

APPRENTICESHIP & TRADES CERTIFICATION DIVISION

TRADE QUALIFIER  
APPLICATION & ASSESSMENT PLAN

**\*\*FOR INSTRUCTOR USE ONLY**

TRADE QUALIFIER INFORMATION	
<p>This form is to be completed by an approved assessor only.</p>	
Name (first, last):	<div></div>
Address 1:	<div></div>
Address 2:	<div></div>
Town, Province, Postal Code:	<div></div>
Primary Tel:	<div></div>
Alternate Tel:	<div></div>
e-mail:	<div></div>
Occupation (Trade):	<div></div>
Assessing School:	<div></div>
Campus:	<div></div>
Assessor:	<div></div>

ASSESSMENT OF WORKPLACE SKILLS
<p>The assessment of workplace skills will be completed using challenge methods. This means the trade qualifier will have to participate in practical and/or theoretical assessments of their abilities and knowledge. The methods used to determine competency in each workplace skill must, as closely as possible, assess the skill at the level it would be performed by a journeyperson in the workplace.</p> <p>The following directions should be observed when selecting assessment tools;</p> <ul style="list-style-type: none"><li>▪ Assessment tools may be existing items used to test students in full time training, or they may be created specifically for TQ assessment.</li><li>▪ Where a workplace skill requires demonstration of both theoretical and practical knowledge and ability, assessment must take place on both.</li><li>▪ All theoretical and practical knowledge and ability must be demonstrated in a school environment, under the supervision and observation of the designated assessor.</li></ul>

The Trade Qualifier, along with the APO, must complete the skills to be assessed column of this table. Skills must be identified with the same title as found in the *Record of Workplace Skills for Trade Qualifiers*. The assessor will complete the other areas.

Skill to be Assessed	Tool(s) used to determine competency, with brief description (eg. Objective test – 75 multiple choice; shop demonstration – remove and replace spark plugs; practical - frame door opening in internal wall; etc.)
	Has the Trade Qualifier performed the skill to a journeyperson standard? <div>YES   <input type="checkbox"/>   NO   <input type="checkbox"/></div>
Did the Trade Qualifier require skills or theory refreshing in order to achieve competency in this skill? <div>YES   <input type="checkbox"/>   NO   <input type="checkbox"/></div>	
Assessor Signature signifying performance of skill to journeyperson standard	
Assessor Journeyperson Certificate No.	

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IF MORE PAGES ARE REQUIRED, YOU MAY DUPLICATE THIS PAGE.

TRADE QUALIFIER ENDORSEMENT

I declare that I am currently a candidate to be a Trade Qualifier for my occupation. I have agreed to an assessment of my workplace skills identified in this plan, to be completed by an assessor from the educational agency I will be attending.

I consent to the sharing of information related to my assessment by and between the Apprenticeship and Trades Certification Division and the Educational Agency I will be attending.

If I wish to withdraw my consent, I may do so at any time by contacting or writing to my local office of the Apprenticeship and Trades Certification Division.

If I have any questions or concerns about how my personal information will be used, I can contact my Apprenticeship Program Officer.

\_\_\_\_\_  
Trade Qualifier Name (please sign and print)

\_\_\_\_\_  
Date

ASSESSORS ENDORSEMENT

I declare that I am an approved assessor with the Apprenticeship and Trades Certification Division. I have performed the assessments as indicated in this plan, and have awarded or denied endorsement for workplace skills in compliance with the policies and procedures established by the Provincial Apprenticeship and Certification Board and the Apprenticeship and Trades Certification Division to govern Apprenticeship.

\_\_\_\_\_  
Assessor Name (please sign and print)

\_\_\_\_\_  
Date