

**Record of Work Experiences
Trade Qualifier or Pre-Apprenticeship Credits**

MACHINIST

Note to Apprenticeship Applicants

The work experiences on this form are for credit only and must have been performed prior to your registration as an apprentice.

Applicant Information

Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____	Cell: (____) _____	Email address: _____	

Employer Information & Verification

Note to Employer			
By completing the section below you are confirming that the hours indicated for the applicant are specific to employment in the Machinist Trade .			
Verified By: _____	CRA* Business #: _____		
Company Name	9 digits		
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____	Email Address: _____		
Employer or Representative			
_____ Employer or Representative Signature	_____ Employer or Representative (Print)		
Date of applicant's employment from: ____/____/____ to: ____/____/____			
Month Day Year Month Day Year			
Total Hours of Employment the applicant worked in the Machinist Trade:			
_____ Hours			
<small>* CRA - Canada Revenue Agency</small>			

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The signature of the Journeyperson following each of the required skills acknowledges the applicant has met the competencies in each of the skill areas according to the Industry Standard associated with this trade.
Pre- Apprenticeship Credits <input type="checkbox"/>	The signature of the Journeyperson following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this trade.

- The Atlantic Trade Advisory Committee in the **Machinist trade** has identified the work experiences or skills listed below as those required for the trade.
- Journeypersons must be certified in the trade stated by this document. A Journeyperson in another trade may sign certain sections if the skills are common to both trades.

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Maintain safe work environment.				
Use PPE and safety equipment.				
Interprets documentation.				
Plans sequence of basic machining operations.				
Uses communication techniques.				
Selects work piece material.				
Uses hoisting, lifting and/or rigging equipment.				
Marks work piece for identification.				
Deburr work piece.				
Sketches parts.				
Cleans machines.				
Lubricates machines.				
Sharpens tooling.				
Applies cutting fluid and coolant.				
Maintains machine alignment.				
Maintains measuring equipment.				

Skills Required For Certification	Performed to Journeyman Standard			Apprentice's Verification
	Journeyman Signature	Date	Certificate Number	
Performs layout.				
Saws work piece.				
Files work piece.				
Performs hole making operations.				
Performs threading operations.				
Finishes work piece.				
Selects power saw types.				
Selects saw blades.				
Installs saw blades.				
Sets up work piece on power saw.				
Saws straight and/or angle cuts.				
Plans operation of drill presses.				
Selects drill press speeds and feeds.				
Sets up jig, fixtures and work holding devices for drill presses.				
Sets up tooling for drill presses.				
Drills holes using a drill press.				
Performs tapping using a drill press.				
Finishes holes using a drill press.				
Plans operation of conventional lathes.				
Sets up work holding devices for conventional lathes.				
Sets up tooling for conventional lathes.				
Sets up work piece on conventional lathe.				
Selects conventional lathe speeds and feeds.				
Faces surfaces using a conventional lathe.				
Turns external surfaces using a conventional lathe.				
Drills using a conventional lathe.				
Bores holes using a conventional lathe.				

Skills Required For Certification	Performed to Journeyperson Standard			Apprentice's Verification
	Journeyperson Signature	Date	Certificate Number	
Reams holes using a conventional lathe.				
Cuts grooves using a conventional lathe.				
Parts off work piece using a conventional lathe.				
Sets up tooling for conventional milling machines.				
Cuts threads using a conventional lathe.				
Plans operation of conventional lathes.				
Sets up work holding devices for conventional milling machines.				
Sets up milling accessories.				
Sets up work piece on a conventional milling machine.				
Selects conventional milling machine speeds and feeds.				
Mills surfaces using a conventional milling machine.				
Mills slots, grooves, and keyways using a conventional milling machine.				
Drills holes using a conventional milling machine.				
Reams holes using a conventional milling machine.				
Cuts countersinks, counterbores, chamfers and spot faces using a conventional milling machine.				
Performs tapping using a conventional milling machine.				
Bores holes using a conventional milling machine.				
Plans sequence of machining operations.				
Performs quality control of work piece.				
Assembles components.				
Cuts countersinks, counterbores, chamfers and spot faces using a drill press.				
Uses mentoring techniques.				
Troubleshoots equipment.				
Turns tapers using a conventional lathe.				

Skills based upon the **2018 Red Seal Occupational Standard** for the **Machinist** trade.

Note to Journeypersons

- Journeypersons who have applied their signatures to the skills required for the certification section of this document must complete the following sections.
- The Apprenticeship and Trades Certification Division, for the purpose of verification, may contact Journeypersons who have applied their signatures to skills for applicants.

Journeyperson Supervisor Verification			
Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell phone: (____) _____	
Email Address: _____			
Certificate Number: _____ and/or I.P. Number: _____			
Name (signature): _____			

Journeyperson Supervisor Verification			
Name: _____			
Surname	First	Initial	
Address: _____ / _____ / _____ / _____			
P. O. Box/Street	City/Town	Province	Postal Code
Telephone: (____) _____		Cell phone: (____) _____	
Email Address: _____			
Certificate Number: _____ and/or I.P. Number: _____			
Name (signature): _____			

For Office Use Only

Credit: _____

Approved by: _____ Date: _____

month / day / year

Note To Trade Qualifier Applicants

If employer verification is not possible, please contact the nearest Apprenticeship and Trades Certification Office to discuss available options.

Contact Information

Avalon	Clarenville	Central	Western	Labrador
Department of Immigration, Population Growth and Skills Industrial Training Section 1170 Topsail Road P.O. Box 8700 St. John's, NL A1B 4J6 Phone: (709) 729-2729 Fax: (709) 729-5878 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 45 Tilley's Road Clarenville, NL A5A 1Z4 Phone: (709) 466-3982 Fax: (709) 466-3987 Toll Free: 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 42 Harding Avenue Grand Falls-Windsor, NL A2A 2J9 Phone: (709) 292-4215 Fax: (709) 292-4502 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 1-3 Union Street Aylward Building, 2 nd Floor P.O. Box 2006 Corner Brook, NL A2H 6J8 Phone: (709) 637-2366 Fax: (709) 637-2519 Toll Free 1-877-771-3737	Department of Immigration, Population Growth and Skills Industrial Training Section 163 Hamilton River Road Burseley Building P.O. Box 3014, Station "B" Happy Valley-Goose Bay, NL A0P 1E0 Phone: (709) 896-6348 Fax: (709) 896-6703 Toll Free 1-877-771-3737

The personal information in this form is being collected under the authority of section 61(c) of the **Access to Information and Protection of Privacy Act, 2015** for the purpose of verifying work experience for apprenticeship credit. If you have any questions about the collection, use and disclosure of your personal information, please contact an Apprenticeship Program Officer at one of ATCD's regional offices, or email app@gov.nl.ca.