



## CROPS

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Crops youth apprentices learn the skills needed to produce quality crops including planting crops, monitoring crop health, harvesting crops, and performing post-harvest handling and recordkeeping.

**Length of Apprenticeship:** One year. Youth apprentices must have completed Plant Fundamentals prior to beginning this youth apprenticeship.

## COMPETENCIES

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Youth apprentices must complete a **total of 11** competencies. **Ten** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. *Note: The successful completion of Plant Fundamentals is required prior to starting this pathway.*

Competencies
<ol style="list-style-type: none"><li>1. Assist to plan crop rotation schedule</li><li>2. Perform tillage</li><li>3. Plant crops</li><li>4. Monitor crops</li><li>5. Manage weeds, pests, and diseases</li><li>6. Harvest crop product</li><li>7. Transport crop</li><li>8. Perform post-harvest handling and recordkeeping</li><li>9. Operate crop equipment and machinery</li><li>10. Service equipment and machinery</li><li>11. Examine facility and business marketing plan</li></ol>

## REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

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The following Registered Apprenticeship is available in this area:

- Organic Vegetable Farm Manager

## POST-SECONDARY PATHWAY OPPORTUNITIES

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There are several post-secondary pathway opportunities in this area. The following is a partial list.

- Crop Scout
- Crop Science (Agronomy)



# Crops

Youth Apprenticeship

## ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

### YOUTH APPRENTICE INFORMATION

Youth Apprentice Name	
YA Coordinator	YA Consortium
School District	High School Graduation Date

### REQUIREMENTS

#### Level One Requirements

Youth apprentices must complete ALL the items listed below. Check completed areas.

- ☐ Competency checklist
- ☐ Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- ☐ Related instruction equal to 1 high school credit or at least 3 college credits
- ☐ Minimum of 450 work hours

### HOURS

Record the hours the youth apprentice worked.

Total Hours Employed	Company Name	Telephone Number

## CAREER PREPARATION

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Youth apprentices must complete **one** of the following during Youth Apprenticeship participation:

- ☐ 1. Student is participating in a local or regional career pathway\*.

Identify the pathway below:

For more information contact the [Wisconsin Department of Public Instruction](#). Additional help may be found on the WI DPI [Wisconsin Pathways – Regional Career Pathways](#) and [DPI Career Clusters and Pathways](#) web pages.

**\*Local and Regional career pathways** as defined by the WI DPI means that a student is participating in or has completed at least one CTE class in a cluster pathway sequence and has completed at least one of the other career pathway components: instructional related course, work-based learning, dual college credit, and/or career and technical student organization.

- ☐ 2. Student has completed one of the following certificates during their YA program or possess current certification earned previously.

A copy of the certificate must be uploaded with the completed checklist. Select the certificate from the list below.

- ☐ [BASF Plant Science Certification](#)
- ☐ First Aid/CPR
- ☐ MS- Office Specialist (MOS) any TWO certifications
- ☐ QuickBooks Certified User
- ☐ Wisconsin Pesticide Applicator License (must be 18 years or older)
- ☐ Wisconsin Youth Tractor and Machinery Safety Certification
- ☐ Other certificates identified by the Career and Technical Education (CTE) Approved Certifications List related to this occupational field (or related to this occupation) [dwd.wisconsin.gov/det/cte incentive/](http://dwd.wisconsin.gov/det/cte incentive/) (YA certificates excluded)

Title of Certification:

- ☐ 3. Student is participating in a [Dual Enrollment Course](#) connected to any postsecondary education provider including UW System, Wisconsin Association of Independent Colleges and Universities (WAICU), and any of the 16 Wisconsin Technical Colleges (WTCS).

College Name:

College Course Title:

Course Number:

For more information on Dual Enrollment opportunities, please click on one of the below resources:

- [WTCS](#)
- [WAICU](#)
- UW System – connect with the college of choice.

## SIGNATURES

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The On-the-Job Learning Performance Standards Guide includes a list of competencies youth apprentices learn through mentoring and training at the worksite.

Instructions for the Worksite Employers/Mentors and School-Based or YA coordinators.

This document should be reviewed with the employer / mentor, school-based or YA coordinator on a regular basis with the youth apprentice to record progress and plan future steps to ensure completion of the required competencies. Mentors, school-based / YA coordinator, and the apprentice sign below.

Employer/Mentor Signature	Employer/Mentor Signature
Employer/Mentor	Employer/Mentor
Business/Company	Business/Company
Date Signed	Date Signed
School-Based and/or YA Coordinator Signature	School-Based and/or YA Coordinator Signature
School-Based and/or YA Coordinator	School-Based and/or YA Coordinator
School District or Organization	School District or Organization
Date Signed	Date Signed
Youth Apprentice Signature	Youth Apprentice Signature
Youth Apprentice	Youth Apprentice
School District / High School	School District / High School
Date Signed	Date Signed

## EMPLOYABILITY SKILLS

Youth apprentices must demonstrate key employability skills.

The DWD YA program employability skills requirement may be attained and demonstrated through two processes. (See options listed below.) Employability skills must be completed for every year a student is in the program. The DPI Employability Skills Certificate may be counted as meeting one of those two years, provided the certificate is earned in the same year the student is enrolled in youth apprenticeship or they can complete the YA Employability Skills in the OJL. The Employability Skills Certificate must be obtained through the DPI.

1. If a student has successfully completed a Wisconsin Department of Public Instruction (DPI) State-Certified Cooperative Education, [Co-Op Employability Skill certification](#) then they have met the YA Employability Skills requirement for that year. A copy of the student's DPI Co-Op Employability Skill Certificate must be maintained on file with their YA regional consortium.

☐ Earned Wisconsin Employability Skills Certificate (checked if applicable) or,

2. Completed and rated "Employability Skills" through this YA OJL guide as described below.

<b>3</b>	<b><i>Exceeds Expectations:</i></b> Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior
<b>2</b>	<b><i>Meets Expectations:</i></b> Meets entry-level criteria; requires some supervision; often displays this behavior
<b>1</b>	<b><i>Working to Meet Expectations:</i></b> Needs improvement; requires much assistance and supervision; rarely displays this behavior

The following skills are required of all youth apprentices.

Competency and Rating Criteria	Rating		
	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Develops positive work relationships with others. <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Interacts with others with respect and in a non-judgmental manner</li> <li>• Responds to others in an appropriate and non-offensive manner</li> <li>• Helps co-workers and peers accomplish tasks or goals</li> <li>• Applies problem-solving strategies to improve relations with others</li> <li>• When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
2. Communicates effectively with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Adjust the communication approach for the target audience, purpose, and situation to maximize impact</li> <li>• Organizes messages/information in a logical and helpful manner</li> <li>• Speaks clearly and writes legibly</li> <li>• Models behaviors to show active listening</li> <li>• Applies what was read to actual practice</li> <li>• Asks appropriate questions for clarity</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Collaborates with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Works effectively in teams with people of diverse backgrounds regardless of sex, race, ethnicity, nationality, sexuality, religion, political views, and abilities</li> <li>• Shares responsibility for collaborative work and decision making</li> <li>• Uses the problem-solving process to work through differences of opinion in a constructive manner to achieve a reasonable compromise</li> <li>• Avoids contributing to an unproductive group conflict</li> <li>• Shares information and carries out responsibilities in a timely manner</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintains composure under pressure <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Uses critical thinking to determine the best options or outcomes when faced with a challenging situation</li> <li>• Carries out assigned duties while under pressure</li> <li>• Acts in a respectful, professional, and non-offensive manner while under pressure</li> <li>• Applies stress management techniques to cope under pressure</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Demonstrates integrity <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Carries out responsibilities in an ethical, legal and confidential manner</li> <li>• Responds to situations in a timely manner</li> <li>• Takes personal responsibility to correct problems</li> <li>• Models behaviors that demonstrate self-discipline, reliability, and dependability</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
<b>6. Performs quality work</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Carries out written and verbal directions accurately</li> <li>• Completes work efficiently and effectively</li> <li>• Performs calculations accurately</li> <li>• Conserves resources, supplies, and materials to minimize costs and environmental impact</li> <li>• Uses equipment, technology, and work strategies to improve workflow</li> <li>• Applies problem-solving strategies to improve productivity</li> <li>• Adheres to worksite regulations and practices</li> <li>• Maintains an organized work area</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Provides quality goods or services (internal and external)</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Shows support for the organizational goals and principles by own personal actions</li> <li>• Displays a respectful and professional image to customers</li> <li>• Displays an enthusiastic attitude and desire to take care of customer needs</li> <li>• Seeks out ways to increase customer satisfaction</li> <li>• Produces goods to workplace specifications</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Shows initiative and self-direction</b> <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>• Prioritizes and carries out responsibilities without being told</li> <li>• Responds with enthusiasm and flexibility to handle tasks that need immediate attention</li> <li>• Reflects on any unsatisfactory outcome as an opportunity to learn</li> <li>• Improves personal performance by doing something different or differently</li> <li>• Analyzes how own actions impact the overall organization</li> <li>• Supports own action with sound reasoning and principles</li> <li>• Balances personal activities to minimize interference with work responsibilities</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
9. Adapts to change <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Shows flexibility and willingness to learn new skills for various job roles</li> <li>Uses problem-solving and critical-thinking skills to cope with changing circumstances</li> <li>Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness</li> <li>Displays a "can do" attitude</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Follows personal safety requirements</li> <li>Maintains a safe work environment</li> <li>Demonstrates professional role in an emergency</li> <li>Follows security procedures</li> <li>Maintains confidentiality</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Applies technology effectively in the workplace</li> <li>Assesses and evaluates information on the job</li> <li>Assesses training manuals, website, and other media related to the job</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Fulfills training or certification requirements for employment <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Participation in required career-related training and/or educational programs</li> <li>Passing certification tests to qualify for licensure and/or certification</li> <li>Participation in company training or orientation</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Set personal goals for improvement <i>Examples of qualities and habits that the employee might exhibit include . . .</i> <ul style="list-style-type: none"> <li>Setting goals that are specific and measurable</li> <li>Setting work-related goals that align with the organization's mission</li> <li>Identifying strategies to reach goals</li> <li>Reflecting on goal progress to regularly evaluate and modify goals</li> </ul>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



## COMPETENCIES

Youth apprentices must complete a **total of 11** competencies. **Ten** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. *Note: The successful completion of Plant Fundamentals is required prior to starting this pathway.*

### 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 and supervision | Rarely displays this behavior

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<b>1. Assist to plan crop rotation schedule</b> <ul style="list-style-type: none"> <li>review crop history</li> <li>review field needs and conditions</li> <li>identify companion planting options</li> <li>review seed hybrid and variety selections</li> <li>review harvest logistics</li> <li>plan ways to group crops</li> <li>schedule succession planting of cash crops</li> <li>determine cover crops</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Perform tillage</b> <ul style="list-style-type: none"> <li>verify soil moisture is adequate for tillage</li> <li>select and setup tillage instrument</li> <li>monitor depth and angle</li> <li>clean equipment</li> <li>verify desired effect was achieved</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Plant crops</b> <ul style="list-style-type: none"> <li>don personal protective equipment (PPE)</li> <li>work with employer to assess the fields readiness for planting</li> <li>verify planting depth and number of seeds per acre</li> <li>complete seeding, planting seedlings, or root balls</li> <li>record planting results</li> <li>clean equipment</li> <li>cover unused soil</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<b>4. Monitor crops</b> <ul style="list-style-type: none"> <li>observe crop growth and field conditions</li> <li>scout for weeds, insects, and plant diseases</li> <li>plot areas with known problems on map</li> <li>analyze data collected</li> <li>recommend actions to be taken</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Manage weeds, pests, and diseases</b> <ul style="list-style-type: none"> <li>identify plant pests</li> <li>implement pest control plan</li> <li>perform non-mechanical weeding</li> <li>perform mechanical weeding</li> <li>perform mulching</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Harvest crop product</b> <ul style="list-style-type: none"> <li>don personal protective equipment (PPE)</li> <li>harvest only mature product</li> <li>follow farm harvest procedures</li> <li>handle product carefully to prevent damage</li> <li>document harvest map</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Transport crop</b> <ul style="list-style-type: none"> <li>determine load capacity and license of transport vehicle</li> <li>load and unload crop</li> <li>secure load</li> <li>protect crop from sun, wind, high temps, and mechanical damage</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Perform post-harvest handling and recordkeeping</b> <ul style="list-style-type: none"> <li>inspect crop</li> <li>sort crop according to standards</li> <li>remove damaged and diseased product</li> <li>process and grade product</li> <li>store product as required for humidity and temperature</li> <li>dry crops if needed for storage</li> <li>store product in appropriate containers</li> <li>record harvest results</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<b>9. Operate crop equipment and machinery</b> <ul style="list-style-type: none"> <li>• don personal protective equipment (PPE)</li> <li>• verify tool/equipment is in good working order</li> <li>• calibrate tool/equipment</li> <li>• use guarding devices if applicable</li> <li>• follow standard procedures for clean-up and shutdown</li> <li>• report abnormal tool/equipment conditions</li> <li>• store tool/equipment appropriately</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Service equipment and machinery</b> <ul style="list-style-type: none"> <li>• don personal protective equipment (PPE)</li> <li>• clean equipment and machinery</li> <li>• perform preventative maintenance</li> <li>• maintain fluid levels</li> <li>• calibrate metering, monitoring, and sensing equipment</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Examine facility business and marketing plan</b> <ul style="list-style-type: none"> <li>• identify business goals and objectives</li> <li>• view how business records are kept and maintained</li> <li>• identify products for sale</li> <li>• review cost of production</li> <li>• review pricing</li> <li>• review markets for selling products</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

## RELATED INSTRUCTION

Indicate which related instruction course(s) the youth apprentice completed:

Course Title	Credits	Location



# Post-Program Completion Survey

Youth Apprenticeship

## YA POST-PROGRAM COMPLETION SURVEY

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The [Post-Program Completion Survey](#) form is to be provided to each student completing the Youth Apprenticeship program to capture information on the student's plans after leaving the program. The form should be filled out during the final meeting between the student, mentor, and Local Youth Apprenticeship Coordinator, when the final checklist is filled out and signed. Information captured on this form must be entered online using the Youth Apprenticeship Online Data Application (YODA) System.

DWD is an equal opportunity employer and service provider. If you have a disability and need assistance with this information, please dial 7-1-1 for Wisconsin Relay Service. Please contact the Division of Employment and Training at 888-258-9966 and press 6 to request information in an alternate format, including translated to another language.

