

Work Experience Form - Trades Qualification Sheet Metal Worker

*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 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 Sheet Metal Worker through the process of **Trades Qualification With Examination**, and/or to challenge the Interprovincial Sheet Metal Worker 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:

Sheet Metal Worker	<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"> • Installation of HVAC Systems, Materials and System Components <i>Includes:</i> 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, breaching, lagging and specialty products. 	%
<ul style="list-style-type: none"> • Fabrication and Assembly of Ducts and Specialty Products <i>Includes:</i> fabricating ducts, roofing sheet metal products, material handling systems, air handling units, food service equipment and specialty products. 	%
<ul style="list-style-type: none"> • Preparation of Sheet Metal Products <i>Includes:</i> 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. 	%
<ul style="list-style-type: none"> • Pattern Development <i>Includes:</i> layout out and developing patterns for sheet metal components using parallel, triangulation, radial line development methods and using computer technology. 	%
<ul style="list-style-type: none"> • Welding Processes <i>Includes:</i> cutting, joining and welding metals using plasma arc, spot weld, oxy-acetylene, arc, MG, TIG and soldering and brazing parts. 	%
<ul style="list-style-type: none"> • Planning and Organizing Work Activities <i>Includes:</i> determining project requirements; -estimating materials, tools, equipment and labour requirements; and -planning work activities. 	%
<ul style="list-style-type: none"> • Rigging and Hoisting <i>Includes:</i> inspecting, maintaining and using rigging and hoisting equipment including scaffolds, ladders, harnesses, ropes and slings and related components. 	%
<ul style="list-style-type: none"> • Servicing and Maintaining HVAC Systems <i>Includes:</i> repairing air handling, conditioning and distribution equipment; and Balancing air flow in duct systems. 	%
<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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SHEET METAL WORKER INTERPROVINCIAL THEORETICAL EXAMINATION TABLE OF CONTENTS

SECTION	TITLE	QUESTIONS	TOTAL
1	Planning and Organizing Work Activities	1 - 8	8
2	Pattern Development	9 - 23	15
3	Rigging and Hoisting	24 - 29	6
4	Welding Processes	30 - 38	9
5	Preparation of Sheet Metal Products	39 - 55	17
6	Fabrication and Assembly of Ducts and Specialty Products	56 - 79	24
7	Installation of Heating, Ventilating and Air Conditioning (HVAC) Systems, Materials and System Components	80 - 115	36
8	Servicing and Maintaining Heating, Ventilating and Air Conditioning Systems	116 - 120	5
Total Questions			120

- ◆ 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.