Apprenticeship

A partnership for industry training



For Designated Trainers - Senior Years Apprenticeship Option

Review of Work Experience - Machinist

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:

Please provide the following information so we can assess the training and supervision you will be giving

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

your apprentice: Your Name **Business Phone** Senior Years Apprentice's Name Business Mailing Address Business Name City/Town □Yes □No Will you be supervising and training a Senior Years Apprentice? Have you worked full-time as a Machinist the last six years? □Yes □No Indicate the approximate number of hours you have worked in the last six years ___ In the last ten years, how many years have you worked as a Carpenter? _ □Yes □No Would you consider becoming certified by taking a Trades Qualifications examination? Would you like information on qualifying for interprovincial certification through Trades Qualification? □Yes □No □Yes □No Would you be interested in participating in certification upgrading courses? Please complete the following request outlining your employment history. Use additional paper if required: **Employer (Include Address) Dates of Employment** Experience Total # (Indicate # months) Hours

Note: Additional information required on reverse side of page.

Designated Trainer Work Experience Form

Machinist	Percentage of time spent
During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.	performing this task
Lathe Operations Includes: setting up and operating engine lathes, their cutting tools and attachments.	%
Milling Operations Includes: -setting up and operating horizontal, vertical and universal milling machines, their cutters and attachments.	%
Planning and Inspection Includes: interpreting blueprints, planning sequencing operations and inspecting component parts.	%
Benchwork Includes: -selecting and using hand and power tools; -assembling and disassembling mechanical components; and -performing basic heat treatment operations.	%
NC/CNC Includes: -preparing manual parts programs; and -setting up and operating NC/CNC machines.	%
Grinding Operations Includes: setting up and operating surface, cylindrical and tool and cutter grinding machines, their related tools and equipment.	%
Drilling Machine Operations Includes: setting up and operating bench, upright and radial arm drilling machines, their tools and attachments.	%
Electrical Discharge machine Operations Includes: setting up and using conventional and wire EDM's, their tools and equipment.	%
Other Tasks Includes: 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 Er	nployer (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 – General Regulation* and will be used for the purpose of renewing your authorization to act as a designated trainer in the trade. It will not be used or disclosed for other purposes, unless permitted by *The Freedom of Information and Protection of Privacy Act*.

Your 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 or use of your personal information, contact:

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