Apprenticeship

A partnership for industry training



For Designated Trainers - Senior Years Apprenticeship Option

Review of Work Experience - Trade of Sheet Metal Worker

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

Note: Additional information required on reverse side of page.

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 □Yes □No Have you worked full-time as a Sheet Metal Worker in the last five years? 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 Sheet Metal Worker? 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 □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

Designated Trainer Work Experience Form

Sheet Metal Worker During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.	Percentage of time spent performing this task
• Installation of HVAC Systems, Materials and System Components Includes: assembling and installing ductwork, equipment and components for HVAC and dust/fume collecting systems; -installing vacuum and material handling systems as well as metal roofing, capping and	%
flashing, eavestrough, breeching, lagging and specialty products.	1
• Fabrication and Assembly of Ducts and Specialty Products Includes: fabricating ducts, roofing sheet metal products, material handling systems, air handling units, food service equipment and specialty products.	%
Preparation of Sheet Metal Products	%
Includes: using hand and power tools and power operated machines and equipment; and -using mechanical fasteners, secures or sealing components using cementing, gluing and sealing agents.	
Pattern Development	
Includes: layout out and developing patterns for sheet metal components using parallel, triangulation, radial line development methods and using computer technology.	%
 Welding Processes Includes: cutting, joining and welding metals using plasma arc, spot weld, oxy-acetylene, arc, MG, TIG and soldering and brazing parts. 	%
Planning and Organizing Work Activities Includes: determining project requirements; -estimating materials, tools, equipment and labour requirements; and -planning work activities.	%
Rigging and Hoisting Includes: inspecting, maintaining and using rigging and hoisting equipment including scaffolds, ladders, harnesses, ropes and slings and related components.	%
Servicing and Maintaining HVAC Systems Includes: repairing air handling, conditioning and distribution equipment; and Balancing air flow in duct systems.	%
• 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 Employer (please print):	
Signature of Employer: Date:	
ATC's Approval Signature Date Director, Field Operation's Approval Signature	 Date