DAIRY GRAZING APPRENTICESHIP

TRAINING GUIDELINES

prepared by

Dairy Grazing Apprenticeship

and approved by the

Office of Apprenticeship,
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EQUAL OPPORTUNITY PLEDGE

Dairy Grazing Apprenticeship is 501(c)3 non-profit organization. Its training program is a National Apprenticeship registered with the United States Department of Labor-Employment and Training Administration (DOL-ETA).

DGA is an equal opportunity employer. The recruitment, selection, employment, and training of Apprentices during their Apprenticeship, shall be without discrimination because of race, color, religion, national origin, sex, or sexual orientation. The sponsor will take affirmative action to provide equal opportunity in Apprenticeship and will operate the Apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.

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GENERAL INFORMATION

PREFACE

This “Job Book” or Training Guidelines for Dairy Grazing Apprenticeship (DGA) was developed in 2010 by the Wisconsin Bureau of Apprenticeship Standards and the DGA Advisory Committee. It is intended to be used by Apprentices and Master Dairy Graziers (employers) as a “blueprint” for training in conjunction with the Apprenticeship Contract.

The care and maintenance of this book is the joint responsibility of the Apprentice and the Master. The Training Guidelines were developed specifically for documenting the apprentice’s acquisition of skills. Use according to program policies and procedures.

Apprentices are required to comply with the specific safety and health standards issued by federal, state, and local authorities, especially the Occupational Safety and Health Administration (OSHA) along with employers’ rules for the health and safety of employees.

All work shall be performed in a professional and workman like manner. All work shall be performed in accordance with any applicable building codes and professional industry standards.

IMPORTANT INSTRUCTIONS FOR THE TRAINER

The Training Guidelines identify skills required for this occupation and its related training program. They have been written in statements, which describe how well an Apprentice must perform each skill in order to become competent, and complete his/her Apprenticeship.

It is recommended that the Apprentice progress through this document in a manner to ensure that a sufficient number of items are completed during each step in the Apprenticeship progression to enable completion of all or substantially all by the end of the Apprenticeship. However, the tasks identified do not need to be completed in the order presented. However, certain items are mandatory and must be completed by the Apprentice before the end of his/her Apprenticeship program.

The Apprentice must demonstrate an acceptable skill/knowledge level in order to have an item signed off by Masters. Each item should be discussed and/or performed more than once. Items must be signed and dated by the Master and Apprentice in ink.

Each of the identified knowledge has a typical example where the performance may be observed and evaluated. The typical example is just a suggestion. Other activities may be used to evaluate Apprentice performance.

An Apprentice should review the guide with his/her Master on a regular basis. This will allow for scheduling of any needed training. If a particular item does not become available during the job training, it may be simulated. The simulation will include detailed discussion on procedures, materials, tools, and safety requirements.

Masters and Apprentices are required to sign off and date the skills following each successful acquisition.

IMPORTANT INSTRUCTIONS FOR THE APPRENTICE

Record all hours working for the Master/employer.

A "Summary of Hours" should be completed, signed, and dated by both the Apprentice and employer when all terms of the contract have been completed.

It is your responsibility to inform Dairy Grazing Apprenticeship regarding any changes in name or address.

You may want to keep a journal of your daily work, noting such things as why a task was not completed, hours worked, job location, weather, and keeping a record of conversations regarding details of the job. On occasion, these detailed notes can be used to solve disputes and in rare instances, they may be used in court cases.

It is recommended that you progress through this document in a manner to ensure that a sufficient number of items are completed during each step in the apprenticeship progression to enable completion of all or substantially all by the end of the apprenticeship. However, the tasks identified do not need to be completed in the order presented.

You must demonstrate an acceptable skill/knowledge level in order to have an item signed off by a Master Dairy Grazier. Each item should be discussed and/or performed more than once. Items must be signed and dated by the Master and Apprentice in ink.

Each of the identified knowledge has a typical example where the performance may be observed and evaluated. The typical example is just a suggestion. Other activities may be used to evaluate you.

All work items are mandatory unless specifically identified as "Not Mandatory."

1 MANAGE CATTLE APPROPRIATELY (INCLUDES HEIFERS/DRY COWS, CALVES AND MILK COWS)

HOURS: 800

A HANDLE ANIMAL SAFELY

CRITERIA FOR EVALUATION	MASTER SIGNATURE	APPR. INITIALS	DATE COMPLETED
1) Maintains appropriate flight zone distances.			
2) The animals move calmly in the desired direction.			
3) Remains calm.			
4) Correctly uses head lock and halter.			
5) Properly uses safeguards while isolating an animal, including gates and proper deterrent tools.			

B VERIFY HERD HEALTH AND WELLNESS

CRITERIA FOR EVALUATION	MASTER SIGNATURE	APPR. INITIALS	DATE COMPLETED
1) While conducting farm operations, such as milking, recognizes symptoms and abnormal behavior that would indicate illness.			
2) Follows proper protocols to determine whether a contacting a veterinarian is necessary.			
3) If contacting a veterinarian is not necessary, determines and administer the necessary on-farm treatment (ex. common metabolic disorders).			

C EVALUATE ANIMAL PRODUCTIVITY

CRITERIA FOR EVALUATION	MASTER SIGNATURE	APPR. INITIALS	DATE COMPLETED
1) Comprehends and monitor cattle body condition scoring.			
2) Monitors daily milk production.			
3) Comprehends and monitors breeding records, and records breeding dates.			

D EVALUATE CALF NEEDS AND USE APPROPRIATE RESOURCES TO MEET THE REQUIREMENTS

CRITERIA FOR EVALUATION	MASTER SIGNATURE	APPR. INITIALS	DATE COMPLETED
1) Feeds calves appropriate type and amount of food.			
2) Follows appropriate protocol for raising calves.			
3) Follows proper protocol for care and raising of calves.			
4) Comprehends potential health risks of calves, and monitors for related symptoms.			
5) Comprehends health needs of a calf, and monitors for proper growth.			
6) Demonstrates proper dehorning techniques.			

E ESTABLISH COW BREEDING CYCLES

CRITERIA FOR EVALUATION	MASTER SIGNATURE	APPR. INITIALS	DATE COMPLETED
1) Identifies animals that are in heat.			
2) Comprehends and monitors breeding records.			

F COMPREHEND MILK COW VACCINATION PROGRAM

CRITERIA FOR EVALUATION	MASTER SIGNATURE	APPR. INITIALS	DATE COMPLETED
1) Explains resources available and procedures used on the farm.			
2) Summarizes the vaccination protocol.			