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**YOUTH APPRENTICESHIP**  
 \_\_\_\_\_ WISCONSIN \_\_\_\_\_

## Architecture and Construction – Operating Engineer Pilot Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date

**Certification Areas Completed:  
Required Skills - For Pathway**

**Check ✓ completed areas**

- Core Skills
- Safety
- OSHA 10 Training  
(Occupational Safety and Health Administration)
- First Aid Training

**Level One Requirements:**

*Students must complete ALL listed below:*

**Check ✓ completed areas**

- Required Skills
- Minimum of **ONE** Pathway
- Minimum of 2 semesters related instruction
- Minimum of 450 work hours

**Operating Engineer Pathway**

- Operating Engineer Fundamentals

Total Hours Employed	Company Name	Telephone Number
		( )
		( )
		( )
		( )
		( )
		( )

## Instructions for the Worksite Mentor(s) and Instructor(s)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring and training at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill **according to the performance criteria.**
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and student should go over this checklist together on a regular basis (at least three time per year) to record progress and plan future steps to complete the required competencies.

**I certify** that this student has successfully completed the competencies required in my department. Circle your YA role, print and sign your name, and complete with the department name and the date signed.

***SIGN this page IF you have been a mentor, trainer, or instructor of this student***

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

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Date Signed	Date Signed

# Operational Program Notes for Skill Standards Checklist

## 1. Architecture and Construction Youth Apprenticeship Curriculum

- Definitions:
  - Competency - The worksite skill to be performed.
  - Performance Standards - How to assess skill performance as applicable to worksite.
  - Learning Objectives - Content knowledge recommended to learn these skills; may be taught by the employer, school district and/or technical college.
  - Skill Standards Checklist - The documented list of competencies completed by the YA student.

## 2. **ALL** Youth Apprentices **MUST** complete the Required Skills (Core Skills and Safety) competencies for the **Operating Engineer** Pathway.

- The Required Skills competencies may be completed concurrently with the Pathway process technical competencies.
- The Required Skills are common skills specific to all Architecture and Construction sub-sectors. These skills are *aligned with* the National States' Career Clusters standards for the Architecture and Construction.

## 3. Youth Apprenticeship choices (depending on job placement)

- Competencies have been reviewed by the Department of Workforce Development for Employment of Minors Laws. Contact the Department of Workforce Development's Equal Rights Division/Bureau of Investigations at (608) 261-7685 for questions regarding employment of minor's laws.
- Students will complete a **Minimum Rating** in the Required Skills in the Operating Engineer Pathway for Level ONE Architecture and Construction YA.
- The Department of Workforce Development Occupational Certificate will indicate "Architecture and Construction" attained when the program is completed.

## 4. Competency Ratings

- Rate the student on the competencies regularly and revisit the competencies with the student periodically to offer the opportunity for an improved rating
- Arrangements must be made to ensure that the student learns, practices, AND performs each competency **even if** that competency is not part of their regular job function
- "Entry Level" criteria should be interpreted to mean "able to do the task satisfactorily."
- Training should go beyond "observation only" for these skills. It will be up to the employer to determine the criticality of each specific task, training completed, and the actual level of supervision required.

## Required Skills

Required of ALL Architecture and Construction YA Students

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply Architecture and Construction industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Take direction and corrective feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit regulatory and ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

CERTIFICATIONS	Completed	Verification Signature
1. Occupational Safety and Health Administration (OSHA) 10 Training	<input type="checkbox"/>	
2. First Aid Training	<input type="checkbox"/>	

### 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 & supervision | Rarely displays behavior

### Additional Comments –

# Construction Pathway

Operating Engineer Fundamentals	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Read blueprints, site plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Define site specific layout needs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify equipment-related safety hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Demonstrate basic knowledge of uses for each piece of heavy equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Safe operation of small construction equipment (i.e. generator and compressor)			
<i>*YA students that are 18 years old may use smaller operating equipment that is prohibited to minor youth apprentices.</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Inspect equipment for malfunctions or defective parts.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Assist with minor repairs, lubricating and cleaning of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Demonstrate application of math skills to heavy equipment operation (measurement, geometry, fractions, and decimals)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Use appropriate flagging techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Practice basic requirements for personal protection, safe equipment operations and maintenance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Maintain a clean and safe work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Demonstrate proper use of hand and voice signals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Please select a minimum of one competency from below (13-16) to complete.</b>			
13. Assist with repair and maintenance of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assist with establishing grade	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist with rigging and signaling of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist with cleaning and manual excavation of site; excavation is limited to 4 feet in depth or less (trenches, piers, foundations, and holes)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Rating Scale:**

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- 1 = Needs improvement | Requires much assistance & supervision | Rarely displays behavior

**Additional Comments –**

## Additional Certifications, Training, Seminars and Projects

Please list in detail any additional certifications earned, any training and seminars attended, and/or any projects completed during the course of the Architecture and Construction Youth Apprenticeship.

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Other Notes or Comments
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