

**Personal Information** (please print)

Legal First Name	Middle Initial	Legal Last Name	Birth Date (yy/mm/dd)
Address		City/Town	Postal Code
Home or Cell Phone	Business Phone	E-mail address	Fax #

**Eligibility Requirements**

In order for Trades Qualifiers (TQ) to be approved to challenge the certification exam or for Designated Trainers (DT) to be approved to register apprentices, you must have worked both a minimum of 4.5 years within the last 10 and accumulated 8,100 hours, as well as acquired at least 70% scope of the trade.

**Check the box you are applying for**

- ☐ Trades Qualifier (Experienced tradesperson being assessed to challenge the certification exam)
- ☐ Designated Trainer (Experienced tradesperson being assessed to register apprentices)

\* We encourage all Designated Trainers interested in receiving a Certificate of Qualification (trade ticket) to apply to challenge the exam through the Trades Qualification process. The application and information sheet can be found at [www.manitoba.ca/tradecareers](http://www.manitoba.ca/tradecareers) under "Skilled Worker."

**Instructions**

You are about to complete the Work Experience Form (WEF) which is based on the sub-tasks outlined in the National Occupational Analysis (NOA). The NOA provides detailed information that will assist you when completing the WEF and is your best source for identifying any training gaps. The link to the NOA is [www.red-seal.ca](http://www.red-seal.ca).

Complete the following Work Experience Form and rate your experience for each sub-task.

- Circle #0 if I have no experience doing this.
- Circle #1 if I have a little experience doing this.
- Circle #2 if I have some experience doing this with help.
- Circle #3 if I have some experience doing this alone and unaided.
- Circle #4 if I have frequently done this.
- Circle #5 if I have extensive experience doing this.

The amount of questions in each section of the certification exam is identified next to each Block title on the WEF

Sign and date the completed Work Experience Form and return it to the Apprenticeship Manitoba with the relevant application form and related documents. Keep one copy of the Work Experience Form for your records.

Rev. 05/13

**Submit form to one of  
the following offices:**

**Brandon**  
 128, 340-9th St.  
 R7A 6C2  
 204-726-6365  
 Fax 204-726-6912

**Thompson**  
 118-3 Station Rd.  
 R8N 0N3  
 204-677-6346  
 Fax 204-677-6689

**Winnipeg**  
 100 -111 Lombard Ave.  
 R3B 0T4  
 204-945-3337  
 Fax 204-948-2346

**Block A Occupational Skills (19 Questions)**

Task	Sub-Tasks	Rating
1. Maintains tools and equipment.	1.01 Maintains knives.	0 1 2 3 4 5
	1.02 Maintains pots, pans and utensils.	0 1 2 3 4 5
	1.03 Maintains equipment and appliances.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
2. Organizes work.	2.01 Communicates with others.	0 1 2 3 4 5
	2.02 Organizes kitchen workplace.	0 1 2 3 4 5
	2.03 Schedules production.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
3. Manages information.	3.01 Plans menu and mise en place.	0 1 2 3 4 5
	3.02 Uses documentation.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
4. Manages products and supplies.	4.01 Orders products and supplies.	0 1 2 3 4 5
	4.02 Receives products.	0 1 2 3 4 5
	4.03 Maintains inventory.	0 1 2 3 4 5
	4.04 Stores products.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
5. Performs routine trade activities.	5.01 Performs portion control.	0 1 2 3 4 5
	5.02 Uses recipes.	0 1 2 3 4 5
	5.03 Plates finished product.	0 1 2 3 4 5

	5.04 Assembles hot and cold platters.	0 1 2 3 4 5
	5.05 Uses personal protective equipment (PPE).	0 1 2 3 4 5
	5.06 Maintains safe work environment.	0 1 2 3 4 5
	5.07 Prepares convenience foods.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
6. Practices food safety procedures.	6.01 Sanitizes tools and equipment.	0 1 2 3 4 5
	6.02 Maintains safe condition and temperature of finished product.	0 1 2 3 4 5
	6.03 Adapts kitchen practices to customers' requirements.	0 1 2 3 4 5
	6.04 Maintains personal hygiene.	0 1 2 3 4 5
	6.05 Re-thermalizes foods.	0 1 2 3 4 5

**Block B Stocks, Soups and Sauces (20 Questions)**

Task	Sub-Tasks	Rating
7. Prepares stocks.	7.01 Selects stock ingredients.	0 1 2 3 4 5
	7.02 Processes stock ingredients.	0 1 2 3 4 5
	7.03 Completes stocks.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
8. Prepares thickening and binding agents.	8.01 Selects thickening and binding ingredients.	0 1 2 3 4 5
	8.02 Combines thickening and binding ingredients.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
9. Prepares soups.	9.01 Selects soup ingredients.	0 1 2 3 4 5

	9.02 Processes soup ingredients.	0 1 2 3 4 5
	9.03 Completes soups.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
10. Prepares sauces.	10.01 Selects sauce ingredients.	0 1 2 3 4 5
	10.02 Uses alcohol in sauces.	0 1 2 3 4 5
	10.03 Processes sauce ingredients.	0 1 2 3 4 5
	10.04 Completes sauces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
11. Prepares marinades and brines.	11.01 Selects marinade and brine ingredients.	0 1 2 3 4 5
	11.02 Processes marinade and brine ingredients.	0 1 2 3 4 5

### **Block C      Produce (14 Questions)**

Task	Sub-Tasks	Rating
12. Prepares vegetables.	12.01 Selects vegetables.	0 1 2 3 4 5
	12.02 Cleans vegetables.	0 1 2 3 4 5
	12.03 Cuts vegetables.	0 1 2 3 4 5
	12.04 Finishes vegetables.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
13. Prepares fruit.	13.01 Selects fruit.	0 1 2 3 4 5
	13.02 Cleans fruit.	0 1 2 3 4 5
	13.03 Cuts fruit.	0 1 2 3 4 5
	13.04 Finishes fruit.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
14. Prepares herbs and spices.	14.01 Selects herbs and spices.	0 1 2 3 4 5
	14.02 Cleans herbs and spices.	0 1 2 3 4 5
	14.03 Finishes herbs and spices.	0 1 2 3 4 5

**Block D      Pastas, Pulses, Grains And Nuts (13 Questions)**

Task	Sub-Tasks	Rating
15. Prepares pastas.	15.01 Selects pasta ingredients.	0 1 2 3 4 5
	15.02 Makes pastas.	0 1 2 3 4 5
	15.03 Cooks pastas.	0 1 2 3 4 5
	15.04 Assembles pasta dishes.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
16. Selects pulses, grains and nuts.	16.01 Selects pulses, grains and nuts.	0 1 2 3 4 5
	16.02 Cooks pulses, grains and nuts.	0 1 2 3 4 5

**Block E      Meat, Poultry, and Game (25 Questions)**

Task	Sub-Tasks	Rating
17. Prepares meat and game meat.	17.01 Selects meat and game meat.	0 1 2 3 4 5
	17.02 Processes meat and game meat.	0 1 2 3 4 5
	17.03 Cooks meat and game meat.	0 1 2 3 4 5
	17.04 Carves meat and game meat.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
18. Prepares poultry and game birds.	18.01 Selects poultry and game birds.	0 1 2 3 4 5
	18.02 Processes poultry and game birds.	0 1 2 3 4 5
	18.03 Cooks poultry and game birds.	0 1 2 3 4 5
	18.04 Carves poultry and game birds.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
19. Prepares variety meats.	19.01 Selects variety meats.	0 1 2 3 4 5
	19.02 Processes variety meats.	0 1 2 3 4 5
	19.03 Cooks variety meats.	0 1 2 3 4 5

**Block F      Fish and Shellfish (19 Questions)**

Task	Sub-Tasks	Rating
20. Prepares fish.	20.01 Selects fish.	0 1 2 3 4 5
	20.02 Processes fish.	0 1 2 3 4 5
	20.03 Cooks fish.	0 1 2 3 4 5
	20.04 Finishes fish.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
21. Prepares shellfish.	21.01 Selects shellfish.	0 1 2 3 4 5
	21.02 Processes shellfish.	0 1 2 3 4 5
	21.03 Cooks shellfish.	0 1 2 3 4 5
	21.04 Finishes shellfish.	0 1 2 3 4 5

**Block G      Garde-Manger (16 Questions)**

Task	Sub-Tasks	Rating
22. Prepares salads.	22.01 Selects salad ingredients.	0 1 2 3 4 5
	22.02 Processes salad ingredients.	0 1 2 3 4 5
	22.03 Processes dressings.	0 1 2 3 4 5
	22.04 Assembles salads.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
23. Prepares hors d'oeuvres.	23.01 Selects hors d'oeuvres ingredients.	0 1 2 3 4 5
	23.02 Processes hors d'oeuvres ingredients.	0 1 2 3 4 5
	23.03 Finishes hors d'oeuvres.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
24. Prepares sandwiches.	24.01 Selects sandwich ingredients.	0 1 2 3 4 5
	24.02 Processes sandwich ingredients.	0 1 2 3 4 5
	24.03 Assembles sandwiches.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
25. Prepares pâtés and terrines.	25.01 Selects ingredients for pâtés and terrines.	0 1 2 3 4 5
	25.02 Processes ingredients for pâtés and terrines.	0 1 2 3 4 5
	25.03 Finishes pâtés and terrines.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
26. Prepares condiments and accompaniments.	26.01 Selects ingredients for condiments and accompaniments.	0 1 2 3 4 5
	26.02 Processes ingredients for condiments and accompaniments.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
27. Prepares aspics, jellies and glazes.	27.01 Selects ingredients for aspics, jellies and glazes.	0 1 2 3 4 5
	27.02 Processes ingredients for aspics, jellies and glazes.	0 1 2 3 4 5

#### **Block H Dairy and Egg Products and Alternatives (11 Questions)**

Task	Sub-Tasks	Rating
28. Prepares cheese and dairy-related dishes.	28.01 Selects cheese and dairy-related ingredients.	0 1 2 3 4 5
	28.02 Processes cheese and dairy-related ingredients.	0 1 2 3 4 5
	28.03 Finishes cheese and dairy-related products.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
29. Prepares eggs and egg-related dishes.	29.01 Selects ingredients for eggs and egg-related dishes.	0 1 2 3 4 5
	29.02 Processes ingredients for eggs and egg-related dishes.	0 1 2 3 4 5
	29.03 Cooks ingredients for eggs and egg-related dishes.	0 1 2 3 4 5

#### **Block I Baked Goods and Desserts (13 Questions)**

Task	Sub-Tasks	Rating
30. Prepares dough.	30.01 Selects ingredients for dough.	0 1 2 3 4 5
	30.02 Mixes ingredients for dough.	0 1 2 3 4 5
	30.03 Processes dough.	0 1 2 3 4 5
	30.04 Cooks dough products.	0 1 2 3 4 5



Task	Sub-Tasks	Rating
31. Prepares batters.	31.01 Selects ingredients for batters.	0 1 2 3 4 5
	31.02 Combines ingredients for batters.	0 1 2 3 4 5
	31.03 Cooks batters.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
32. Prepares creams, mousses, frozen desserts, fillings, icings, toppings and sugar works.	32.01 Selects ingredients for creams, mousses, frozen desserts, fillings, icings, toppings and sugar works.	0 1 2 3 4 5
	32.02 Processes ingredients for creams, mousses, frozen desserts and fillings.	0 1 2 3 4 5
	32.03 Finishes creams, mousses and frozen desserts.	0 1 2 3 4 5
	32.04 Prepares icings and toppings for cakes.	0 1 2 3 4 5
	32.05 Prepares sugar works.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
33. Prepares dessert sauces.	33.01 Selects ingredients for dessert sauces.	0 1 2 3 4 5
	33.02 Processes ingredients for dessert sauces.	0 1 2 3 4 5
	33.03 Finishes dessert sauces.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
34. Assembles cakes.	34.01 Selects cake components for assembly.	0 1 2 3 4 5
	34.02 Decorates cakes.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
35. Prepares pastries and pies.	35.01 Selects ingredients for pastries and pies.	0 1 2 3 4 5

	35.02 Assembles pastries and pies.	0 1 2 3 4 5
	35.03 Finishes pastries and pies.	0 1 2 3 4 5

Task	Sub-Tasks	Rating
36. Prepares chocolate.	36.01 Selects chocolate.	0 1 2 3 4 5
	36.02 Processes chocolate.	0 1 2 3 4 5
	36.03 Stores chocolate.	0 1 2 3 4 5

You have completed the WEF for this Red Seal trade. If you had difficulty understanding the subtasks and/or would like to obtain a detailed break-down of the subtasks, go to [www.red-seal.ca](http://www.red-seal.ca). Select a trade from the right-hand menu, then scroll down to section Trades Information and click on the “green” button to download the National Occupational Analysis (NOA) (if you are given a choice, select the NOA the exam is based on). How you assess yourself is an important step to prepare for the certification exam.

For sample questions in some trades scroll down to section Additional Information and click on the Exam Counselling Sheet and you will see the Sample Questions link in blue letters.

Name (please print) \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

Apprenticeship Manitoba  
100 -111 Lombard Ave.  
Winnipeg, MB, R3B 0T4

(204) 945-3337 (Phone)    1-877-978-7233 (Toll Free in Manitoba)    (204) 948-2346 (Fax)