

**Record of Work Experiences
Trade Qualifier or Pre Apprenticeship Credits
ELECTRONICS TECHNICIAN - CONSUMER PRODUCTS**

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

Employer Information & Verification

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

Please check the appropriate box:

Trade Qualifiers <input type="checkbox"/>	The <u>signature of the Journeyperson</u> 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 occupation.
Pre- Apprenticeship Credits <input type="checkbox"/>	The <u>signature of the Journeyperson</u> following each of the required skills acknowledges the applicant has performed in each of the skill areas appropriate for this occupation.

- The Occupational Advisory Committee in the Electronics Technician - Consumer Products Occupation has identified the work experiences or skills listed below as those required for the occupation.
- Journeypersons must be certified in the occupation stated by this document. A Journeyperson in another occupation may sign certain sections if the skills are common to both occupations.

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Safety		
Obtain relevant laws and regulations		
Evaluate safety		
Practice safe work habits		
Use personal protective equipment and clothing		
Practice good housekeeping		
Practice safe use of hand and power tools		
Work safely in enclosed areas		
Ensure proper fire protection		
Handle hazardous materials correctly and safely		
Attend safety meetings to obtain information on safety rules and safe work habits and procedures		
Report accidents and apply first aid if necessary		
Workplace Practices and Procedures:		
Follow company ethics, policies and procedures		
Follow company customer relations policies and procedures		
Follow company service policies and		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
procedures		
Follow company financial policies and procedures		
Follow company safety policies and procedures		
Follow company environmental policies and procedures		
Follow company warranty policies and procedures		
Identify internal and external customers		
Provide and receive information to/ from other employees		
Consult with external customers and responds to their concerns		
Complete required documentation		
Train and coach other employees		
Write technical reports		
Interpret technical terminology		
Read and follow instructions		
Follow up with customers to ensure satisfaction		
Present professional and courteous attitude to customers		
Use and maintain vehicles		
Use and maintain technical documents		
Use and maintain soldering/de-soldering equipment		
Use and maintain component insertion and extraction tools		
Use and maintain cable preparation tools		
Use and maintain power tools		
Use and maintain safety equipment		
Clean tools and equipment		
Lubricate tools and equipment		
Use and maintain test equipment		
Use and maintain anti static equipment		
Use and maintain miscellaneous tools and equipment		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Identify equipment, components or devices that require disposal		
Prepare equipment and components of devices for disposal		
Dispose of or arrange for disposal of equipment and components of devices		
Upgrade skills and knowledge in theoretical areas		
Upgrade skills and knowledge in technological innovations		
Upgrade skills and knowledge in manufacturers' new products and upgrades		
Upgrade skills and knowledge in relevant government laws, policies and procedures		
Upgrade skills and knowledge in relevant business areas		
Upgrade skills and knowledge in customer service areas		
Service Audio Equipment Components and Devices: i.e. digital and analog audio recording and playback systems, radio receivers and transmitters, musical systems and instruments, and audio amplification systems		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		
Disassemble units		
Troubleshoot faults		
Replace or repair faulty circuits and components		
Set up and test units		
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units and demonstrate unit operation		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Complete documentation		
Service Video Equipment Components and Devices: i.e. Televisions, video players/recorders, monitors, video entertainment equipment, satellite receiver systems, video cameras, cable converter and decoders and video display devices		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		
Disassemble units		
Troubleshooter faults		
Replace or repair faulty circuits and components		
Set up and test units		
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units, and demonstrate unit operation		
Complete documentation		
Service Telephone Answering Equipment Components and Devices: i.e. Cellular phones, cordless phones, fax machines, answering machines, and corded phones		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		
Disassemble units		
Troubleshooter faults		
Replace or repair faulty circuits and components		
Set up and test units		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units, and demonstrate unit operation		
Complete documentation		
Service Computer Equipment Components and Devices: i.e. Computer monitors, computer hardware, printers, and modems		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		
Disassemble units		
Troubleshooter faults		
Replace or repair faulty circuits and components		
Set up and test units		
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units, and demonstrate unit operation		
Complete documentation		
Service Microwave Equipment Components and Appliances: i.e. Microwave ovens and microwave clothes dryer		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		
Disassemble units		
Troubleshooter faults		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Replace or repair faulty circuits and components		
Set up and test units		
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units, and demonstrate unit operation		
Complete documentation		
Service Remote Control Equipment Components and Devices: i.e. Radio frequency remote control services and infrared remote control devices		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		
Disassemble units		
Troubleshooter faults		
Replace or repair faulty circuits and components		
Set up and test units		
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units, and demonstrate unit operation		
Complete documentation		
Service Power Supply Equipment Components and Devices: i.e. AC/DC Generators and AC/DC Converters/Inverters		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		

Skills Required For Certification	Journeyperson Signature	Verified By Applicant
Disassemble units		
Troubleshooter faults		
Replace or repair faulty circuits and components		
Set up and test units		
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units, and demonstrate unit operation		
Complete documentation		
Service Antenna Systems: i.e. Satellite antenna systems, radio antenna systems, television antenna systems, and cellular antenna systems		
Greet, interview clients and verify unit problems		
Process work orders		
Inform customer of repair time frames and cost responsibilities		
Perform pre-service functional tests		
Disassemble units		
Troubleshooter faults		
Replace or repair faulty circuits and components		
Set up and test units		
Perform routine maintenance		
Perform post-service functional tests		
Reassemble units and perform final check		
Deliver/ install, set up units, and demonstrate unit operation		
Complete documentation		

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 Institutional and Industrial Education Office to discuss available options.

Contact Information

email: app@gov.nl.ca

Toll-Free Telephone: 1-877-771-3737