



ARBORIST

Arborists provide professional tree care. They use rigging to ascent trees. Youth Apprentices plant trees and shrubs inspect trees and shrubs and perform pruning cuts.

Length of Apprenticeship: One or two years

OCCUPATIONAL COMPETENCIES

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

Year 1: Youth apprentices must complete a **total of 11** competencies. **Ten** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Year 2: Youth apprentices must complete a **total of 10** competencies. **Nine** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. Those skills should be added to the competency list for assessment.

Tool Note: Youth apprentices cannot start or use chainsaws or chippers.

YEAR 1 Competencies	YEAR 2 Competencies
1. Inspect, maintain, and use appropriate personal protective equipment (PPE)	1. Identify common deciduous trees and shrubs
2. Inspect vehicles and towed units	2. Identify common conifer trees and shrubs
3. Conduct a basic tree inspection	3. Identify signs and symptoms of common damaging insects/mites
4. Establish a safe work zone	4. Identify signs and symptoms of common diseases
5. Inspect the following equipment in accordance with American National Standard (ANSI Z133) Safety Requirements for Arboricultural Operations	5. Use a rigging system to lower the load directly to the ground
6. Install work positioning lines from the ground	6. Maneuver through canopy
7. Ascend the tree	7. Prepare the chainsaw for others to use
8. Descend from tree	8. Perform chainsaw field maintenance
9. Retrieve all gear	9. Demonstrate a natural pruning
10. Prepare to chip	10. Perform pruning of shrubs
11. Perform pruning cuts	

REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES

The following Registered Apprenticeship is available in this area:

- Arborist

POST-SECONDARY PATHWAY OPPORTUNITIES

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

- Landscape Horticulture
- Urban Forestry Technician



Arborist

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
☐			
☐			
☐			
☐			

YEAR 2: 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.

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>		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
• 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		
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	Year 1 Rating		
	☐	☐	☐
	Year 2 Rating		
	☐	☐	☐
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	Year 1 Rating		
	☐	☐	☐
	Year 2 Rating		
	☐	☐	☐
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	Year 1 Rating		
	☐	☐	☐
	Year 2 Rating		
	☐	☐	☐
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	Year 1 Rating		
	☐	☐	☐
	Year 2 Rating		
	☐	☐	☐

Employability Skills		Rating		
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐

Employability Skills		Rating		
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐
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		Year 1 Rating		
		☐	☐	☐
		Year 2 Rating		
		☐	☐	☐

YEAR 1 OCCUPATIONAL COMPETENCIES

(TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Youth apprentices must complete a **total of 11 competencies**. **Ten** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

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		Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating			
	1	2	3	
1. Inspect, maintain, and use appropriate personal protective equipment (PPE) • eyes • ears • head • face • hand • legs • feet • high visibility safety apparel	☐	☐	☐	
2. Inspect vehicles and towed units • check oil levels, tire treads, etc. • perform pre and post trip inspections • report issues based on employer guidelines • secure load and equipment • identify gross vehicle weight rating	☐	☐	☐	
3. Conduct a basic tree inspection • locate targets • locate site factors • identify dead crown and branches • identify tree lean and cavities • identify problems with roots and root collars	☐	☐	☐	

Occupational Competencies		Ratings		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
4. Establish a safe work zone - place cones and signs - remove cones and signs - follow establish emergency procedures - follow established command and response procedures - display awareness of the drop zone - identify hazards and obstacles		☐	☐	☐
5. Inspect the following equipment in accordance with American National Standard (ANSI Z133) Safety Requirement for Arboricultural Operations - harness - work positioning line(s) - friction cord/device - work positioning lanyard(s) - all carabiners, snaps, pulleys, related hardware - mechanical ascenders and descenders - friction savers - handsaw		☐	☐	☐
6. Install work positioning lines from the ground - select a tie in point for ascending the tree - demonstrate a proper throw-line toss - install a friction saver using a throw line - install a work positioning line by attaching it to the throw line - install a work positioning line using a throwing knot toss - install a work positioning line with a pole pruner/saw and a throwing knot or carabiner		☐	☐	☐
7. Ascend the tree - tie a fiction hitch - test the system by weighting it - demonstrate the body thrusting technique - demonstrate use of alternate lanyard technique		☐	☐	☐
8. Descend from tree - make sure all loose branches (hangers) are out of tree - remove all gear that is not retrievable from the ground - perform controlled descent		☐	☐	☐

Occupational Competencies		Ratings		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
9. Retrieve all gear - remove rope(s) and gear in a controlled fashion - coil or bag ropes - store rope(s) and gear in proper location		☐	☐	☐
10. Prepare to chip (Youth Apprentices cannot start or operate a chipper) - position and secure the discharge chute - establish an appropriate area to stage the material - remove hazards and obstacles, place safely away from work zone - stack debris in manageable pile; butt ends first, smaller materials on top		☐	☐	☐
11. Perform pruning cuts - determine the type of pruning cut needed - perform a branch removal cut - perform a branch reduction cut - perform a heading cut - use a three-cut method to remove the branch weight prior to the final cut - perform a co-dominant stem pruning cut		☐	☐	☐
Competency Substitute (if you replaced a competency above, note the competency and rating)		☐	☐	☐
Comments:				

YEAR 2 OCCUPATIONAL COMPETENCIES

(TO BE COMPLETED BY YA EMPLOYER/MENTOR)

Year two youth apprentices must complete a total of **10 competencies**. **Nine** must be from the list below. If necessary, employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment.

Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

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		Ratings		
Competency and Rating Criteria		Minimum Rating of 2 for EACH Check Rating		
		1	2	3
1. Identify common deciduous trees and shrubs - identify common name - identify characteristics of the parts of the trees and shrubs that help identify them		☐	☐	☐
2. Identify common conifer trees and shrubs - identify common name - identify characteristics of the parts of the trees and shrubs that help identify them		☐	☐	☐
3. Identify signs and symptoms of common damaging insects/mites - identify signs - identify symptoms		☐	☐	☐
4. Identify signs and symptoms of common diseases - identify signs - identify symptoms - identify common abiotic stresses to trees		☐	☐	☐
5. Use a rigging system to lower the load directly to the ground - tie a rigging attachment knot - demonstrate lowering using butt-tie - demonstrate lowering using tip-tie - demonstrate lowering using balance tie - control the load using a tag line - utilize a re-direct		☐	☐	☐
6. Maneuver through canopy - re-tie work positioning line at an alternative location - install a friction saver - perform a double tie maneuver - perform a re-direct technique - perform a limb walk - perform a controlled swing		☐	☐	☐
7. Prepare the chainsaw for others to use (Youth Apprentices cannot start or operate the chainsaw) - identify manufacturers' safety devices - inspect and tighten all nuts, bolts, screws or other fasteners - fill with appropriate fuel/oil mixture - fill with appropriate bar oil - demonstrate chain tension adjustment		☐	☐	☐

Occupational Competencies	Ratings		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
8. Perform chainsaw field maintenance (Youth Apprentices cannot start or operate the chainsaw) - remove the side plate, bar and chain - clean out debris from bar and chainsaw - clean the air filter - visually inspect for wear and damage - install correct chain - install side plate, adjust chain tension and tighten bar nuts	☐	☐	☐
9. Demonstrate a natural pruning - perform crown reduction - perform branch reduction - raise the crown - remove dead, dying, diseased, and rubbing branches, i.e. crown cleaning - perform a risk-reduction cut for cracked, split, broken, hanging branches - provide clearance from structures	☐	☐	☐
10. Perform pruning of shrubs - perform rejuvenation pruning by heading back branches at or near ground level - perform renewal pruning by performing selective removal of stems - reduce size of shrub by cutting back to lateral branches - reduce size of shrub by heading back to lateral buds	☐	☐	☐
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 level two youth apprentices 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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