



Assembly and Packaging

Youth Apprenticeship

ASSEMBLY AND PACKAGING

Assembly and Packaging youth apprentices follow processes to prepare goods and materials for shipping, including set up of assembly and packaging equipment and machinery. Apprentices must adhere to industry safety and security standards.

Length of Apprenticeship: One year

OCCUPATIONAL COMPETENCIES

Assembly and Packaging youth apprentices must complete **a total of 19** competencies per year. All **7** Manufacturing Fundamentals Competencies must be complete. No substitutions to this list. **Eleven** of the 12 Assembly and Packaging competencies must be from the list below. If necessary, employers can substitute up to **1** competency with another occupationally appropriate skill. That skill must be added to the competency list for assessment. Note that where necessary, skills can be simulated.

***Students who completed a previous Manufacturing YA program do *not* need to repeat the Manufacturing Fundamentals Competencies

Manufacturing Fundamentals Competencies	Assembly and Packaging Competencies
1. Focus on customer needs 2. Use various instruments 3. Operate tools and equipment safely 4. Practice quality assurance principles 5. Follow personal safety requirements 6. Maintain a safe work environment 7. Demonstrate professional role to be used in an emergency	1. Read technical drawings and work orders 2. Interpret assembly and packaging symbols and procedures 3. Identify set up for assembly 4. Select tools and materials 5. Perform safety checks 6. Perform assembly set up 7. Verify assembly set up 8. Perform assembly 9. Perform quality checks 10. Build packaging 11. Package product 12. Process packaging documents

APPRENTICESHIP BRIDGING OPPORTUNITIES

The following Registered Apprenticeship is available in this area:

- Machinist
- Maintenance Technician
- Tool and Die Maker

POST-SECONDARY PATHWAY OPPORTUNITIES

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

- Automated Packaging Systems Technician Technical Diploma
- Automation Systems Technology



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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.

- ☐ 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

RELATED INSTRUCTION

YEAR 1: Indicate which related instruction courses the youth apprentice completed.

Dual Credit	Course Number and Title	Credits	Instruction Provider
☐			
☐			
☐			
☐			

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.

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> • 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	☐	☐	☐

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>	- 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	☐	☐	☐
3. Collaborates with others <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	- 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	☐	☐	☐
4. Maintains composure under pressure <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	- 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	☐	☐	☐
5. Demonstrates integrity <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	- 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	☐	☐	☐

Employability Skills		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
6. Performs quality work <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	• 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	☐	☐	☐
7. Provides quality goods or services (internal and external) <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	• 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	☐	☐	☐
8. Shows initiative and self-direction <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	• 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	☐	☐	☐

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>	- 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	☐	☐	☐
10. Demonstrates safety and security regulations and practices <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	- Follows personal safety requirements - Maintains a safe work environment - Demonstrates professional role in an emergency - Follows security procedures - Maintains confidentiality	☐	☐	☐
11. Applies job-related technology, information, and media <i>Examples of qualities and habits that the employee might exhibit include . . .</i>	- Applies technology effectively in the workplace - Assesses and evaluates information on the job - Assesses training manuals, website, and other media related to the job	☐	☐	☐
12. Fulfills training or certification requirements for employment <i>Examples of this requirement may include . . .</i>	- 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	☐	☐	☐
13. Sets personal goals for improvement <i>Examples of this requirement may include . . .</i>	- 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	☐	☐	☐

OCCUPATIONAL COMPETENCIES

(TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Assembly and Packaging youth apprentices must complete a **total of 19** competencies per year. All **7** Manufacturing Fundamentals Competencies must be complete. No substitutions to this list. **Eleven** of the 12 Assembly and Packaging competencies must be from the list below. If necessary, employers can substitute up to **1** competency with another occupationally appropriate skill. That skill must be added to the competency list for assessment. Note that where necessary, skills can be simulated

***Students who completed a previous Manufacturing YA program do *not* need to repeat the Manufacturing Fundamentals Competencies

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.

Manufacturing Fundamentals Occupational Competencies		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
1. Focus on customer needs • identify internal and external customers impacted by the production process • satisfy internal and external customer's expectations • collaborate with team • assist work site professional to keep internal and/or external customers informed of project progress and decisions that may affect them • define the impact of the Voice of the Customer • determine the impact of your work to the internal and external customer		☐	☐	☐

Manufacturing Fundamentals Occupational Competencies		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
2. Use various instruments - consider the degree of precision required by the part feature - choose correct measuring instrument for task - verify equipment is available for use and in working order - verify equipment preventative maintenance and/or calibration - inspect tools and work area for safety considerations - clean and adjust measuring instrument prior to use - use gauges, calipers, and micrometer instruments - use semi-precision and precision layout tools - use digital gauges, checking fixtures - use digital scales, thermometers - confirm measurement accuracy - record measurement correctly including unit of measurement at proper interval - calibrate, clean, and store measuring instruments properly - convert standard to metric – metric to standard measurement units		☐	☐	☐
3. Operate tools and equipment safely - operate only tool/equipment that he/she is trained on - choose correct tool/equipment for the task - follow tool check list - verify tool/equipment is available for use and in working order - verify tool/equipment is current for preventative maintenance and/or calibration - wear appropriate Personal Protective Equipment (PPE) - inspect tool/equipment and work area for safety considerations - prepare tool/equipment for safe operation - operate tool/equipment safely with guarding devices - monitor tool/equipment for safe operation while operating - compare tool/equipment performance regularly to optimal equipment operations - follow facility procedures for clean-up and shut down after use - perform required preventative maintenance procedures - report abnormal tool/equipment conditions - properly shuts down and labels any tool/equipment that is not operating as expected - follow Lock Out/Tag Out procedures as applicable - document use and maintenance		☐	☐	☐

Manufacturing Fundamentals Occupational Competencies		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
4. Practice quality assurance principles - inspect materials/piece/product at all stages of production - identify quality or condition of materials/piece/product - monitor materials, processes, equipment, tools, and products throughout the production process - inspect final product/piece to ensure it meets specifications - identify and segregate materials and/or product that do not meet specification - communicate with work site professional if materials/product do not meet requirements - document all quality checks - participate in root-cause analysis of process/product - take ownership of work - collaborate with work site professional on corrective action		☐	☐	☐
5. Follow personal safety requirements (Safety) - participate in required safety training - follow all worksite guidelines for personal safety - apply principles of proper body mechanics - report exposures, injuries, near misses, or accidents, personal or to others immediately - locate key information on Material Safety Data Sheets (MSDS) - handle and dispose of any hazardous materials appropriately - operate equipment that he/she is trained on - adhere to equipment safety standards - visually inspect equipment before operation - wear required Personal Protective Equipment (PPE) at all times - follow company emergency action plan - identify hazardous conditions and restricted areas in the workplace - avoid pinch points - be aware of surroundings		☐	☐	☐

Manufacturing Fundamentals Occupational Competencies		Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating			
	1	2	3	
6. Maintain a safe work environment (safety) • comply with posted safety warnings and symbols • identify unsafe conditions and/or work habits • report unsafe conditions and/or work habits • help maintain a clean and safe working environment free of debris and obstacles • maintain clean, organized work area • use hazardous materials according to company procedure • report any indications of insects or pests, if necessary • follow appropriate Lock out – tag out procedures • adhere to Occupational Safety and Health Administration (OSHA) Safety guidelines • follow rules for operating equipment (Powered Industrial Vehicle PIV) • identify applicable Emergency Stops	☐	☐	☐	
7. Demonstrate professional role to be used in an emergency (safety) • participate in emergency safety simulations and drills • describe company's policy and procedures for work site incidents, accidents, electrical, fire, tornado, bomb threats, robbery, hostage situations, and other emergency situations • identify the closest fire alarms and emergency exits • identify the fire extinguishers • identify appropriate alarms and procedures for using alarms • contact emergency personnel in the event of an emergency • contribute to emergency incident documentation	☐	☐	☐	
Comments:				

Assembly and Packaging Occupational Competencies (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Occupational Competencies		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
1. Read technical drawings and work orders - review technical drawing - gather reference materials as needed - determine type of print and views used - determine material specifications - determine critical dimensions and tolerances - analyze supplementary data - determine product or job instructions and specifications - interpret assembly and packaging symbols and procedures		☐	☐	☐
2. Interpret assembly and packaging symbols and procedures - interpret technical drawings accurately as needed for job task - use appropriate terminology - identify lines, views, symbols, and representations on the drawings - interpret dimensions, tolerances, and scale on the drawings - interpret threads, tapers, and shop notes on the drawings - interpret the assembly and packaging plan from a technical drawing which includes tools, equipment, speeds, feeds, fixtures, and holders as applicable		☐	☐	☐
3. Identify set up for assembly - locate and review applicable technical drawings, work orders, and/or procedures for assembly processing - plan sequencing, tools, and equipment needed for assembly - identify set up needed - consult with worksite professional to verify assembly schedule, deadlines, and timeframes		☐	☐	☐
4. Select tools and materials - select tools and assembly equipment to be used - check assembly pieces needed against work order - verify assembly pieces and materials meet specifications - gather all resources needed at the workstation - notify work site professional of any discrepancies		☐	☐	☐

Occupational Competencies		Rating		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
5. Perform safety checks - review assembly procedure to be used - review safety requirements of assembly procedure - verify safety equipment and Personal Protective Equipment (PPE) needed for assembly process - inspect tools and work area for safety considerations - examine assembly equipment labeling and safeguarding		☐	☐	☐
6. Perform assembly set up - assemble and adjust tools and assembly equipment as required - verify assembly equipment is available for use and in working order - verify assembly equipment is current for preventative maintenance and/or calibration - set assembly equipment parameters as required for the procedure - stage pieces and materials for assembly		☐	☐	☐
7. Verify assembly set up - verify set up meets assembly requirements and product specifications - examine first assembled final product for visual and/or dimensional specification - make adjustments to ensure final assembly meets specification if needed - verify repeatability of set up if applicable - document assembly set up procedure for repeatability if applicable - document startup/set up procedure		☐	☐	☐
8. Perform assembly - operate assembly equipment safely in the manner required for the job task - operate assembly equipment according to machine requirements - wear Personal Protective Equipment (PPE) required for the operation of the equipment - monitor equipment for safe operation while operating - inspect final assembled product - make adjustments ensuring assembled product meets specification - document assembly procedure		☐	☐	☐

Occupational Competencies		Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating			
	1	2	3	
9. Perform quality checks • test assembled product for function and/or compliance • label assembled products for compliance or non-compliance • document quality control checks	☐	☐	☐	
10. Build packaging • verify testing of assembled product(s) is complete • identify package needed • assembly package • inspect package • stage finished package	☐	☐	☐	
11. Package product • verify proper packaging procedure • retrieve packaging • use required protective packaging materials • place final compliant product in packaging • seal package • inspect package for relevant work order information • handle package to prevent damage • verify label meets regulatory and safety specifications • verify package meets shipping specifications	☐	☐	☐	
12. Process packaging documents • verify packaging documentation included matches the final packaged product • apply shipping documentation • communicate package availability to proper parties • verify documentation is legible • complete package documentation in appropriate format	☐	☐	☐	
Competency Substitute (if you replaced a competency above, note the competency and rating)	☐	☐	☐	
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?	☐ Yes ☐ No
If continuing position offered to youth apprentice, did they accept?	☐ Yes ☐ No
If yes, please answer the questions below:	
Was the offer for full time or part time work?	☐ Full-time ☐ 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).

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