

Work Experience Form - Trades Qualification *Partsperson*

*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**
*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 a Provincial Certificate of Qualification as a Partsperson through the process of **Trades Qualification With Examination**, and/or to challenge the interprovincial Partsperson 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 **5 years (a total of 9000 hours)** performing the following job tasks:

<p style="text-align: center;">Partsperson</p> <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 style="text-align: center;">Percentage of time spent performing this task</p>
<ul style="list-style-type: none"> • Front Counter Service <i>Includes Face to Face Customer Service:</i> -assessing customer needs, conducting parts/price searches, selling replacement parts and producing order forms, receipts etc.; and -handling warranties and customer complaints. 	%
<ul style="list-style-type: none"> • Shop Counter Service <i>Includes Assessing and Completing In-House Work Orders:</i> -assessing in-house requirements, conducting parts search and finalizing work orders. 	%
<ul style="list-style-type: none"> • Wholesale Phone Service <i>Includes:</i> -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. 	%
<ul style="list-style-type: none"> • Parts Identification and Parts Search <i>Includes:</i> -identifying and verifying parts description; -conducting searches using manual, fiche and electronic media; and -operating in-house and external automated parts systems. 	%
<ul style="list-style-type: none"> • Work Practices and Procedures <i>Includes:</i> -invoicing for parts; -maintaining inventory; -providing shipping/receiving services; and -merchandising/marketing parts/service. 	%
<ul style="list-style-type: none"> • Other Tasks <i>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.</i> 	%
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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PARTSPERSON INTERPROVINCIAL THEORETICAL EXAMINATION TABLE OF CONTENTS

SECTION	TITLE	QUESTIONS	TOTAL
1	FRONT COUNTER SERVICE	1 - 38	38
2	SHOP COUNTER SERVICE	39 - 65	27
3	WHOLESALE PHONE SERVICE	66 - 89	24
4	PARTS IDENTIFICATION AND PARTS SEARCH	90 - 114	25
5	WORK PRACTICES AND PROCEDURES	115 - 125	11
6	ADMINISTRATIVE AND HUMAN RESOURCE FUNCTIONS	126 - 136	11
Total Questions			136

- ◆ 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.