



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Training Standard

Dairy Herdsperson

Trade Code: 640D

Development Date: August 2009

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PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice's only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices' acquisition of skills of the trade.

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the Trades Qualification and Apprenticeship Act (TQAA) or the Apprenticeship and Certification Act, 1998 (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the Ontario College of Trades and Apprenticeship Act, 2009 (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (<http://www.collegeoftrades.ca>) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: <http://www.collegeoftrades.ca/about/legislation-and-regulations>

DEFINITIONS

ACA

Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)

Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)

Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence

The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile

A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA

Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyman or Equivalent

A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory

Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

Optional

Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

Schedule of Training

An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

Sign-off

Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice’s achievement of competence.

Skill

Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets

Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)

Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer

Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record

Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for an sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Supervisor

An individual, who oversees the execution of a task, oversees the actions or work of others.

Trainer

A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA

Trades Qualification and Apprenticeship Act.

Training Standard

A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.

IMPORTANT DIRECTIONS**Apprentice**

1. All complete skills or skill sets must be signed and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.
2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
 - change of sponsor/employer address;
 - change of apprentice name or address;
 - transfer to a new sponsor/employer.
3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.
4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.
2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.
3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.
4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
TTY: 1-866-533-6339 or 416-325-4084.

ROLES AND RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

Apprentice “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g. Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.

Supervisor/Trainer

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

Suggestions for Assessing the Progress of the Apprentice in the Workplace

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.

SKILL SET COMPLETION FORM

SKILLS SETS	TITLE	SIGNING AUTHORITY
U5391.0	PROTECT SELF AND OTHERS	
U5392.0	PERFORM MILKING PROCEDURES	
U5393.0	PERFORM FEEDING PROCEDURES	
U5394.0	PERFORM HERD HEALTH MAINTENANCE PROCEDURES	
U5395.0	PERFORM ROUTINE HERD MAINTENANCE PROCEDURES	
U5396.0	OPERATE AND MAINTAIN FARM MECHANICAL AND ELECTRICAL SYSTEMS	
U5397.0	OPERATE AND MAINTAIN FARM MECHANIC EQUIPMENT	

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:

- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.

LEARNING OUTCOMES COMPLETION FORM

Date of Completion	Organization Name(s)	SIGNING AUTHORITY

APPRENTICE COMPLETION FORM

APPRENTICE NAME	
Print	
Signature	
Client ID	

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed Yes () No () Not applicable ()
 (Proof to be provided)

Hours completed as Yes () No () Not applicable ()
 Per Contract:

SPONSOR/EMPLOYER INFORMATION	
Name	
Address	
Telephone	
E-mail Address	
Signature of Signing Authority	

A. DESCRIPTION/DUTIES

A **Dairy Herdsperson** is a person who is responsible for the maintenance, health, nutrition, and breeding of milk cows. They work with milk processing and sterilizing equipment. They operate and maintain barn mechanical and electrical systems and farm mechanical equipment by:

- protecting self and others;
- performing milking;
- performing feeding and watering;
- performing herd health procedures;
- performing routine herd maintenance;
- operating and maintaining farm mechanical and electrical systems;
- operating and maintaining farm mechanical equipment.

A **Dairy Herdsperson** demonstrates knowledge of:

- applied farm practices;
- milking theory and procedures;
- feed theory and procedures;
- herd health maintenance theory and procedures;
- routine herd maintenance theory and procedures;
- farm mechanical and electrical systems basic maintenance theory and procedures;
- farm mechanical equipment basic maintenance theory and operating procedure.

**BENCHMARK/GUIDELINE TOTAL TRAINING
TIMEFRAMES: (ON-THE-JOB AND OFF-THE-JOB):**

6000 hours

Includes **480** hours of in-school training.

B. ON-THE-JOB PERFORMANCE OBJECTIVES

U5391.0 PROTECT SELF AND OTHERS

U5391.1 Identify health and safety hazards in the workplace: so that the potential for personal injury, damage to equipment, vehicles and the environment is reduced; corrective action as defined in government legislation, Agricultural Safety Audit Program (ASAP) recommendations, or farm policies is taken; and hazards are reported.

Date Completed Apprentice Supervisor/Trainer

U5391.2 Wear, adjust, and maintain personal protective equipment including eye, ear, hand, head, foot, and respiratory protectors, to ensure correct fit and optimum protection to the wearer for the task being performed in compliance with farm standards/practices and Agricultural Safety Audit Program recommendations.

Date Completed Apprentice Supervisor/Trainer

U5391.3 Practise good housekeeping in the workplace by: cleaning up spills or leaks; keeping work area clean and clear of obstructions; and storing tools and equipment; so that the potential for accident or injury is reduced, and tools or equipment are in place and available; in compliance with farm standards/practices and Agricultural Safety Audit Program recommendations.

Date Completed Apprentice Supervisor/Trainer

U5391.4 Follow farm fire procedures by: locating and assessing the severity of the fire; taking appropriate action including suppressing minor fire, sounding the alarm, using fire extinguisher, and evacuating animals; in accordance with Agricultural Safety Audit Program recommendations and farm standards/practices

Date Completed Apprentice Supervisor/Trainer

U5391.5 **Demonstrate safe work habits** working around cattle, farmstead, and farm equipment by: doing a daily check of farm yard and buildings; staying outside guards and barricades; wearing appropriate clothing; confining long hair, removing jewellery, and ensuring that others are safely away from moving and operating equipment or cattle, in accordance with Agricultural Safety Audit Program recommendations and farm standards/practices.

_____ _____ _____
 Date Completed Apprentice Supervisor/Trainer

U5391.6 **Work safely around people** by recognizing danger zones around moving equipment, animals, vehicles, silos, and buildings, ensuring that safe distances are kept between self, others, and equipment during all farm operations in accordance with farm standards/practices and Agricultural Safety Audit Program recommendations.

_____ _____ _____
 Date Completed Apprentice Supervisor/Trainer

U5391.7 **Conduct pre-operational check of farm equipment** by: carrying out a circle check; checking that all moving parts are operational and functioning; identifying and reporting equipment that is unsafe or inoperable; and, ensuring that guards and safety devices are in place, secured, and not damaged; in compliance with farm standards/practices and Agricultural Safety Audit Program recommendations.

_____ _____ _____
 Date Completed Apprentice Supervisor/Trainer

U5391.8 **Report injuries** to supervisor, ensuring that the injured person is attended to, and that all information describing how incident occurred is reported precisely and accurately, so that future recurrence of similar accidents is prevented.

_____ _____ _____
 Date Completed Apprentice Supervisor/Trainer

U5391.9 Help in the completion of written safety and injury reports by following farm procedures, safety acts and regulations, ensuring that all information collected for legal or insurance forms is accurate, and recorded with required deadlines.

Date Completed Apprentice Supervisor/Trainer

U5391.10 Follow farm standards/practices for applying first aid to treat conditions including: sudden illnesses, burns, cuts, abrasions, sprains, chemical inhalations, and contaminants in eyes, so that the condition of the victim is stabilized and prepared for further first aid treatment.

Date Completed Apprentice Supervisor/Trainer

U5391.11 Lock out and tag mechanical equipment, by shutting down machine or material handling process, so that no materials can enter the equipment being repaired or maintained, and that no damage or injury is caused to the operator or machine, in accordance with farm standards/practices and Agricultural Safety Audit Program recommendations.

Date Completed Apprentice Supervisor/Trainer

U5391.12 Handle designated chemicals and cleaning substances using specified handling and storage equipment, so that the operator is protected from injury, the environment from contamination, and procedures are followed in compliance with Workplace Hazardous Materials Information System (WHMIS).

Date Completed Apprentice Supervisor/Trainer

U5391.13 Operate lifting, hoisting, and loading equipment including: hoists, chain falls, block, tackles, slings, cables, and/or chains, to remove, transport, store, and load materials, feed stuffs, animals, and/or equipment, in compliance with Agricultural Safety Audit Program recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5391.14 Handle pesticides using specified handling and storage equipment, so that operator is protected from injury, the environment from contamination, and procedures are followed in compliance with environmental protocols, government regulations, Agricultural Safety Audit Program recommendations, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5391.15 Handle animal drugs and medications using specified handling, administering, and storage procedures, ensuring that each drug or medication is correctly administered, discarded, stored, and documented, in accordance with veterinarian prescriptions, Agricultural Safety Audit Program recommendations, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5391.16 Work around silo and manure gases by following farm procedures and Agricultural Safety Audit Program recommendations, to ensure that the operator is protected from injury and the environment is protected from contamination.

Date Completed

Apprentice

Supervisor/Trainer

U5391.17 Operate farm vehicles by: demonstrating safe working habits when working around gasoline, diesel, propane, or natural gas powered vehicles; checking and reporting damaged or defective components/parts in the braking, steering, exhaust, fuel and suspension systems; and, operating vehicles safely, so that vehicle damage and personal injury is prevented, in accordance with legal or government regulations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5392.0 PERFORM MILKING PROCEDURES

U5392.1 Read and interpret milking procedures sheet and Provincial Milk Act regulations to identify: milking sequences; required milking procedures and techniques; positioning or location of milker and equipment; and, any other information needed to complete the milking job.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5392.2 Prepare milking and cooling equipment by following required procedures including: checking that hoses, milk claws, inflations, and air tubes are operational and functioning; checking that milk filter is in place, clean, and ready for use; the bulk tank is ready to receive milk; the cooling equipment is operational and functioning; ensuring that all milking equipment is kept clean and sanitized, in accordance with manufacturers’ recommendations, milking procedures sheet, and farm standards/practices.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5392.3 Prepare for alternative milking of cows by: identifying cows that are treated, fresh, or need to be segregated; listing individual cow requirements; setting up for alternative milking; and, completing records accurately, concisely, and clearly, as specified in farm standards/practices and Provincial Milk Act regulations.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5392.4 Set up and perform routine milking by completing pre-milking procedures including: preparing, washing, and drying the udder; performing pre-dipping; attaching milker units; and, making necessary adjustments; so that the milk let-down and milk collection is completed correctly and safely, in accordance with DFO Udder Health Fact Sheets and farm standards/practices.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5392.9 Complete alternative milking of cows by: identifying cows that are dry, treated, fresh, or any others that need to be segregated; arranging for separation or segregation of cows; setting up and completing alternative milk collection; following sanitation and disposal procedures; and, completing records accurately, concisely, and clearly; as specified in DFO Health Sheets, Provincial Milk Act regulations, and farm standards/practices.

Date Completed Apprentice Supervisor/Trainer

U5392.10 Clean and sanitize milking equipment by: cleaning and washing milking units; applying or rinsing with required sanitizing solutions; placing all milking equipment in required storage locations; and, ensuring that the milking system is clean, stored, and ready for next milking; in accordance with DFO Fact Sheets, Agricultural Safety Audit Program recommendations, and farm standards/practices.

Date Completed Apprentice Supervisor/Trainer

U5392.11 Identify and report, to supervisor or veterinarian, any variations, symptoms, or abnormalities that appear throughout the milking process that could affect the milk outputs, ensuring that all information is clear, concise, and accurate, in accordance with farm standards/practices.

Date Completed Apprentice Supervisor/Trainer

U5393.0 PERFORM FEEDING PROCEDURES

U5393.1 Read and interpret feed sheets and feeding guides to identify: type of feed and feedstuffs; value of each type of feed; correct amounts of feed for each animal; required feeding times; total amounts of feed per day; and, any other information needed to prepare feed and perform feeding procedures; as specified by farms standards/practices, nutritionist’s recommendations, and veterinarian specifications.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5393.2 Prepare feed rations by: identifying and selecting exact measurements and correct ingredients; setting dials, controls, and levels for required ratios and mixing; and, completing required documentation or records; as specified in nutritionist’s recommendations, feed guides, and farm standards/practices.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5393.3 Check feeds by: identifying and selecting correct feed type and mix; inspecting to ensure that feed is free of moulds or contaminants; and, preparing samples for testing; as specified in the feed sheets, feeding guides, and farm standards/practices.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5393.4 Operate and monitor feeding system by: checking scales for accuracy; checking that conveyors or augers are running freely with no damage; and, making necessary adjustments or corrections; so that the feed system is running efficiently, effectively, and maintains correct ration mixing, as specified in the manufacturers' recommendations, nutritionist's directions, and farm standards/practices.

_____ Date Completed _____ Apprentice _____ Supervisor/Trainer

U5393.5 **Monitor feed intake** by: checking each cow for lack of appetite and not eating feed rations or drinking required amounts of water; checking manure output; observing abnormal cow mobility; and, recording or documenting as required; so that the production outputs are restored to normal; animals are contented and relaxed, each animal is eating recommended rations of feed and drinking appropriate amounts of water; as specified in feeding guides, nutritionist's recommendations, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5393.6 **Monitor water intake of herd** by: checking flow outputs of bowls and troughs; observing cows for bawling; checking for feed and water intakes; making required adjustments to system valves, piping, and pumps; and, ensuring that water is flowing cleanly and freely at the required rates; as specified in manufacturers' recommendations, feeding guides, nutritionist's recommendations, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5393.7 **Maintain feeding mangers and feeders** by: daily cleaning and sweeping mangers; checking operation of feeders; preparing mangers and feeders for fresh feed; and, making necessary adjustments or repairs; as specified in manufacturers' recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5393.8 **Prepare medicated feed** by: adding and mixing required medications; ensuring that the correct amounts and types of medication are added to feed; and, completing required records or documents clearly, accurately, and concisely; as specified by nutritionist's recommendations, veterinarian prescriptions, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5393.9 **Maintain feed and feed additives inventory** by following required procedures including: checking feed levels in silos and bins; completing required records or documents; checking and comparing feed levels on weekly, monthly, and/or yearly basis; and, preparing feed orders; so that the required feed amounts are identified, recorded, ordered, and maintained, in accordance with farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.0 PERFORM HERD HEALTH MAINTENANCE PROCEDURES

U5394.1 Identify and administer treatment for down/off-feed animals

by following procedures including: checking for cold ears, sunken eyes, abnormal muscle response, abnormal stools, lung congestion or rattle, smell of breath, and abnormal uterine discharge; taking rectal temperature of animals; administering approved medications and/or treatments; and, completing required records; so that the animal returns to eating normally and body temperature is within normal ranges, in accordance with veterinarian recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.2 Identify and administer treatment for udder infections or Injuries

by following required procedures including: checking for swelling of udder; checking whether cow is off-feed; checking abnormal milk consistency, colour, and/or smell; and checking udder discolouration or abnormal udder temperature; performing CMT or other tests for mastitis; applying approved mastitis treatments; milking out infected quarters; applying udder salve or ointments; infusing infected quarter with medications; and, completing required documents and records; in accordance with veterinarian recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.3 Identify and administer treatment for cow mobility problems

by following required procedures including: checking for foot rot/strawberry heel; checking swelling of joints, laminitis, and abnormal body conditions; observing pecking order; checking physical environment of the barn for slippery floors, stall size, and condition of bedding; applying required treatments or taking corrective actions; and, completing required records; so that the animal is moving freely, safely, and symptom free; in accordance with veterinarian recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.4 Identify and administer treatment for respiratory problems by following required procedures including: checking body temperature; checking for abnormal breathing or nose discharge; checking whether cow is off-feed; checking previous illness history; checking for abnormal respiratory panting or puffing; checking for abnormal condition of hair; checking physical environment of the barn for excessive temperature or humidity; applying required treatments; taking corrective actions; and, completing required records; so that the animal's body temperature is within normal ranges, breathing is clear and normal, and feed intakes are restored, in accordance with veterinarian recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.5 Identify and administer treatment for abnormal skin conditions including lice, mange, warbles, or ringworm by: applying approved treatments or medications; completing required records; treating irritations or infections; and, checking that the skin or coat hair is restored to normal; in accordance with veterinarian recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.6 Maintain barn physical environment by: checking barn air quality, smell, temperatures, and humidity levels; checking that fans are operational and functioning; making necessary repairs and adjustments; and, completing required records; so that the air quality and temperatures are maintained in accordance with farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.7 **Monitor feeding conditions** by: checking for low feed intakes, changes, or abnormalities in feed; checking for abnormal manure and urine outputs; making necessary seasonal or environmental adjustments; completing required records; and, ensuring that recommended feed intakes are maintained for herd health and efficient milk production; in accordance with feed sheets, feeding guides, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.8 **Maintain water** by: checking flow outputs of bowls and troughs; observing cows for bawling; checking water intakes; and, making required adjustments to system valves, piping, and pumps, to ensure that water is flowing cleanly and freely at the required rates, as specified in manufacturers' recommendations, feeding guides, nutritionist's recommendations, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.9 **Medicate feed** by: adding and mixing required medications; checking that correct amounts and types of medication are added to feed; and, completing required records or documents clearly, accurately, and concisely; as specified by nutritionist's or veterinarian prescriptions and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.10 **Handle routine herd health procedures** by: dehorning, castration, clipping, hoof trimming, extra teat removal, vaccinating, and completing identification (ear tags, tattooing); giving assistance with herd health visits; completing required records; documenting veterinarian recommendations; and, checking that each procedure is completed correctly and safely; in accordance with veterinarian recommendations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5394.11 **Identify and document reproductive health/cycles** by: completing and maintaining herd health records of visible heats and mountings; observing vaginal discharges (clear, cloudy, bloody); helping in the veterinarian visits; and, documenting veterinarian's recommendations; in accordance with farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5395.0 PERFORM ROUTINE HERD MAINTENANCE PROCEDURES

U5395.1 Perform breeding procedures by: identifying cows to be bred; observing heat; making required preparations for breeding; helping in breeding protocol; and, documenting pregnancy checks; in accordance with farm standards/practices and published guidelines.

 Date Completed

 Apprentice

 Supervisor/Trainer

U5395.2 Identify and perform dry cow and spring heifer feeding and maintenance by: using previous herd breeding and confirmed pregnancy records to identify gestation date two to three weeks before calving; keeping animals and calving area clean and dry; maintaining body condition; and, completing required documentation; so that the cattle will be in the best condition for calving; in accordance with nutritionist's recommendations, published guidelines, and farm standards/practices.

 Date Completed

 Apprentice

 Supervisor/Trainer

U5395.3 Prepare for calving by: closely observing cows that are close to calving time; identifying and reporting signs of the beginning of labour; helping the cow with normal calving; identifying and reporting abnormal calving; and, requesting additional assistance when required; so that the calf is delivered healthy and safely, in accordance with farm standards/practices, veterinarian recommendations, and published guidelines.

 Date Completed

 Apprentice

 Supervisor/Trainer

U5395.4 Identify and perform young calf rearing techniques by: identifying the sire and dam, and sex of calves; marking each calf at birth by tag, tattoos, and/or drawings; performing regular newborn procedures including navel dipping, giving vitamin A, D and E injections, colostrum feeding, vaccinating, dehorning, castrating, and/or removal of extra teats; observing, identifying, and treating young calves when they exhibit symptoms of stress and illness; maintaining calf-rearing facilities; and, completing required documentation; ensuring that all procedures are performed effectively and efficiently to maintain and promote optimum growth of young calves, in accordance with farm standards/practices, veterinarian recommendations, and published guidelines.

Date Completed

Apprentice

Supervisor/Trainer

U5395.5 Identify and perform heifer feeding and maintenance by: identifying heifers to be fed; checking feed sheets and/or feeding guides; identifying correct feed rations for each heifer; regularly assessing body condition; checking and treating for external parasites; performing heat detection procedures; determining breeding, size, and age; completing required documentation; and, ensuring that all procedures are performed effectively and efficiently to maintain and promote optimum growth and the preparation of heifers, in accordance with farm standards/practices, nutritionist's, veterinarian recommendations, and published guidelines.

Date Completed

Apprentice

Supervisor/Trainer

U5396.0 OPERATE AND MAINTAIN BARN MECHANICAL AND ELECTRICAL SYSTEMS

U5396.1 Operate and maintain watering system by following required procedures including: cleaning water bowls and troughs; checking for leakage; repairing leaks; identifying and reporting worn, damaged, or defective parts; and, adjusting/setting water pumps; so that clean water is flowing consistently and efficiently, as specified in manufacturers' recommendations and farm standards/practices.

Date Completed_____
Apprentice_____
Supervisor/Trainer

U5396.2 Operate and maintain manure removal and spreader equipment by following required procedures including: performing circle check; checking tires; cleaning spreader parts and equipment; oiling and greasing moving parts; and, identifying and reporting worn, damaged, and defective parts; so that the manure removal system and spreader operates effectively, efficiently, and safely in accordance with manufacturers' recommendations, farm standards/practices, and Agricultural Safety Audit Program recommendations.

Date Completed_____
Apprentice_____
Supervisor/Trainer

U5396.3 Operate and maintain barn electrical system by following required procedures including: identifying and locating power supply, main switch, and fuse/breaker panels; replacing light bulbs; cleaning dirt and dust from electrical equipment; identifying and reporting defective or burnt out motors; keeping all electrical equipment free from moisture; and, turning off power when lights and motors are not in use; so that the electrical system and components operate effectively, efficiently, and safely in accordance with manufacturers' specifications, farm standards/practices, and Agricultural Safety Audit Program recommendations.

Date Completed_____
Apprentice_____
Supervisor/Trainer

U5396.4 **Operate and maintain milking system components/parts** by following required procedures including: cleaning of parts and components; identifying and reporting damaged, worn, or defective parts, hoses, piping, gauges, and valves; cleaning and oiling vacuum pump; and, preparing inventory requests for parts and components: so that the mechanical milking system and components are operating effectively, efficiently, and safely, in accordance with manufacturers’ specifications, farm standards/practices, and Agricultural Safety Audit Program recommendations.

Date Completed

Apprentice

Supervisor/Trainer

U5396.5 **Operate and maintain automatic and manual feeding systems** by following required procedures including: oiling and cleaning moving parts; identifying and reporting worn, damaged, or defective belts and chains; replacing safety guards; checking and adjusting scales, dials, and gauges; checking and adjusting silo unloaders; and, preparing inventory requests for parts and components; so that the automatic and manual feeding system is operating effectively, efficiently, and safely, in accordance with manufacturers’ specifications, farm standards/practices, and Agricultural Safety Audit Program recommendations.

Date Completed

Apprentice

Supervisor/Trainer

U5397.0 OPERATE AND MAINTAIN FARM MECHANICAL EQUIPMENT

U5397.1 Operate and maintain farm tractors and accessories by following procedures including: oiling, lubricating and greasing moving parts; filling tank with correct fuel; identifying and reporting worn, damaged, or defective parts, components, or systems; adjusting belts and chains; adjusting or changing tires; and, checking controls and switches; so that the tractor is operating safely and efficiently and no damage or injury is caused to the tractor or the operator in accordance with government regulations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5397.2 Operate and maintain farm truck by following required procedures including: oiling, lubricating and greasing moving parts; filling tank with correct fuel; identifying and reporting worn, damaged, or defective parts, components, and switches; adjusting belts and chains; checking all systems, controls, and switches; and, changing tires; so that the farm truck is operated safely and efficiently and no damage or injury is caused to the truck or the operator, in accordance with government regulations and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5397.3 Operate and maintain silage blowers and components by following required procedures including: oiling and greasing moving parts; checking power source; cleaning and adjusting belts and pulleys; checking all moving parts; identifying and reporting defective, worn, or defective parts and components; and, checking controls and switches; so that the silage blower and components are operated safely and efficiently and no damage or injury is caused to the equipment or the operator, in accordance with manufacturers' recommendations, Agricultural Safety Audit Program recommendations, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

U5397.4 Operate emergency generators and equipment by following procedures including: oiling and greasing moving parts; checking the power source; making sure that power/fuel is available; checking and cleaning all moving parts; identifying and reporting worn, defective, or damaged parts and components; and, checking controls and switches; so that the emergency generator and equipment is operational, functioning, and always ready for use, in accordance with manufacturers recommendations, Agricultural Safety Audit Program recommendations, and farm standards/practices.

Date Completed

Apprentice

Supervisor/Trainer

C. Learning Outcomes:

Please refer to the *Apprenticeship In-school Curriculum Standard for Dairy Herdsperson (6400)*.

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION

Training Agreement #	
Name	
Address	
Telephone	
E-mail Address	

SUMMARY OF TRAINING

Employment Start Date	
Employment End Date	
Total hours of training and instruction between dates of employment.	

 Date Completed

 Apprentice

 Supervisor/Trainer

APPRENTICE RECORD

APPRENTICE NAME (Print):

SPONSOR/EMPLOYER INFORMATION

Training Agreement #	
Name	
Address	
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E-mail Address	

SUMMARY OF TRAINING

Employment Start Date	
Employment End Date	
Total hours of training and instruction between dates of employment.	

_____ Date Completed

_____ Apprentice

_____ Supervisor/Trainer

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SUMMARY OF TRAINING	
Employment Start Date	
Employment End Date	
Total hours of training and instruction between dates of employment.	

Date Completed

Apprentice

Supervisor

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.