



## Agriculture, Food and Natural Resources (AFNR) Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date
<p><b>Certification Areas Completed:          Required Skills - For EACH Pathway          Check <input checked="" type="checkbox"/> completed areas (p. 4)</b></p> <p><input type="checkbox"/> Core Skills</p> <p><input type="checkbox"/> Safety</p> <hr/> <p><b>Animals Pathway (p. 5-7)</b></p> <p><input type="checkbox"/> General Animal Unit – <b>REQUIRED FIRST</b></p> <p><input type="checkbox"/> Large Animal/Herd Unit</p> <p><input type="checkbox"/> Small Animal/Vet Assistant Unit</p> <hr/> <p><b>Plants Pathway (p. 8-11)</b></p> <p><input type="checkbox"/> General Plant Unit – <b>REQUIRED FIRST</b></p> <p><input type="checkbox"/> Crops Unit</p> <p><input type="checkbox"/> Greenhouse/Floral Unit</p> <p><input type="checkbox"/> Landscaping Unit</p> <hr/> <p><b>Environmental Systems Pathway (p. 12-13)</b></p> <p><input type="checkbox"/> Water Resources Unit - <b>REQUIRED FIRST</b></p> <p><input type="checkbox"/> Advanced Water Resources Unit</p> <hr/> <p><b>Power, Structural and Technical Systems          Pathway (p.14-15)</b></p> <p><input type="checkbox"/> Agriculture Mechanic Technician L1 Unit</p> <p><input type="checkbox"/> Agriculture Mechanic Technician L2 Unit*</p>	<p><b>Level One Requirements:</b>  <i>Students must complete ALL listed below</i>  <b>Check <input checked="" type="checkbox"/> completed areas</b></p> <p><input type="checkbox"/> Required Skills</p> <p><input type="checkbox"/> Minimum of <b>ONE</b> Pathway Unit</p> <p><input type="checkbox"/> Minimum of 2 semesters related instruction</p> <p><input type="checkbox"/> Minimum of 450 work hours</p> <p><b>Level Two Requirements:</b>  <i>Students must complete all listed below</i>  <b>Check <input checked="" type="checkbox"/> completed areas</b></p> <p><input type="checkbox"/> Required Skills</p> <p><input type="checkbox"/> Minimum of <b>TWO</b> Pathway Units</p> <p><input type="checkbox"/> Minimum of 4 semesters related instruction</p> <p><input type="checkbox"/> Minimum of 900 work hours</p> <p>*Unit can be completed two times for a Level Two as indicated on Unit page.</p>
<b>Total Hours Employed</b>	<b>Company Name</b>
	<b>Telephone Number</b>
	(    )
	(    )

## Instructions for the Worksite Mentor(s) and Instructor(s)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring and training at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill **according to the performance standard criteria**.
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and student should go over this checklist together on a regular basis to record progress and plan future steps to complete the required competencies.

**I certify** that this student has successfully completed the competencies required in my department. Circle your YA role, sign and print your name, and complete with the date and the department name.

***SIGN this page IF you have been a mentor, trainer, or instructor of this student***

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

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Department	Department
Date Signed	Date Signed

# Operational Program Notes for Skill Standards Checklist

## 1. Agriculture, Food and Natural Resources Youth Apprenticeship Curriculum

- Definitions:
  - Competency- The worksite skill to be performed.
  - Performance Standards- HOW to assess skill performance as applicable to worksite.
  - Learning Objectives- Content knowledge recommended to learn these skills; may be taught by the employer, school district and/or technical college.
  - Skill Standards Checklist- The documented list of competencies completed by the YA student.
  - **WIS**- Listed after a skill indicates that skill performance may be learned and assessed at the worksite OR in the classroom in a simulated setting. However, a simulated setting should **ONLY** be used IF there is no possibility of skill performance at the worksite.
- Performance Standards & Learning Objectives are located in the applicable Appendices of the **Program Guide for this Youth Apprenticeship**

## 2. ALL Youth Apprentices **MUST** complete the Required Skills (Core Skills and Safety) competencies for **EACH Pathway** they are enrolled in

- The Required Skills competencies may be completed concurrently with the Technical Skills competencies.
- The Required Skills are common skills specific to all Agriculture, Food and Natural Resources industry sub-sectors. These skills are *aligned with* the National Association of State Directors of Career Technical Education Consortium (NASDCTEC) standards for Agriculture, Food and Natural Resources (AFNR).

## 3. Youth Apprenticeship choices (depending on job placement)

- Worksites can be chosen from any number of related settings, such as farms, landscapers, florists, greenhouses, veterinarian clinics, industry, and water treatment or wastewater management facilities, which can train the required skills.
- Competencies have been reviewed by the Department of Workforce Development for Child Labor Laws. Contact the Department of Workforce Development's Equal Rights Division/Labor Standards Bureau at 608-266-6860 for questions regarding child labor laws. SEE Appendix A for special Child Labor Law considerations in this YA Program.
- Students will complete a **Minimum Rating** in the Required Skills and one Basics pathway unit for a Level ONE Agriculture, Food and Natural Resources (AFNR) YA and a **Minimum Rating** in the Required Skills and two pathway units for a Level TWO AFNR YA.
- **NOTE: Units within each Pathway build upon each other.** Therefore, switching between pathways, after the successful completion of the first year, is allowable provided that the student begins the second year in the REQUIRED Basics unit listed under the NEW pathway choice.
- A tractor safety course is **highly recommended** if students will be using tractors during the course of their worksite placement.
- The Department of Workforce Development Occupational Certificate will indicate "Agriculture, Food and Natural Resources" attained when the program is completed.

## 4. Competency Ratings

- Rate the student on the competencies regularly and revisit the competencies with the student periodically to offer the opportunity for an improved rating.
- Arrangements must be made to ensure that the student learns, practices, AND performs each competency **even if** that competency is not part of their regular job function.
- "Entry Level" criteria should be interpreted to mean "able to do the task satisfactorily."
- "Assist" in front of a skill indicates that the student should perform the skill *as indicated in the curriculum* "while assisting a worksite professional." Training should go beyond "observation only" for these skills. It will be up to the employer to determine the criticality of each specific task, training completed, and the actual level of supervision required. See curriculum details for requirements.

## Required Skills

Required of ALL Agriculture, Food and Natural Resources YA Students

Copy this page FOR EACH pathway to be completed

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply Agriculture, Food, and Natural Resources industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit regulatory and ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Rating Scale:

3 = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2 = Meets entry level criteria | Requires some supervision | Often displays this behavior

1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

### Additional Comments –

## Animals Pathway

General Animal Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Clean and maintain animal quarters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Safely handle animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mix feed, additives and/or medicines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Manage animal waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Observe and measure animal physical characteristics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to examine animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collect samples for testing and/or food production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Maintain animal care and business records	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Manage inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Evaluate the facility business and marketing plan (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Additional Comments –

## Animals Pathway

Large Animal/Herd Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Clean and groom animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Feed and water animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Mark or tag animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Herd and/or patrol/monitor animals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Monitor animal food and water supplies	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist to optimize animal performance and production	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collect and process animal products and by-products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with reproductive selection (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assist with reproductive breeding and/or birthing (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assist to prevent the spread of animal diseases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Operate equipment & machinery safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Clean and service equipment & machinery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Maintain facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Additional Comments –

## Animals Pathway

Small Animal/Vet Assistant Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Manage clinic or research appointments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Set up area for animal exams & procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Clean & sterilize equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain and Quality Control (QC) the diagnostic equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Assist to collect diagnostic samples	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Run basic diagnostic tests	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist to administer routine treatments, vaccines, and medications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist to prepare animals for surgery	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Monitor animal responses to non-surgical procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Service customers and/or collect fees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Assist with animal euthanasia (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Additional Comments –

## Additional Certifications, Training, Seminars and Projects

Please list in detail any additional certifications earned, any training and seminars attended, and/or any projects completed during the course of the Agriculture, Food and Natural Resources Youth Apprenticeship.

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Other Notes or Comments –
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## Post Program Completion Survey

Student Name	Expected Date of High School Graduation
School District	GPA at End of YA Program

**Instructions:** Indicate if the student will continue to be employed, and then check the appropriate boxes. **Please include internships, opportunities to work during school breaks, and other similar situations as offers of continued employment, even if they do not start immediately.**

<input type="checkbox"/> This student will be employed after completing the YA program. Check <input type="checkbox"/> Full time or <input type="checkbox"/> Part time.			
<b>Check all that apply:</b>		Then, fill out the following information:	
<input type="checkbox"/> Employment is related to YA program training	Employment Wage:		
<input type="checkbox"/> Employment is with same YA employer*	Employment Start Date:		
<input type="checkbox"/> Employment is seasonal and/or intermittent	Position Title (optional):		
<input type="checkbox"/> Employment is an internship	Industrial Sector <sup>†</sup> :		
<input type="checkbox"/> Employment is military	<sup>†</sup> Based on employer's NAICS Code. If unknown, describe the employer's primary income-producing line of business below.		
<input type="checkbox"/> Also entering post-secondary education/other training			
<input type="checkbox"/> Also entering a Registered Apprenticeship			
<input type="checkbox"/> Health/personal issues impacted ability for full employment			
<i>*If student accepted a job at a different employer, please provide that employer's contact information:</i>			
Employer Name		Street Address	
City	County	State	Zip

<input type="checkbox"/> This student will <b>not</b> be employed after completing the YA program.	
<b>Check one:</b>	<b>Then, check all that apply:</b>
<input type="checkbox"/> Student did not apply for further employment	<input type="checkbox"/> Entering post-secondary education or other training program
<input type="checkbox"/> Student applied, but was not interviewed	<input type="checkbox"/> Student unable to find an entry-level position to apply for
<input type="checkbox"/> Interviewed, but not offered employment	<input type="checkbox"/> Student had change in career interest or plans
<input type="checkbox"/> Student was offered continued employment, but did not accept	<input type="checkbox"/> Health/personal issues prohibited employment
Other comments:	

Mentor Name	Company Name
Mentor Signature	Date Completed