

Work Experience Form - Trades Qualification **Machinist**

*This completed Work Experience Form, Employer letter(s), Statutory Declaration, where applicable and appropriate fee must accompany a **Trades Qualification With Examination** application.*

A statement of work experience is a letter on company letterhead from your employer(s) covering your work experience during the last ten years and must include:

- *exact dates of employment and total hours worked;*
- *a description of all tasks completed with approximate percentage of time spent in each task area.*

Where it is not possible to obtain employer letters due to:

- *self employment,*
- *employer address is unknown, or*
- *cessation of employer's business*

Complete this Work Experience Form and a Statutory Declaration signed by a Notary Public. If you are self-employed, include your full company name, location and registration number.

- *All documents must be submitted in one of the two official languages.*

Fee Schedule

- To apply for an Interprovincial Certificate of Qualification "With Examination".....**\$250.00**
- To apply to take the practical examination required for this trade.....**\$75.00**

*Non refundable fees are payable as a cheque or money order to the **Minister of Finance**. A \$20.00 service fee will be applied to all NSF cheques. You can also pay in person by debit card or by credit card.*

The following information is required in order to qualify for an Interprovincial Certificate of Qualification as a Machinist through the process of **Trades Qualification With Examination**, and/or to challenge the Interprovincial Machinist Examination. Please 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.*

Fees are collected under *The Apprenticeship and Trades Qualification Act* and its Regulations, and information is used to verify hours and place of employment. The information is protected by the provisions of the *Freedom of Information and Protection of Privacy Act*.

This personal information is being collected under the authority of the *Apprenticeship and Trades Qualifications – General Regulation* for the purposes of verifying the number of hours worked in the trade and place of employment. 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 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)

Work Experience Form

To qualify for a Certificate of Qualification with examination, in the **last ten years**, you must have worked a minimum of **6 years (a total of 10,800 hours)** performing the following job tasks:

<h2>Machinist</h2> <p><i>During the last ten years, what percentage of time have you spent performing the following tasks? Percentages must total 100%.</i></p>	<p>Percentage of time spent performing this task</p>
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<ul style="list-style-type: none"> • Lathe Operations <i>Includes:</i> setting up and operating engine lathes, their cutting tools and attachments. 	%
<ul style="list-style-type: none"> • Milling Operations <i>Includes:</i> -setting up and operating horizontal, vertical and universal milling machines, their cutters and attachments. 	%
<ul style="list-style-type: none"> • Planning and Inspection <i>Includes:</i> interpreting blueprints, planning sequencing operations and inspecting component parts. 	%
<ul style="list-style-type: none"> • Benchwork <i>Includes:</i> -selecting and using hand and power tools; -assembling and disassembling mechanical components; and -performing basic heat treatment operations. 	%
<ul style="list-style-type: none"> • NC/CNC <i>Includes:</i> -preparing manual parts programs; and -setting up and operating NC/CNC machines. 	%
<ul style="list-style-type: none"> • Grinding Operations <i>Includes:</i> setting up and operating surface, cylindrical and tool and cutter grinding machines, their related tools and equipment. 	%
<ul style="list-style-type: none"> • Drilling Machine Operations <i>Includes:</i> setting up and operating bench, upright and radial arm drilling machines, their tools and attachments. 	%
<ul style="list-style-type: none"> • Electrical Discharge machine Operations <i>Includes:</i> setting up and using conventional and wire EDM's, their tools and equipment. 	%
<ul style="list-style-type: none"> • 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:** _____

Apprenticeship

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Winnipeg MB R3C 0P8
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MACHINIST INTERPROVINCIAL THEORETICAL EXAMINATION TABLE OF CONTENTS

SECTION	TITLE	QUESTIONS	TOTAL
1	Planning, Preparation and Verification	1 - 24	24
2	Drilling Machine Operations	25 - 35	11
3	Lathe Operations	36 - 64	29
4	Milling Operations	65 - 91	27
5	Sawing Operations	92 - 96	5
6	Grinding Operations	97 - 104	8
7	Numerical Control (NC) / Computer Numerical Control (CNC) Operations	105 - 117	13
8	Horizontal Boring	118 - 122	5
9	Bench Work	123 - 135	13
Total Questions			135

- ◆ This is a multiple-choice examination.
- ◆ Maximum time allowed for this examination is 3 hours.
- ◆ Passing standard is 70%.
- ◆ A diagram booklet is used with this examination.
- ◆ Table of Contents is subject to change without notice.