diagnoses clutches and primary drive systems.	6.01 Diagnoses automatic clutches.	0 1 2 3 4 5
	6.02 Diagnoses manual-start systems.	0 1 2 3 4 5
	6.03 Diagnoses primary drive belts, pulleys and chains.	0 1 2 3 4 5
	6.04 Diagnoses manual clutches.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Repairs clutches and primary drives.	7.01 Repairs automatic clutches.	0 1 2 3 4 5
	7.02 Repairs manual-start systems.	0 1 2 3 4 5
	7.03 Repairs primary drive belts, pulleys and chains.	0 1 2 3 4 5
	7.04 Repairs manual clutches.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Diagnoses transmissions.	8.01 Diagnoses constant mesh systems.	0 1 2 3 4 5

	8.02 Diagnoses variable-ratio belt transmissions.	0 1 2 3 4 5
	8.03 Diagnoses automatic and fluid-drive transmissions.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Repairs transmissions.	9.01 Repairs constant mesh systems.	0 1 2 3 4 5
	9.02 Repairs variable-ratio belt transmissions.	0 1 2 3 4 5
	9.03 Repairs automatic and fluid-drive transmissions.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Diagnoses final drives.	10.01 Diagnoses final drive shafts and gears.	0 1 2 3 4 5
	10.02 Diagnoses final drive chains, sprockets, belts and pulleys.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Repairs final drives.	11.01 Repairs final drive shafts and gears.	0 1 2 3 4 5
	11.02 Repairs final drive chains sprockets, belts and pulleys.	0 1 2 3 4 5

Block D Chassis, Steering, Suspension, Brakes and Tires (15 Questions)

Task	Sub-Tasks	Rating
12. Diagnoses chassis and steering systems.	12.01 Diagnoses frames and structural components.	0 1 2 3 4 5
	12.02 Diagnoses manual steering systems.	0 1 2 3 4 5
	12.03 Diagnoses electronic and hydraulic steering systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Repairs chassis and steering systems.	13.01 Repairs frames and structural components.	0 1 2 3 4 5
	13.02 Repairs manual steering systems.	0 1 2 3 4 5
	13.03 Repairs electronic and hydraulic steering systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Diagnoses suspensions.	14.01 Diagnoses front suspensions.	0 1 2 3 4 5
	14.02 Diagnoses rear suspensions.	0 1 2 3 4 5
	14.03 Diagnoses wheel/tracks and undercarriages.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Repairs suspensions.	15.01 Repairs front suspensions.	0 1 2 3 4 5
	15.02 Repairs rear suspensions.	0 1 2 3 4 5
	15.03 Repairs wheel/tracks and undercarriages.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Diagnoses braking systems.	16.01 Diagnoses hydraulic braking systems.	0 1 2 3 4 5
	16.02 Diagnoses mechanical braking systems.	0 1 2 3 4 5
	16.03 Diagnoses electric braking systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Repairs braking systems.	17.01 Repairs hydraulic braking systems.	0 1 2 3 4 5
	17.02 Repairs mechanical braking systems.	0 1 2 3 4 5
	17.03 Repairs electric braking systems.	0 1 2 3 4 5

Block E Fuel and Exhaust Systems (19 Questions)

Task	Sub-Tasks	Rating
18. Diagnoses fuel systems.	18.01 Diagnoses carburetors.	0 1 2 3 4 5
	18.02 Diagnoses fuel injection systems.	0 1 2 3 4 5
	18.03 Diagnoses fuel tanks and components.	0 1 2 3 4 5
	18.04 Diagnoses superchargers.	0 1 2 3 4 5
	18.05 Diagnoses air delivery systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Repairs fuel systems.	19.01 Repairs carburetors.	0 1 2 3 4 5
	19.02 Repairs fuel injection systems.	0 1 2 3 4 5
	19.03 Repairs fuel tanks and components.	0 1 2 3 4 5
	19.04 Repairs superchargers.	0 1 2 3 4 5
	19.05 Repairs air delivery systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
20. Diagnoses exhaust systems.	20.01 Diagnoses exhaust components.	0 1 2 3 4 5
	20.02 Diagnoses turbochargers.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Repairs exhaust systems.	21.01 Repairs exhaust components.	0 1 2 3 4 5
	21.02 Repairs turbochargers.	0 1 2 3 4 5

BLOCK F Electrical and Electronic Components (19 Questions)

Task	Sub-Tasks	Rating
22. Diagnoses electrical systems.	22.01 Diagnoses battery and charging systems.	0 1 2 3 4 5
	22.02 Diagnoses ignition systems.	0 1 2 3 4 5
	22.03 Diagnoses starting systems.	0 1 2 3 4 5
	22.04 Diagnoses accessory components.	0 1 2 3 4 5
	22.05 Diagnoses computer management systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Repairs electrical systems.	23.01 Repairs battery and charging systems.	0 1 2 3 4 5
	23.02 Repairs ignition systems.	0 1 2 3 4 5
	23.03 Repairs starting systems.	0 1 2 3 4 5
	23.04 Repairs accessory components.	0 1 2 3 4 5
	23.05 Repairs computer management systems.	0 1 2 3 4 5

BLOCK G Plumbing (2 Questions)

Task	Sub-Tasks	Rating
24. Diagnoses plumbing systems.	24.01 Diagnoses pumps, hoses and components.	0 1 2 3 4 5
	24.02 Diagnoses tanks and ballasts.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
25. Repairs plumbing systems.	25.01 Repairs pumps, hoses and components.	0 1 2 3 4 5
	25.02 Repairs tanks and ballasts.	0 1 2 3 4 5

BLOCK H Assembly and Pre-delivery (3 Questions)

Task	Sub-Tasks	Rating
26. Unit assembly and rigging.	26.01 Pre-inspects new units before assembly.	0 1 2 3 4 5
	26.02 Assembles products according to manufacturers' specifications.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
27. Performs pre-delivery inspection (PDI).	27.01 Performs pre-delivery adjustments.	0 1 2 3 4 5
	27.02 Explains operation of vehicle before delivery.	0 1 2 3 4 5

BLOCK I Marine and Outdoor Power Equipment Components (3 Questions)

Task	Sub-Tasks	Rating
28. Diagnoses operator controls.	28.01 Diagnoses control boxes.	0 1 2 3 4 5
	28.02 Diagnoses hydraulic systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
29. Repairs operator controls.	29.01 Repairs control boxes.	0 1 2 3 4 5
	29.02 Repairs hydraulic systems.	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)