

**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 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 (tradeticket) 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 (6 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. Uses and maintains tools and equipment.	2.01 Maintains hand, electric and pneumatic tools.	0 1 2 3 4 5
	2.02 Maintains measuring, testing and diagnostic equipment.	0 1 2 3 4 5
	2.03 Uses hoisting, lifting, staging and access equipment.	0 1 2 3 4 5
	2.04 Uses welding equipment.	0 1 2 3 4 5
	2.05 Uses gas cutting equipment.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Performs common work practices and procedures.	3.01 Maintains fluids and lubricants.	0 1 2 3 4 5
	3.02 Lubricates parts and components.	0 1 2 3 4 5
	3.03 Cleans parts and components.	0 1 2 3 4 5
	3.04 Uses fasteners, sealants, adhesives and gaskets.	0 1 2 3 4 5
	3.05 Replaces hoses, tubing and fittings.	0 1 2 3 4 5

**Block B Suspension Systems (17 Questions)**

Task	Sub-Tasks	Rating
4. Diagnoses suspension systems.	4.01 Diagnoses air suspension systems.	0 1 2 3 4 5
	4.02 Diagnoses spring suspension systems.	0 1 2 3 4 5
	4.03 Diagnoses rubber block suspension systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Services suspension systems.	5.01 Maintains suspension systems.	0 1 2 3 4 5
	5.02 Repairs air suspension systems.	0 1 2 3 4 5
	5.03 Repairs spring suspension systems.	0 1 2 3 4 5
	5.04 Repairs rubber block suspension systems.	0 1 2 3 4 5

**Block C Brake Systems (25 Questions)**

Task	Sub-Tasks	Rating
6. Diagnoses brake systems.	6.01 Diagnoses disc brake systems.	0 1 2 3 4 5
	6.02 Diagnoses drum brake systems.	0 1 2 3 4 5
	6.03 Diagnoses air brake systems.	0 1 2 3 4 5
	6.04 Diagnoses hydraulic brake systems.	0 1 2 3 4 5
	6.05 Diagnoses electric brake systems.	0 1 2 3 4 5
	6.06 Diagnoses electronic braking control systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
7. Services brake systems.	7.01 Maintains brake systems.	0 1 2 3 4 5
	7.02 Repairs disc brake systems.	0 1 2 3 4 5
	7.03 Repairs drum brake systems.	0 1 2 3 4 5
	7.04 Repairs air brake systems.	0 1 2 3 4 5
	7.05 Repairs hydraulic brake systems.	0 1 2 3 4 5
	7.06 Repairs electric brake systems.	0 1 2 3 4 5
	7.07 Repairs electronic braking control systems.	0 1 2 3 4 5

**Block D Axles and Wheel End Assemblies (16 Questions)**

Task	Sub-Tasks	Rating
8. Diagnoses axles and wheel end assemblies.	8.01 Diagnoses fixed, self-steering and lift axles.	0 1 2 3 4 5
	8.02 Diagnoses hubs.	0 1 2 3 4 5
	8.03 Diagnoses tires and rims.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Services axles and wheel end assemblies.	9.01 Maintains axles and wheel end assemblies.	0 1 2 3 4 5
	9.02 Repairs fixed axles and hubs.	0 1 2 3 4 5
	9.03 Repairs self-steering and lift axles.	0 1 2 3 4 5
	9.04 Replaces tires and rims.	0 1 2 3 4 5
	9.05 Repairs tires.	0 1 2 3 4 5

**Block E Trailer Chassis, Bodies and Coupling Units (19 Questions)**

Task	Sub-Tasks	Rating
10. Diagnoses trailer chassis and trailer bodies.	10.01 Diagnoses trailer chassis.	0 1 2 3 4 5
	10.02 Diagnoses trailer bodies.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Services trailer chassis and trailer bodies.	11.01 Repairs trailer chassis.	0 1 2 3 4 5
	11.02 Repairs trailer bodies.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
12. Diagnoses coupling units and landing gear.	12.01 Diagnoses coupling units.	0 1 2 3 4 5
	12.02 Diagnoses landing gear.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Services coupling units and landing gear.	13.01 Maintains coupling units.	0 1 2 3 4 5
	13.02 Repairs coupling units.	0 1 2 3 4 5
	13.03 Maintains landing gear.	0 1 2 3 4 5
	13.04 Repairs landing gear.	0 1 2 3 4 5

**Block F Lighting and Wiring Systems (8 Questions)**

Task	Sub-Tasks	Rating
14. Diagnoses lighting and wiring systems.	14.01 Diagnoses lights.	0 1 2 3 4 5
	14.02 Diagnoses wiring and connections.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
15. Services lighting and wiring systems.	15.01 Maintains lighting and wiring systems.	0 1 2 3 4 5
	15.02 Repairs lighting and wiring systems.	0 1 2 3 4 5

**Block G Hydraulic Systems (5 Questions)**

Task	Sub-Tasks	Rating
16. Diagnoses hydraulic systems.	16.01 Diagnoses self-contained hydraulic systems.	0 1 2 3 4 5
	16.02 Diagnoses auxiliary-powered hydraulic systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
17. Services hydraulic systems.	17.01 Maintains hydraulic systems.	0 1 2 3 4 5
	17.02 Repairs hydraulic systems.	0 1 2 3 4 5

**Block H Heating and Refrigeration Units (4 Questions)**

Task	Sub-Tasks	Rating
18. Diagnoses heating and refrigeration units.	18.01 Diagnoses fuel systems.	0 1 2 3 4 5
	18.02 Diagnoses starting and charging systems.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Services heating and refrigeration units.	19.01 Maintains fuel systems.	0 1 2 3 4 5
	19.02 Repairs fuel systems.	0 1 2 3 4 5
	19.03 Maintains charging and starting systems.	0 1 2 3 4 5
	19.04 Repairs charging and starting systems.	0 1 2 3 4 5

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

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

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