



Environmental Systems: Basic and Advanced Water Resources

Youth Apprenticeship

ENVIRONMENTAL SYSTEMS: BASIC AND ADVANCED WATER RESOURCES

Environmental systems youth apprentices learn core skills needed by the water industry to promote protection, improvement, and sustainability of water resources.

Length of Apprenticeship: One or two years

OCCUPATIONAL COMPETENCIES

Youth apprentices work with a job site mentor to demonstrate the following competencies.

Year 1: 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.

Year 2: Youth apprentices must complete a **total of 12** competencies. **Eleven** 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.

YEAR 1 Competencies	YEAR 2 Competencies
1. Interpret work order	1. Assist with report submissions
2. Create work order	2. Prepare chemicals
3. Monitor operating conditions, meters, pumps, and gauges	3. Add chemicals to systems
4. Collect operational data	4. Perform start-up and shut down of pumps and equipment
5. Use operations software (such as SCADA, PLC, DBs)	5. Inspect operational equipment
6. Perform basic facility maintenance	6. Troubleshoot basic operations
7. Collect samples	7. Analyze lab results
8. Measure weight	8. Maintain schedules, communication, and documentation
9. Measure volume	9. Perform preventive maintenance (PM)
10. Perform calculations and conversions	10. Calibrate equipment
11. Conduct basic lab tests	11. Troubleshoot and repair equipment
	12. Analyze operational data for productivity/trends

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

The following Registered Apprenticeship is available in this area:

- Wastewater Treatment Plant Operator

POST-SECONDARY PATHWAY OPPORTUNITIES

There are several post-secondary pathway opportunities in this area. Following is partial list.

- Water Quality Technician
- Environmental Engineering



Environmental Systems: Basic and Advanced Water Resources

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.

- Year 1 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
- Career Preparation section (one of the three options; upload certificate if applicable)
- Minimum of 450 work hours

Level Two Requirements

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

- Year 2 Competency checklist
- Employability Skills checklist (in this OJL Guide) or the DPI Employability Skills Certificate
- Related instruction equal to 2 high school credits or at least 6 college credits
- Minimum of 900 work hours
- Career Preparation section (one of the three options for each year; upload certificates if applicable)

HOURS

Record the hours the youth apprentice worked.

Total Hours Employed	Company Name	Telephone Number

--	--	--

RELATED INSTRUCTION

YEAR 1: Indicate which related instruction courses the youth apprentice completed. Check Dual Credit box if the youth apprentice is using the course to meet Career Preparation requirement.

Dual Credit	Course Number and Title	Credits	Instruction Provider
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

YEAR 2: Indicate which related instruction courses the youth apprentice completed. Check Dual Credit box if the youth apprentice is using the course to meet Career Preparation requirement.

Dual Credit	Course Number and Title	Credits	Instruction Provider
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			
<input type="checkbox"/>			

CAREER PREPARATION

Youth apprentices must complete **one of the following options during each year** of Youth Apprenticeship participation and it must be relevant to the Occupational Competencies on the checklist:

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. The certificate earned must be occupationally relevant and YA certificates are excluded.

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

- Leadership Certificate (DPI)
- Wisconsin Department of Natural Resources: Municipal Waterworks Operator Certification
- Wisconsin Department of Natural Resources: Small Water System Operator Certification
- Wisconsin Department of Natural Resources: Wastewater Operator Certification
- Other certificates identified by the [Career and Technical Education \(CTE\) Approved Certifications List](#)

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).

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

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

SIGNATURES

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.

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

The following skills are required of all youth apprentices.

Employability Skills	Rating		
Competency and Rating Criteria	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"> • Interacts with others with respect and in a non-judgmental manner • Responds to others in an appropriate and non-offensive manner • Helps co-workers and peers accomplish tasks or goals • Applies problem-solving strategies to improve relations with others • When managing others, shows traits such as compassion, listening, coaching, team development, and appreciation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Employability Skills	Rating		
<p>6. Performs quality work <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Carries out written and verbal directions accurately • Completes work efficiently and effectively • Performs calculations accurately • Conserves resources, supplies, and materials to minimize costs and environmental impact • Uses equipment, technology, and work strategies to improve workflow • Applies problem-solving strategies to improve productivity • Adheres to worksite regulations and practices • Maintains an organized work area 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Provides quality goods or services (internal and external) <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Shows support for the organizational goals and principles by own personal actions • Displays a respectful and professional image to customers • Displays an enthusiastic attitude and desire to take care of customer needs • Seeks out ways to increase customer satisfaction • Produces goods to workplace specifications 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Shows initiative and self-direction <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Prioritizes and carries out responsibilities without being told • Responds with enthusiasm and flexibility to handle tasks that need immediate attention • Reflects on any unsatisfactory outcome as an opportunity to learn • Improves personal performance by doing something different or differently • Analyzes how own actions impact the overall organization • Supports own action with sound reasoning and principles • Balances personal activities to minimize interference with work responsibilities 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Adapts to change <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Shows flexibility and willingness to learn new skills for various job roles • Uses problem-solving and critical-thinking skills to cope with changing circumstances • Modifies own work behavior based on feedback, unsatisfactory outcomes, efficiency, and effectiveness • Displays a "can do" attitude 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills	Rating		
<p>10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Follows personal safety requirements • Maintains a safe work environment • Demonstrates professional role in an emergency • Follows security procedures • Maintains confidentiality 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . . .</i></p> <ul style="list-style-type: none"> • Applies technology effectively in the workplace • Assesses and evaluates information on the job • Assesses training manuals, website, and other media related to the job 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>12. Fulfills training or certification requirements for employment <i>Examples of this requirement may include . . .</i></p> <ul style="list-style-type: none"> • Participation in required career-related training and/or educational programs • Passing certification tests to qualify for licensure and/or certification • Participation in company training or orientation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>13. Sets personal goals for improvement <i>Examples of this requirement may include . . .</i></p> <ul style="list-style-type: none"> • Setting goals that are specific and measurable • Setting work-related goals that align with the organization's mission • Identifying strategies to reach goals • Reflecting on goal progress to regularly evaluate and modify goals 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

YEAR 1 OCCUPATIONAL 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.

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

Occupational Competencies	Ratings		
	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Interpret work order <ul style="list-style-type: none"> • use work order to plan work • identify procedures to be completed • follow work order to complete the work 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Create work order <ul style="list-style-type: none"> • work order is entered into the computer • work order includes all the key information • work order is accurate 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Monitor operating conditions, meters, pumps, and gauges <ul style="list-style-type: none"> • operate the flow measuring device • monitor alarm systems • follow site-specific alarm procedures • identify alarm locations • respond to alarms • document results 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Collect operational data <ul style="list-style-type: none"> • obtain operational data • collect and store samples for testing • download data from meters and data loggers to computer databases • perform physical measurements and process control calculations 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Use operations software (such as SCADA, PLC, DBs) <ul style="list-style-type: none"> • locate file • add and edit data • query data • verify data • monitor processes 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
6. Perform basic facility maintenance <ul style="list-style-type: none"> • don appropriate personal protective equipment (PPE) • perform cleaning • use appropriate cleaning solutions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Collect samples <ul style="list-style-type: none"> • wear proper personal protective equipment (PPE) • setup sampling equipment and materials • setup field testing equipment, materials, etc. (test kits) • identify proper method and container for sample • label sample or container • collect required amount of sample • store sample as required • preserve chain of custody 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Measure weight <ul style="list-style-type: none"> • select the appropriate equipment and materials for the measurement • calculate the accuracy and standard deviation of your values • record measurements in appropriate units and significant figures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Measure volume <ul style="list-style-type: none"> • select the appropriate container for measuring volume • measure using graduated cylinders • measure using serological pipettes • measure using micro pipettors • record measurements in appropriate units and amount of significant figures 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Perform calculations and conversions <ul style="list-style-type: none"> • select appropriate formula • perform the calculation • verify accuracy • convert flow rates • record calculations or conversions 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
11. Conduct basic lab tests <ul style="list-style-type: none"> • select and setup equipment and supplies • prepare reagents, solutions, and/or buffers • prepare quality control samples as needed • prepare sample for testing • test the sample • record results • clean glassware and instruments • segregate, recycle, or dispose of waste following facility guidelines • apply standard precautions • document testing results 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency Substitute (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

YEAR 2 OCCUPATIONAL COMPETENCIES

Year two youth apprentices must complete a **total of 12** competencies. **Eleven** 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.

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

Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Assist with report submissions <ul style="list-style-type: none"> • obtain data and information • complete forms • obtain authorizations as indicated • submit reports 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>2. Prepare chemicals</p> <ul style="list-style-type: none"> perform calculations and conversions as needed determine the concentration and amount required mix the proper concentration of solutions from solids and/or liquids test and adjust pH or concentration if required label and store prepared item as required per protocol document chemical preparation as required clean up 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>3. Add chemicals to systems</p> <ul style="list-style-type: none"> confirm chemical required verify chemical is properly mixed and within expiration date transport chemical to system site for addition to system add chemical to system site document chemical addition as required transport, store, and dispose of materials as indicated 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Perform start-up and shut down of pumps and equipment</p> <ul style="list-style-type: none"> check equipment fluid, air, pressure levels as required set equipment settings as required monitor start-up as required to ensure correct operation shut-down equipment safely identify any process or equipment maintenance concerns take corrective action to report and correct maintenance concerns 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Inspect operational equipment</p> <ul style="list-style-type: none"> inspect equipment for function and damage assist to troubleshoot and repair equipment problems take corrective actions lockout/tag out equipment that is inoperable document inspection 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>6. Troubleshoot basic operations</p> <ul style="list-style-type: none"> regularly review quality control indicators for water treatment operations assist to analyze lab results assist to analyze operational data for productivity/trends take corrective actions for item out of compliance following required protocol adjust processes for water treatment as required (add chemicals, adjust equipment rates, etc.) document operational correction 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Analyze lab results</p> <ul style="list-style-type: none"> collect data and results from testing select and use statistical tools to analyze and synthesize data create tables and graphs to organize data query and extract information from data interpret graphs and the trends in data use tools to manipulate data creating models, reports, plans, processes, or projects from data provided document analysis process and tools used draw conclusions based on analysis with worksite professional assist to troubleshoot operations and adjust processes based on lab results 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Maintain schedules, communication, and documentation</p> <ul style="list-style-type: none"> update schedules as maintenance is completed communicate maintenance and repair needs clearly use the correct reporting formats for documentation and communication document maintenance and repair activities accurately maintenance is documented clearly and completely 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>9. Perform preventive maintenance (PM)</p> <ul style="list-style-type: none"> ensure that equipment is properly labeled and pulled from production use follow appropriate Lockout/Tag Out procedures prior to performing PM follow all safety requirements and wear appropriate personal protective equipment (PPE) as required document preventative actions completed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
10. Calibrate equipment <ul style="list-style-type: none"> • clean and adjust instruments before calibrating • calibrate tools and instruments accurately and correctly • promptly re-calibrate tools out of calibration • re-qualify tools and instruments sent out for recalibration or repairs • label tools and equipment that have been calibrated • document all calibration activities 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Troubleshoot and repair equipment <ul style="list-style-type: none"> • ensure that equipment is properly labeled and pulled from production use (Lock Out/Tag Out) • follow all safety requirements and wear appropriate personal protective equipment (PPE) as required • take appropriate readings using meters and testing equipment • determine the cause of the problems reported • assist with basic repair • assist to re-qualify equipment • document testing, evaluation, repair, and requalification 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Analyze operational data for productivity/trends <ul style="list-style-type: none"> • obtain questionable or out of compliance data and reports • define question/problem to be evaluated • select data analysis tool • collect additional data if needed • organize data using quality tools • analyze lab results and other operational data • assist to troubleshoot operations and adjust processes based on analysis 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency Substitute (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			



Post-Program Completion Survey

Youth Apprenticeship

YA POST-PROGRAM COMPLETION SURVEY: EMPLOYER FEEDBACK

Employers complete the following information. YA Coordinators will enter this into the Post-Program Completion Survey.

YA Employer Post-Program Completion Questions	
Will you offer or have you offered the Youth Apprentice a continuing position with your company?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If continuing position offered to youth apprentice, did they accept?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please answer the questions below:	
Was the offer for full time or part time work?	<input type="checkbox"/> Full-time <input type="checkbox"/> Part-time
Title of the position offered:	
What is the wage of the continuing employment offer?	
If applicable, will the youth apprentice advance to a Registered Apprenticeship?	

YA POST-PROGRAM COMPLETION SURVEY

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. This **form should be completed by the Youth Apprenticeship Coordinator** to capture information from the Youth Apprentice and the Employer after successful completion of the Youth Apprenticeship Program.

The form should be completed during the final meeting between the student, mentor, and Youth Apprenticeship Coordinator, when the final checklist or On-the-Job Learning (OJL) Guide 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.

