



Diesel Technician

Youth Apprenticeship

DIESEL TECHNICIAN

Diesel Technician youth apprentices gain skills related to the preventative maintenance and repair of diesel vehicles and equipment. Apprentices must adhere to industry safety and security standards.

Length of Apprenticeship: One or two years

OCCUPATIONAL COMPETENCIES

Diesel youth apprentices work with a job site mento to demonstrate the following competencies. Youth apprentices must complete the **EIGHT** required competencies plus **TWO** of the additional competencies during year 1. Youth apprentices complete an additional **TEN** competencies in year two. Employers can substitute up to **1** competency per year with other occupationally appropriate skills. Substitutions must be added to the competency list for assessment. Note that where necessary, skills can be simulated.

Required Competencies	Additional Competencies
<ol style="list-style-type: none"> 1. Operate tools and equipment safely 2. Maintain work area 3. Process work order 4. Change oil and filter 5. Assist the diagnosis of common concerns 6. Acquire vehicle/equipment parts 7. Perform electronic diagnosis of vehicle 8. Assist with preventative maintenance of Diesel Engines 	<ol style="list-style-type: none"> 1. Assist with preventative maintenance of brake systems 2. Assist with preventative maintenance of fuel systems 3. Assist with preventative maintenance of steering and suspension 4. Assist with preventative maintenance of electrical systems 5. Assist with preventative maintenance of HVAC systems 6. Assist with preventative maintenance of Hydraulics 7. Assist with preventative maintenance of Powertrain/Hydrostatic systems 8. Assist with preventative maintenance of wheels and tires 9. Assist with preventative maintenance of Drivetrain systems 10. Assist with preventative maintenance of air and exhaust systems 11. Assist with preventative maintenance of windshields 12. Assist with preventative maintenance of vehicle/equipment frame 13. Inspect interior and accessory components 14. Assist with preventative maintenance of exterior lighting systems

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

Some of the related instruction courses can bridge into the following registered apprenticeship:

- Diesel Registered Apprenticeship

POST-SECONDARY PATHWAY OPPORTUNITIES

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

- Diesel and Heavy Equipment Technician
- Diesel Equipment Mechanic
- Diesel Equipment Technician



Diesel Technician

Youth Apprenticeship

ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

(TO BE COMPLETED BY YA CONSORTIUM)

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
- 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

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.

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. .

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

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 (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

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	Exceeds Expectations: Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior
2	Meets Expectations: Meets entry-level criteria; requires some supervision; often displays this behavior
1	Working to Meet Expectations: 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</p> <p><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)</p> <p><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</p> <p><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"/>

Employability Skills	Rating		
<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"/>
<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"/>

OCCUPATIONAL COMPETENCIES

(TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Diesel youth apprentices work with a job site mento to demonstrate the following competencies. Youth apprentices must complete the **EIGHT** required competencies plus **TWO** of the additional competencies during year 1. Youth apprentices complete an additional **TEN** competencies in year two. Employers can substitute up to **1** competency per year with other occupationally appropriate skills. Substitutions must be added to the competency list for assessment. Note that where necessary, skills can be simulated.

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

If any competencies are rated "1" on the final performance review checklist that is submitted to WI DWD it is considered a failed checklist.

Required Occupational Competencies	Ratings		
	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
1. Operate tools and equipment safely <ul style="list-style-type: none"> • operate only equipment trained on • choose correct tool or equipment for the task • verify tool/equipment is available for use and in working order • verify tool/equipment is current for preventative maintenance and/or calibration • verify safety equipment • wear proper Personal Protective Equipment (PPE) • use tool/equipment guarding devices • monitor tool/equipment for safe operation • follow clean-up procedures • perform required preventative maintenance • report abnormal tool/equipment conditions promptly • shut down and label tool/equipment not operating as expected • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain work area <ul style="list-style-type: none"> • ensure shop bay is clear and free of materials before beginning work • maintain shop manuals • organize tools • return tools to proper location • clean work area • dispose of old parts properly • return core and warranty items properly 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>3. Process work order</p> <ul style="list-style-type: none"> • verify customer complaint/concern • obtain customer information, vehicle and equipment identifying information, customer concern, and related service history • document customer complaint/concern information on repair order • obtain customer signature(s) • handle complaints tactfully without insult or conflict • protect vehicle/equipment interior for service • follow work order process flow • follow 3C's (Complaint, Cause, Correction) process 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>4. Change oil and filter</p> <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • place oil container under drain spot • remove drain plug • drain engine oil • take oil sample if needed for condition testing • clean plug • torque drain plug to specification • replace oil filter • refill to recommended amount • run engine and check for leaks • check engine oil level • dispose of used fluid and filter properly • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>5. Assist the diagnosis of common concerns</p> <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • follow the 3 C's (Complaint, Cause, Correction) process • identify appropriate inspections and test(s) to perform based on customer concern • research information • complete manual diagnostic tests • complete electronic diagnostic tests • suggest possible sources of concern • recommend plan to correct concern • photograph/video and document part(s) in question • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p>6. Acquire vehicle/equipment parts</p> <ul style="list-style-type: none"> • collect information to determine part required • locate vehicle and component identification numbers • check part price • check part availability • obtain part • verify correct part upon receipt 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>7. Perform electronic diagnosis of vehicle</p> <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • activate on-board diagnostics • read trouble codes with and without a scan tool • verify malfunction indicator light trouble codes using the scan tool • obtain the appropriate scan tool and program cartridge for the vehicle/equipment, system and/or date • locate the data link connector (DLC) in the vehicle/equipment • attach the scan tool cable into the DLC • follow the prompts to access the trouble codes • consult the trouble code chart or scan tool code conversion • review test results • recommend determine further tests, inspections, or repairs • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p>8. Assist with preventative maintenance of Diesel Engines</p> <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform visual inspection of engine • check fuel pressure • check oil pressure • inspect cooling system • inspect air intake system • inspect exhaust system • cleanup work area • return tools to proper location • complete service documentation 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Required Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
Competency Substitute (if you replaced a competency above, note the competency and rating)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Comments:			

ADDITIONAL OCCUPATIONAL COMPETENCIES
(TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Enter rating for year the competency is demonstrated.

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

If any competencies are rated "1" on the final performance review checklist that is submitted to WI DWD it is considered a failed checklist.

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
1. Assist with preventative maintenance of brake systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform visual inspection of brakes • assist removal of worn or damaged brake shoes and hardware • assist removal of worn or damaged brake system components • assist replacement of air system valves and controls • assist replacement of brake shoes and hardware • assist replacement of brake system components • complete final brake performance test • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
2. Assist with preventative maintenance of fuel systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform fuel system inspection • identify parts in need of replacement • replace fuel filters • disassemble fuel system • recommend corrective action • assist rebuilding fuel system • assist qualifying fuel system repair • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Assist with preventative maintenance of steering and suspension <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform inspection of steering and suspension • identify parts in need of replacement • remove worn or damaged parts • recommend corrective action • assist repair of worn or damaged parts • perform alignment test • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Assist with preventative maintenance of electrical systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • test condition of battery • perform electrical system test using Ohms Law Principles • use electrical diagrams • assist repair of wiring systems • assist repair of electrical components • perform post repair electrical system test • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
5. Assist with preventative maintenance of HVAC systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform HVAC performance test using O.E.M. specifications • assist replacement of failed system components • flush AC systems • perform test of HVAC systems • handle hazardous wastes properly • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Assist with preventative maintenance of Hydraulics <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • use hydraulic diagrams • perform visual inspection of hoses, tubing's, and fittings for leaks • assist removal of worn or damaged hydraulic components • assist cleaning of hydraulic system • assist replacement of worn or damage components and fluids • perform test of hydraulics system • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist with preventative maintenance of Powertrain/ Hydrostatic systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform inspection of powertrain system • assist removal of drive hoses • assist rebuilding or repair or pilot control valves • test hydrostatic motors • test hydrostatic pumps • assist rebuilding of pumps and motors • perform final inspection of Powertrain system • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
8. Assist with preventative maintenance of wheels and tires <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform visual inspection of wheels and tires • identify correct tire for vehicle • assist replacement of worn or damaged tires • assist replacement of worn or damaged wheels • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Assist with preventative maintenance of Drivetrain systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform visual inspection of Drivetrain system • assist removal or replacement of drive hoses and • assist removal or replacement of driveshaft/u-joints • assist rebuilding or repair of pilot control devices and • assist rebuilding or repair of differential/axles • assist rebuilding or repair of drive motors/transfer case/gearbox • perform final inspection of Drivetrain system • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Assist with preventative maintenance of air and exhaust systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • inspect air and exhaust system • remove old or damaged air filters • replace air filters • replace air system components • assist repair of diesel particulate filter (DPF) • assist repair and replacement of manifold • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
11. Assist with preventative maintenance of windshields <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • identify correct windshield • assist patching or repair of damaged windshield • assist removal of damaged windshield • assist replacement of windshield • clean area of replacement • test replaced windshield • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assist with preventative maintenance of vehicle/equipment frame <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • inspect vehicle frame for defects and damage • assist repair of frame defects and damage • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Inspect interior and accessory components <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • inspect warning indicators • inspect seatbelts and airbags • inspect operation of accessory components • inspect phone and/or GPS systems • inspect interior lighting systems • inspect data recording systems • assist repair of interior and accessory components • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
14. Assist with preventative maintenance of exterior lighting systems <ul style="list-style-type: none"> • obtain job equipment and materials • follow safety and service procedures • perform test of exterior lights • inspect connectors, cables, and holders • assist replacement of bulbs and headlights • test replaced bulbs and headlights • cleanup work area • return tools to proper location • complete service documentation 	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Competency Substitute (if you replaced a competency above, note the competency and rating)	Year 1 Rating		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Year 2 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: COMPLETED BY YA CONSORTIUM

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 all high school seniors and their employers 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 Bureau of Apprenticeship Standards Electronic Records System (BASERS).

No part of this document may be altered, duplicated, or extracted without written consent from the Wisconsin Department of Workforce Development (DWD).

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.

