



# Industrial Equipment

Youth Apprenticeship

## INDUSTRIAL EQUIPMENT

Industrial Equipment youth apprentices set up, operate, monitor, and control production equipment. Requirements. Apprentices must adhere to industry safety and security standards.

**Length of Apprenticeship:** One or two years

## OCCUPATIONAL COMPETENCIES

Industrial Equipment youth apprentice must complete all **7** Manufacturing Fundamentals Competencies. No substitutions to this list. Students completing a one-year program must complete **13** of the 26 Industrial Equipment competencies from the list below. Second-year students will complete the remaining **13** Industrial Equipment competencies. Employers can substitute up to **1** competency per year with another occupationally appropriate skill. Substitutions should be added to the competency list for assessment. Note that where necessary, skills can be simulated.

**Note:** Students completing a 2-year industrial equipment youth apprenticeship must select different industrial equipment processes than the first year.

\*\*\*Students who completed one year of Industrial Equipment or a previous Manufacturing YA program do *not* need to repeat the Manufacturing Fundamentals Competencies.

Manufacturing Fundamentals Competencies	Industrial Equipment Competencies
<ol style="list-style-type: none"> <li>1. Focus on customer needs</li> <li>2. Use various instruments</li> <li>3. Operate tools and equipment safely</li> <li>4. Practice quality assurance principles</li> <li>5. Follow personal safety requirements</li> <li>6. Maintain a safe work environment</li> <li>7. Demonstrate professional role to be used in an emergency</li> </ol>	<ol style="list-style-type: none"> <li>1. Read technical drawings and work orders</li> <li>2. Interpret equipment symbols and procedures</li> <li>3. Maintain schedules, communication, and documentation</li> <li>4. Monitor equipment for correct operation</li> <li>5. Identify maintenance requirements</li> <li>6. Layout and plan work</li> <li>7. Perform safety checks</li> <li>8. Use hand tools</li> <li>9. Perform preventive maintenance (PM)</li> <li>10. Perform lubrication procedures</li> <li>11. Support basic equipment problem identification and diagnosis</li> <li>12. Assist with basic equipment repair</li> <li>13. Assist re-qualifying equipment</li> <li>14. Calibrate tools and equipment</li> <li>15. Set up metal</li> </ol>

	<ul style="list-style-type: none"> <li>16. Mount a bearing</li> <li>17. Install mechanical fasteners</li> <li>18. Assist with electrical circuit problem identification and diagnosis</li> <li>19. Assist with motor control problem identification and diagnosis</li> <li>20. Assist with hydraulic and/or pneumatic problem identification and diagnosis</li> <li>21. Maintain and repair mechanical drive system components</li> <li>22. Maintain and repair electrical control system components</li> <li>23. Maintain and repair hydraulic system components</li> <li>24. Assist installation and qualification of equipment</li> <li>25. Maintain and repair pneumatic system components</li> <li>26. Fabricate metal</li> </ul>
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## **REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES**

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

- Industrial Manufacturing Technician
- Industrial Electrician

## **POST-SECONDARY PATHWAY OPPORTUNITIES**

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

- Industrial Maintenance Mechanic Technical Diploma
- Industrial Maintenance Technician Technical Diploma
- Industrial Mechanic Technical Diploma



# Industrial Equipment

Youth Apprenticeship

## ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

**(TO BE COMPLETED BY YA CONSORTIUM)**

### YOUTH APPRENTICE INFORMATION

<b>Youth Apprentice Name</b>	
<b>YA Coordinator</b>	<b>YA Consortium</b>
<b>School District</b>	<b>High School Graduation Date</b>

### 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

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

Dual Credit	Course Number and Title	Credits	Instruction Provider
<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"/>			

## 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 (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.

<b>3</b>	<b>Exceeds Expectations:</b> Exceeds entry-level criteria; requires minimal supervision; consistently displays this behavior
<b>2</b>	<b>Meets Expectations:</b> Meets entry-level criteria; requires some supervision; often displays this behavior
<b>1</b>	<b>Working to Meet Expectations:</b> 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"> <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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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	1
<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"> <li>• Adjusts 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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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"> <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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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"> <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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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"> <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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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	1
<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"> <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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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"> <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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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"> <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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Employability Skills Employability Skills	Rating 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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Fulfills training or certification requirements for employment <i>Examples of this requirement may 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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Sets personal goals for improvement <i>Examples of this requirement may 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>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## OCCUPATIONAL COMPETENCIES

### (TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Industrial Equipment youth apprentice must complete all **7** Manufacturing Fundamentals Competencies. No substitutions to this list. Students completing a one-year program must complete **13** of the 26 Industrial Equipment competencies from the list below. Second-year students will complete the remaining **13** Industrial Equipment competencies. Employers can substitute up to **1** competency per year with another occupationally appropriate skill. Substitutions should be added to the competency list for assessment. Note that where necessary, skills can be simulated.

**Note:** Students completing a 2-year industrial equipment youth apprenticeship must select different industrial equipment processes than the first year.

\*\*\*Students who completed one year of Industrial Equipment or 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
<p><b>1. Focus on customer needs</b></p> <ul style="list-style-type: none"> <li>• identify internal and external customers impacted by the production process</li> <li>• satisfy internal and external customer's expectations</li> <li>• collaborate with team</li> <li>• assist work site professional to keep internal and/or external customers informed of project progress and decisions that may affect them</li> <li>• define the impact of the Voice of the Customer</li> <li>• determine the impact of your work to the internal and external customer</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Manufacturing Fundamentals Occupational Competencies</b>	<b>Rating</b>		
<b>Competency and Rating Criteria</b>	<b>Minimum Rating of 2 for EACH Check Rating</b>		
	<b>1</b>	<b>2</b>	<b>3</b>
<p><b>2. Use various instruments</b></p> <ul style="list-style-type: none"> <li>• consider the degree of precision required by the part feature</li> <li>• choose correct measuring instrument for task</li> <li>• verify equipment is available for use and in working order</li> <li>• verify equipment preventative maintenance and/or calibration</li> <li>• inspect tools and work area for safety considerations</li> <li>• clean and adjust measuring instrument prior to use</li> <li>• use gauges, calipers, and micrometer instruments</li> <li>• use semi-precision and precision layout tools</li> <li>• use digital gauges, checking fixtures</li> <li>• use digital scales, thermometers</li> <li>• confirm measurement accuracy</li> <li>• record measurement correctly including unit of measurement at proper interval</li> <li>• calibrate, clean, and store measuring instruments properly</li> <li>• convert standard to metric – metric to standard measurement units</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>3. Operate tools and equipment safely</b></p> <ul style="list-style-type: none"> <li>• operate only tool/equipment that he/she is trained on</li> <li>• choose correct tool/equipment for the task</li> <li>• follow tool check list</li> <li>• verify tool/equipment is available for use and in working order</li> <li>• verify tool/equipment is current for preventative maintenance and/or calibration</li> <li>• wear appropriate Personal Protective Equipment (PPE)</li> <li>• inspect tool/equipment and work area for safety considerations</li> <li>• prepare tool/equipment for safe operation</li> <li>• operate tool/equipment safely with guarding devices</li> <li>• monitor tool/equipment for safe operation while operating</li> <li>• compare tool/equipment performance regularly to optimal equipment operations</li> <li>• follow facility procedures for clean-up and shut down after use</li> <li>• perform required preventative maintenance procedures</li> <li>• report abnormal tool/equipment conditions</li> <li>• properly shuts down and labels any tool/equipment that is not operating as expected</li> <li>• follow Lock Out/Tag Out procedures as applicable</li> <li>• document use and maintenance</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manufacturing Fundamentals Occupational Competencies	Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p><b>4. Practice quality assurance principles</b></p> <ul style="list-style-type: none"> <li>inspect materials/piece/product at all stages of production</li> <li>identify quality or condition of materials/piece/product</li> <li>monitor materials, processes, equipment, tools, and products throughout the production process</li> <li>inspect final product/piece to ensure it meets specifications</li> <li>identify and segregate materials and/or product that do not meet specification</li> <li>communicate with work site professional if materials/product do not meet requirements</li> <li>document all quality checks</li> <li>participate in root-cause analysis of process/product</li> <li>take ownership of work</li> <li>collaborate with work site professional on corrective action</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>5. Follow personal safety requirements (safety)</b></p> <ul style="list-style-type: none"> <li>participate in required safety training</li> <li>follow all worksite guidelines for personal safety</li> <li>apply principles of proper body mechanics</li> <li>report exposures, injuries, near misses, or accidents, personal or to others immediately</li> <li>locate key information on Material Safety Data Sheets (MSDS)</li> <li>handle and dispose of any hazardous materials appropriately</li> <li>operate equipment that he/she is trained on</li> <li>adhere to equipment safety standards</li> <li>visually inspect equipment before operation</li> <li>wear required Personal Protective Equipment (PPE) at all times</li> <li>follow company emergency action plan</li> <li>identify hazardous conditions and restricted areas in the workplace</li> <li>avoid pinch points</li> <li>be aware of surroundings</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Manufacturing Fundamentals Occupational Competencies	Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<p><b>6. Maintain a safe work environment (safety)</b></p> <ul style="list-style-type: none"> <li>• comply with posted safety warnings and symbols</li> <li>• identify unsafe conditions and/or work habits</li> <li>• report unsafe conditions and/or work habits</li> <li>• help maintain a clean and safe working environment free of debris and obstacles</li> <li>• maintain clean, organized work area</li> <li>• use hazardous materials according to company procedure</li> <li>• report any indications of insects or pests, if necessary</li> <li>• follow appropriate Lock out – tag out procedures</li> <li>• adhere to Occupational Safety and Health Administration (OSHA) Safety guidelines</li> <li>• follow rules for operating equipment (Powered Industrial Vehicle PIV)</li> <li>• identify applicable Emergency Stops</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>7. Demonstrate professional role to be used in an emergency (safety)</b></p> <ul style="list-style-type: none"> <li>• participate in emergency safety simulations and drills</li> <li>• describe company’s policy and procedures for work site incidents, accidents, electrical, fire, tornado, bomb threats, robbery, hostage situations, and other emergency situations</li> <li>• identify the closest fire alarms and emergency exits</li> <li>• identify the fire extinguishers</li> <li>• identify appropriate alarms and procedures for using alarms</li> <li>• contact emergency personnel in the event of an emergency</li> <li>• contribute to emergency incident documentation</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Comments:</b>			

**Industrial Equipment (TO BE COMPLETED BY YA EMPLOYER/MENTOR)**

Occupational Competencies Competency and Rating Criteria	Rating		
	1	2	3
<b>1. Read technical drawings and work orders</b> <ul style="list-style-type: none"> <li>• review technical drawing</li> <li>• gather reference materials as needed</li> <li>• determine type of print and views used</li> <li>• determine material specifications</li> <li>• determine critical dimensions and tolerances</li> <li>• analyze supplementary data</li> <li>• determine product or job instructions and specifications</li> <li>• interpret equipment symbols and procedure</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Interpret equipment symbols and procedures</b> <ul style="list-style-type: none"> <li>• interpret technical drawings accurately as needed for job task</li> <li>• use appropriate terminology</li> <li>• identify lines, views, symbols, and representations on the drawings</li> <li>• interpret dimensions, tolerances, and scale on the drawings</li> <li>• interpret threads, tapers, and shop notes on the drawings</li> <li>• interpret the maintenance, installation and/or repair plan from a technical drawing which includes tools, equipment, speeds, feeds, fixtures and holders as applicable</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Maintain schedules, communication, and documentation</b> <ul style="list-style-type: none"> <li>• identify frequency of maintenance tasks, i.e., daily, every other day, weekly, monthly, yearly, etc.</li> <li>• update schedules as maintenance is completed</li> <li>• schedule preventive and repair maintenance with all internal and external parties with limited disruption to production</li> <li>• communicate maintenance and repair needs clearly</li> <li>• use the correct reporting formats for documentation and communication</li> <li>• document maintenance and repair activities accurately</li> <li>• report back and document any maintenance and repair issues in a timely manner</li> <li>• document maintenance completely</li> <li>• document maintenance timely and accurate</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>4. Monitor equipment for correct operation</b> <ul style="list-style-type: none"> <li>review equipment quality measures for trends and problems</li> <li>compare current equipment performance to optimal equipment operations on a regular basis</li> <li>report noted deviations from expected performance</li> <li>review relevant data before making suggestions</li> <li>support investigation of abnormal equipment conditions in a timely manner</li> <li>monitor corrected action solved the problem</li> <li>document monitoring activities</li> <li>verify repair history is complete, current, and accurate</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Identify maintenance requirements</b> <ul style="list-style-type: none"> <li>review applicable technical drawings, work orders, and/or procedures for maintenance work</li> <li>review procedure and safety requirements</li> <li>identify set up needed</li> <li>verify production schedule, deadlines, and time frames to perform maintenance with work site professional</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Layout and plan work</b> <ul style="list-style-type: none"> <li>identify maintenance requirements</li> <li>plan sequencing, tools, and equipment needed for maintenance procedure</li> <li>select tools and maintenance equipment to be used</li> <li>gather resources needed at the workstation</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>7. Perform safety checks</b> <ul style="list-style-type: none"> <li>review safety requirements of procedure</li> <li>verify safety equipment and Personal Protective Equipment (PPE) needed for maintenance process</li> <li>inspect tools and work area for safety considerations</li> <li>examine equipment labeling and safeguarding</li> <li>ensure Lock Out/Tag Out procedures have been implemented as required prior to maintenance</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Use hand tools</b> <ul style="list-style-type: none"> <li>review safety procedures</li> <li>select the appropriate hand tool for the job</li> <li>use hand tools according to established guidelines for the task to be completed</li> <li>piece(s) meet specification</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>9. Perform preventive maintenance (PM)</b> <ul style="list-style-type: none"> <li>complete scheduled preventive maintenance (PM) tasks in a timely manner</li> <li>communicate PM to production and other applicable parties</li> <li>assure alternative equipment is available</li> <li>consult worksite professionals, technical drawings, maintenance manuals, and equipment history for PM</li> <li>determine type of lubrication requirements</li> <li>gather equipment and supplies needed to perform PM</li> <li>ensure equipment is properly labeled and pulled from production use</li> <li>follow appropriate Lock Out/Tag Out procedures prior to performing PM</li> <li>follow all safety requirements and wear appropriate Personal Protective Equipment (PPE)</li> <li>assist work site professional to follow PM schedule to calibrate and maintain equipment, tools and workstations</li> <li>assist work site professional to re-qualify equipment for operation</li> <li>document preventative actions completed</li> <li>assess PM through follow up</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Perform lubrication procedures</b> <ul style="list-style-type: none"> <li>follow preventive maintenance and repair of equipment steps</li> <li>perform safety checks</li> <li>check lubricant levels</li> <li>check for and correct any leakages</li> <li>draw lubricant samples for analysis</li> <li>test lubricant for contamination and viscosity</li> <li>drain lubricant if required</li> <li>fill reservoir with correct lubricant</li> <li>follow procedures to avoid contamination</li> <li>clean inlet strainer and filters</li> <li>add additional lubrication</li> <li>document lubrication procedures completed</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>11. Support basic equipment problem identification and diagnosis</b> <ul style="list-style-type: none"> <li>• ensure equipment is properly labeled and pulled from production use</li> <li>• interpret technical drawings for the equipment and process under investigation</li> <li>• locate the equipment reference materials and manuals</li> <li>• review previous preventative maintenance and repair history records on the equipment under investigation</li> <li>• assist work site professional to identify the components to be checked for proper operation</li> <li>• ensure appropriate safety devices and personal protective equipment are in place prior to diagnosis</li> <li>• ensure all labeling and Lock Out/Tag Out procedures are in place prior to diagnosis</li> <li>• follow all safety requirements and wears appropriate Personal Protective Equipment (PPE) as required</li> <li>• assist the work site professional to take appropriate readings using meters and testing equipment</li> <li>• assist the work site professional in locating and determining the cause of the problems reported</li> <li>• assist work site professional to match suggested remedies with problems for the inoperative systems</li> <li>• document testing and evaluation</li> <li>• ensure equipment is properly labeled, pulled from production, and communicated regarding repair</li> <li>• investigations are complete, timely, and include indication of root cause</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>12. Assist with basic equipment repair</b> <ul style="list-style-type: none"> <li>• identify equipment problems through malfunction or production or quality indicators</li> <li>• communicate repair needs to production and other applicable parties</li> <li>• assure that alternative equipment is available if needed by production</li> <li>• consult work site professionals, technical drawings, maintenance manuals, and equipment history for repair</li> <li>• determine type of lubrication requirements</li> <li>• gather equipment and supplies needed to perform repair</li> <li>• ensure that equipment is properly labeled and pulled from production use</li> <li>• follow appropriate Lock Out/Tag Out procedures prior to performing repair</li> <li>• follow all safety requirements and wears appropriate Personal Protective Equipment (PPE) as required</li> <li>• assist with basic equipment problem identification and diagnosis</li> <li>• assist work site professional to isolate system and component failure action plan</li> <li>• assist work site professional to re-qualify equipment for operation</li> <li>• document repairs completed</li> <li>• assess repair work through follow up</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Assist re-qualifying equipment</b> <ul style="list-style-type: none"> <li>• review the requirements for re-qualification</li> <li>• perform safety checks</li> <li>• assist the work site professional to re-qualify the equipment</li> <li>• place equipment back into service</li> <li>• notify production</li> <li>• document re-qualification and update maintenance schedules</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>14. Calibrate tools and equipment</b> <ul style="list-style-type: none"> <li>• follow schedule to calibrate tools and instruments</li> <li>• perform safety checks</li> <li>• check tool/instrument certification regularly by reviewing documentation and through observation of use</li> <li>• clean and adjust instruments before calibrating</li> <li>• calibrate tools and instruments accurately and correctly</li> <li>• promptly re-calibrate tools out of calibration</li> <li>• re-qualify tools and instruments sent out for recalibration or repairs</li> <li>• label tools and equipment that have been calibrated</li> <li>• document all calibration activities</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>15. Set up metal</b> <ul style="list-style-type: none"> <li>• layout and plan work</li> <li>• perform safety checks</li> <li>• place parts and assemblies into fixtures</li> <li>• set up equipment for fabrication</li> <li>• locate parts or subassemblies needed</li> <li>• determine the order for the part or subassembly placement</li> <li>• position, align, and bolt jigs, holding fixtures, guides, and stops onto machines</li> <li>• position, align and/or clamp work pieces into jigs and/or holding fixtures</li> <li>• tighten all holding and positioning clamps</li> <li>• inspect assembly</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>16. Mount a bearing</b> <ul style="list-style-type: none"> <li>• follow preventive maintenance and repair of equipment steps</li> <li>• perform safety checks</li> <li>• check running machine for signs (e.g., heat, noise, vibration, etc.) of malfunctioning bearings</li> <li>• find the correct reference for bearing numbering</li> <li>• verify the correct bearing for the application</li> <li>• inspect bearing for condition and lubrication</li> <li>• verify mounting clearances according to specification</li> <li>• handle bearings properly to avoid contamination and damage</li> <li>• assist worksite professional to remove used bearings carefully and correctly</li> <li>• assist worksite professional to prepare all appropriate surfaces (the shaft and bore) as required</li> <li>• assist worksite professional to mount bearing according to specifications</li> <li>• assist worksite professional to analyze reason bearing failed</li> <li>• document bearing installation</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Install mechanical fasteners</b> <ul style="list-style-type: none"> <li>• follow preventive maintenance and repair of equipment steps</li> <li>• perform safety checks</li> <li>• select the appropriate fastener for the application</li> <li>• install various fasteners according to specifications</li> <li>• use the correct tools to install mechanical fastener</li> <li>• document fastener installation</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>18. Assist with electrical circuit problem identification and diagnosis</b> <ul style="list-style-type: none"> <li>assist worksite profession to identify and diagnose equipment problem</li> <li>interpret electrical schematics</li> <li>perform safety checks</li> <li>assist with electrical circuit testing</li> <li>measure current draw</li> <li>test circuit for specified readings to isolate possible causes of fault</li> <li>test for voltage, resistance, open circuits and shorted elements if required</li> <li>utilize electrical tests logically in process of elimination</li> <li>assist worksite professional to identify specific cause of the problem in electrical circuits</li> <li>document electrical circuit testing completed</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>19. Assist with motor control problem identification and diagnosis</b> <ul style="list-style-type: none"> <li>assist work site profession to identify and diagnose equipment problem</li> <li>interpret single electric motor control diagrams</li> <li>perform safety checks</li> <li>assist work site professional to take appropriate readings on motor control system using meters and testing instruments</li> <li>assist work site professional in locating and determining the cause of problems in motor control system</li> <li>document motor control testing completed</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>20. Assist with hydraulic and/or pneumatic problem identification and diagnosis</b> <ul style="list-style-type: none"> <li>assist work site profession to identify and diagnose equipment problem</li> <li>interpret schematics for basic hydraulic system or pneumatic circuit</li> <li>perform safety checks</li> <li>assist in taking appropriate readings using meters and testing instruments</li> <li>check pressure in a hydraulic or pneumatic system at the appropriate location</li> <li>assist work site professional to locate and determine the cause of problems in hydraulic or pneumatic systems</li> <li>document hydraulic and/or pneumatic system testing completed</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>21. Maintain and repair mechanical drive system components</b> <ul style="list-style-type: none"> <li>• assist work site profession to identify and diagnose equipment problem</li> <li>• interpret schematics for mechanical drive systems</li> <li>• perform safety checks</li> <li>• check pulley and belts for tension, wear and damage</li> <li>• mount new pulleys to shafts as required</li> <li>• maintain, install, align, and adjust tension on a belt drive</li> <li>• clean, install, and align gear drives</li> <li>• maintain, install, align, and adjust tension a chain and sprocket drive</li> <li>• install and align couplings</li> <li>• check and corrects motor mounting for soft foot condition, angular and groove alignment</li> <li>• apply lubrication to mechanical drive system according to specifications</li> <li>• remove foreign debris from cooling towers</li> <li>• replace air filters</li> <li>• document mechanical drive system maintenance</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>22. Maintain and repair electrical control system components</b> <ul style="list-style-type: none"> <li>• assist work site profession to identify and diagnose equipment problem</li> <li>• interpret schematics for electrical control systems</li> <li>• perform safety checks</li> <li>• replace faulty lighting components</li> <li>• replace blown fuse or tripped circuit breaker</li> <li>• construct common control circuits using switches and relays</li> <li>• assist to adjust, repair, or replace faulty circuit components</li> <li>• assist to install conduit and wiring</li> <li>• document electrical control system maintenance</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>23. Maintain and repair hydraulic system components</b> <ul style="list-style-type: none"> <li>• assist work site profession to identify and diagnose equipment problem</li> <li>• interpret schematics for hydraulic and/or pneumatic systems</li> <li>• perform safety checks</li> <li>• measure and adjust relief, unloading, and pressure control valves for proper pressure</li> <li>• measure and adjust flow controls for proper rates</li> <li>• check for system leaks</li> <li>• draw sample of hydraulic fluid for analysis</li> <li>• test hydraulic fluids for contamination and viscosity</li> <li>• drain hydraulic fluids as required</li> <li>• fill reservoir with correct fluid or hydraulic fluid</li> <li>• use procedures to avoid fluid contamination</li> <li>• clean inlet strainer and filters as required</li> <li>• check hydraulic power unit for proper performance</li> <li>• inspect and replaces seals and gaskets as required</li> <li>• inspect and replaces hoses, tubing and fittings as required</li> <li>• check operation of control valves and cylinders and replace as required</li> <li>• document hydraulic system maintenance</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>24. Assist installation and qualification of equipment</b> <ul style="list-style-type: none"> <li>• identify required technical, environmental, safety and performance features of equipment</li> <li>• verify final selection of equipment from qualified vendor</li> <li>• obtain manufacturer's recommendations for installation site requirements</li> <li>• check equipment operation site for fulfillment of manufacturer's recommendations</li> <li>• receive equipment and check for damage</li> <li>• install equipment according to manufacturer recommendations</li> <li>• determine performance start up qualification (criteria, procedures, critical parameters, test intervals) and sample analysis for each run or use</li> <li>• determine cleaning, preventive maintenance (PM), routine servicing and authorized repair engineers</li> <li>• update maintenance schedules with new equipment PM and servicing</li> <li>• document qualification and installation such as initial calibration, initial operational testing, quality control procedures and parameters, customization and testing, determination of maintenance and servicing, list of authorized service engineers, etc.</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Occupational Competencies	Rating		
Competency and Rating Criteria	1	2	3
<b>25. Maintain and repair pneumatic system components</b> <ul style="list-style-type: none"> <li>• assist work site profession to identify and diagnose equipment problem</li> <li>• interpret schematics for hydraulic and/or pneumatic systems</li> <li>• perform safety checks</li> <li>• measure and adjust relief, unloading, and pressure control valves for proper pressure</li> <li>• measure and adjust flow controls for proper rates</li> <li>• check for system leaks</li> <li>• measure and adjust pressure regulators and in-line filters and replace as required</li> <li>• check and repair lines for air leaks</li> <li>• check and manually operate all safety valves</li> <li>• check air dryer for proper operation</li> <li>• check operation of control valves and cylinders and replaces as required</li> <li>• align piston (rod) of pneumatic cylinder</li> <li>• check operation of water separator/drain as necessary</li> <li>• drain receiver tanks</li> <li>• drain and blow out mains and header pipes</li> <li>• inspect and fill air lubricators</li> <li>• document pneumatic system maintenance</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>26. Fabricate metal</b> <ul style="list-style-type: none"> <li>• prepare base metal</li> <li>• add or adjust safety guards</li> <li>• verify machine or equipment settings for fabrication of metal material</li> <li>• verify blades, shears, dies, etc., appropriate for metal fabrication to be completed</li> <li>• perform equipment pre-check</li> <li>• adjust holding devices, blade speeds, and metal positions safely as needed</li> <li>• operate tools and equipment safely</li> <li>• process metal according to specifications</li> <li>• inspect, measure, or test completed metal pieces</li> <li>• shut down and secure equipment</li> <li>• clean up</li> <li>• report any discrepancies or equipment concerns to worksite professional immediately</li> <li>• document fabrication process</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<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>			



# 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
<b>If yes, please answer the questions below:</b>	
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.

