

Apprenticeship

A partnership for industry training



For Designated Trainers - Senior Years Apprenticeship Option

Review of Work Experience - Trade of Motor Vehicle Mechanic

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 so we can assess the training and supervision you will be giving your apprentice:

 Your Name Business Phone Senior Years Apprentice's Name

 Business Name Business Mailing Address City/Town

Will you be supervising and training a Senior Years Apprentice? Yes No

Have you worked full-time as a Motor Vehicle Mechanic in the last five years? Yes No

Indicate the approximate number of hours you have worked in the last five years _____

In the last ten years, how many years have you worked as a Motor Vehicle Mechanic? _____

Would you consider becoming certified by taking a Trades Qualifications examination? Yes No

Would you like information on qualifying for interprovincial certification through Trades Qualification?
 Yes No

Would you be interested in participating in certification upgrading 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

Motor Vehicle Mechanic	<i>Percentage of time spent performing this task</i>
<i>During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.</i>	
<ul style="list-style-type: none"> • Engine Management Systems <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of engine electronics, emission control, ignition, fuel delivery and air induction components and systems. 	%
<ul style="list-style-type: none"> • Electrical, Electronic and Vacuum Control Systems <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of batteries, charging, starting, body electrical, ventilation and air conditioning and occupant restraint components and systems. 	%
<ul style="list-style-type: none"> • Steering, Suspension and Brake Systems <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of braking systems, tires, wheels, steering linkage and alignments. Also includes suspension systems, manual and power steering components and systems. 	%
<ul style="list-style-type: none"> • Internal Combustion Engines <i>Includes:</i> diagnosis, inspection, repair, replacement and servicing of engine components and systems including cooling. Also includes removing and installing engines. 	%
<ul style="list-style-type: none"> • Drive Line System <i>Includes:</i> diagnosis, inspection, repairs, replacement and servicing of all types of transmissions, transaxles, clutches, transfer cases drive lines, differentials component and systems. 	%
<ul style="list-style-type: none"> • Body Hardware and Trim <i>Includes:</i> repairing of trim and body hardware as well as installing and servicing accessories. 	%
<ul style="list-style-type: none"> • Work Practices <i>Includes:</i> interpretation of manufacturer manuals and data. operating all common shop tools and equipment including basic welding. installing, fastening and sealing devices. 	%
Other Tasks <ul style="list-style-type: none"> • <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 Employer (please 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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