A partnership for industry training



For Designated Trainers - Senior Years Apprenticeship Option

Review of Work Experience - Trade of Landscape Technician

NOTE: Effective April 1, 2003, all NEW applicants wanting to train as an apprentice in a designated Manitoba apprenticeship trade must work under the supervision of a certified journeyperson unless a specific Trade Regulation provides accommodation for an alternate arrangement.

In recognition that the Senior Years Apprenticeship Option (SYAO) requires greater flexibility in its administration, an amendment was made to the General Regulation stating that apprentices registered in the SYAO (except in trades that require compulsory certification), can be supervised by an uncertified journeyperson (designated trainer) until **November 1, 2008**. After November 1, 2008, all Senior Years apprentices must be supervised by a certified journeyperson.

If you are not a certified journeyperson, to participate in the SYAO and to qualify as a designated trainer in this trade, you must have:

- experience in 70 per cent of the scope of the trade
- at least five years of work experience in the trade within the last ten years

Please provide the following information:

Your Name	Business Phone	Senior Years Apprentice's I	Name	
Business Name	Business Mailing Address	City/Towr	1	
Will you be supervising and tra	aining a Senior Years Apprentice	?	□Yes	□No
Have you worked full-time as a Landscape Technician in the last five years?			□Yes	□No
Indicate the approximate numb	per of hours you have worked in	the last five years		
In the last ten years, how man	y years have you worked as a La	ndscape Technician?		
Would you consider becoming certified by taking a Trades Qualifications examination?				□No
Would you like information on	qualifying for interprovincial certi	fication through Trades Q	ualification?	
			□Yes	□No
Would you be interested in par	rticipating in certification upgradir	na courses?	□Yes	□No

Please complete the following request outlining your employment history. Use additional paper if required:

Employer (Include Address)	Dates of Employment	Experience (Indicate # months)	Total # Hours

Note: Additional information required on reverse side of page.

Designated Trainer Work Experience Form

To qualify for a Certificate of Qualification with examination, in the **last ten years**, you must have worked a minimum of **5 years (a total of 7500 hours)** performing the following job tasks:

Landscape Technician During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.		
• Front Counter Service Includes Face to Face Customer Service: -assessing customer needs, conducting parts/price searches, selling replacement parts and producing order forms, receipts etc.; and -handling warranties and customer complaints.	%	
• Shop Counter Service Includes Assessing and Completing In-House Work Orders: -assessing in-house requirements, conducting parts search and finalizing work orders.	%	
Wholesale Phone Service Includes: -via the phone, assessing customer needs, conducting parts/price searches, selling replacement parts and producing order forms, receipts, etc.; and -handling warranties and customer complaints.		
Parts Identification and Parts Search Includes: -identifying and verifying parts description; -conducting searches using manual, fiche and electronic media; and -operating in-house and external automated parts systems.	%	
Work Practices and Procedures Includes: -invoicing for parts; -maintaining inventory; -providing shipping/receiving services; and -merchandising/marketing parts/service.	%	
• Other Tasks <i>Includes:</i> any other tasks that you may have been assigned. If applicable, please identify these tasks and give a percentage of time spent working on them.	%	
Total	100%	

I verify that, to the best of my knowledge, the information I am submitting is true and accurate.

Name (please print):		
Signature:		Date:
If Applicable, Name of E	Employer (pleas	se print):
Signature of Employer:		Date:
ATC's Approval Signature	Date	Director, Field Operation's Approval Signature Date

This personal information is being collected under the authority of *The Apprenticeship and Trades Qualifications Act*. The personal information collected on this form will be used for the purpose of renewing your authorization to act as a designated trainer in the trade.

Personal information is protected by the Protection of Privacy provisions of *The Freedom of Information and Protection of Privacy Act.* If you have any questions about the collection of personal information on this form, contact:

Apprenticeship Branch

1010-401 York Avenue Winnipeg MB, R3C 0P8, (204) 945-3337 (Phone) 1-877-978-7233 (Toll Free in Manitoba) (204) 948-2346 (Fax).