

August 15, 2018



Dear Organic Vegetable Farmer,

Training skilled workers that return to your farm each year is a pressing need of your industry.

Currently, many farms train employees through a variety of informal, non-standardized methods. Registered apprenticeship will create a pathway for farmers to train and retain skilled workers for Wisconsin farms.

The Organic Vegetable Farm Manager Registered Apprenticeship will redefine your training.

Designed by skilled organic vegetable farmers for your industry, the program combines formal, structured on-the-job learning from your skilled managers with related classroom instruction.



Available to vegetable farms in business for at least one year, with a valid, accredited organic certification



Prepares entry-level employees to be skilled organic vegetable farm managers in two growing seasons



More experienced employees can receive program credit for prior experience and education

We invite you to the launch of the Organic Vegetable Farm Manager Registered Apprenticeship

Learn how the first program of its kind in the nation will meet your farm's training needs. For more information, please see the enclosed agenda and material.

If you will attend, please [click here to register for free.](#)

Sincerely,

Ms. Karen Morgan
Director
Bureau of Apprenticeship Standards

Ms. Carrie Edgar
Director
Dane County UW-Extension

Ms. Erika Jones
Executive Director
FairShare CSA Coalition

Ms. Julie Dawson
Assistant Professor, Dept. of Horticulture
University of Wisconsin-Madison

Ms. Claire Strader
Organic Produce Educator
Dane County UW-Extension & Fair Share CSA Coalition

Official Launch of the

Organic Vegetable Farm Manager Registered Apprenticeship

Wednesday, August 29, 2018

3:00 p.m. – 5:00 p.m.

Fazenda Boa Terra
6580 State Road 23
Spring Green, WI 53588

Agenda

3:00 Opening Remarks

3:15 Overview

3:30 Signing of Apprentice Contract(s)

3:45 Questions & Answers

4:00 Tour of Fazenda Boa Terra

5:00 Adjourn



ORGANIC VEGETABLE FARM MANAGER REGISTERED APPRENTICESHIP

WHAT IS REGISTERED APPRENTICESHIP?

On-the-Job Learning

is 90% of apprenticeship. Apprentices are full-time, paid employees trained by the employer's skilled workers.

Related Instruction

teaches the theory behind daily job duties. It is offered mostly through the Wisconsin Technical College System.

Official Contract

with the State of Wisconsin specifies the training & performance, providing standards for the industry and flexibility for employers.

Progressive Wages

are earned by apprentices as their skills grow. Wages are set by the employer. Apprentices are paid to attend related instruction.

Career Pathways

are plentiful for graduates, such as leadership roles and credit towards higher education.

COMPETENCY-BASED TRAINING FOR TWO GROWING SEASONS

On-the-Job Learning | Competency-Based*

Twelve required duties:

1. Manage fields.
2. Propagate transplants.
3. Maintain crops.
4. Control weeds.
5. Control pests, disease.
6. Harvest crops.
7. Perform post-harvest handling.
8. Operate equipment and tools.
9. Maintain equipment and tools.
10. Review farm production plan.
11. Assist with managing employees.
12. Local Optional Work Processes

*Competency-based apprenticeships do not have time requirements for on-the-job learning.

Related Instruction | 144 hours**

Three required courses:

1. Organic Farm Systems
2. Production Related Farm Management
3. Farm Business Management and Marketing

**Related instruction hours are required and provided by Northeast Wisconsin Technical College. Additional locations subject to need and approval.

Industry Certifications

None.

The program does not include industry certifications.

However, the sponsor may require the apprentice to earn a specific certification.



How To Apply

EMPLOYERS

To sponsor an apprentice,
apply to the
Bureau of Apprenticeship Standards.

Minimum Qualifications

The employer must:

- Be in business for at least one year
- Hold a valid, accredited organic certification
- Train the apprentice in all mandatory duties
- Supervise or train the apprentice at all times
- Employ at least one full-time skilled work

INDIVIDUALS

To become an apprentice,
apply to the
Employer.

Minimum Qualifications

The applicant must:

- Be at least 18 years of age
- Be a high school graduate or equivalent
- Have a valid, government-issued photo I.D.
- Be physically able to perform the work with reasonable accommodations

For more information, visit

www.WisconsinApprenticeship.org

and select this occupation in the quick search menu.



State Organic Vegetable Farming Comm • madison WI
 Organic Vegetable Farm Manager • 3-402161010-01-C
 Exhibit A - Program Provisions

DRAFT

TERM OF APPRENTICESHIP: The term of apprenticeship shall be Competency-based, which requires the apprentice's successful attainment of the competencies described in these program provisions. Hours of labor shall be the same as established for other skilled employees in the trade.

PROBATIONARY PERIOD: The probationary period shall be the first 3 months of the apprenticeship, but in no case shall it exceed twelve calendar months. During the probationary period, this contract may be cancelled by the apprentice or the sponsor upon written notice to the Department, without adverse impact on the sponsor.

SCHOOL ATTENDANCE: The apprentice shall attend the Wisconsin Technical College System or other approved training provider, as assigned, for paid related instruction four hours per week or the equivalent and satisfactorily complete the prescribed course material for a minimum of 144 hours, unless otherwise approved by the Department. The employer must pay the apprentice for attended related instruction hours at the same rate per hour as for services performed.

WORK PROCESS SCHEDULE: In order to obtain well-rounded training and thereby qualify as a skilled worker in the trade, the apprentice shall have experience and training in the following areas and shall demonstrate competency, as specified herein. This instruction and experience shall include the following operations but not necessarily in the sequence given. Time spent on specific operations need not be continuous.

<u>Work Process Description</u>	<u>Approximate Hours</u> (Min - Max)
Manage fields. A. Apply compost or fertilizer. B. Perform primary tillage. C. Prepare seed beds. D. Lay plastic mulch. E. Assess field and weather conditions. F. Perform stale seed bed preparation. G. Incorporate crop residue into soil. H. Seed cover crop. I. Mow cover crop. J. Terminate cover crop. K. Perform deep tillage. L. Maintain non-production areas	200
Propagate transplants. A. Seed vegetable crop into trays. B. Maintain proper temperature and moisture levels. C. Maintain proper ventilation. D. Prepare greenhouse growing media. E. Harden off seedlings. F. Maintain greenhouse equipment & structure. G. Pot up seedlings. H. Maintain seedling fertility. I. Perform greenhouse sanitation. J. Control greenhouse pests and diseases. K. Asses germination and seedling growth. L. Troubleshoot plant performance issues.	200
Seed and transplant crops.	200

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Exhibit A - Program Provisions

- A. Consult the field plan.
- B. Assess field conditions and plant status.
- C. Prepare equipment, supplies, seeds and transplants.
- D. Sow vegetable seeds in fields.
- E. Transplant crops.
- F. Record seedling and planting.
- G. Irrigate seeds and transplants.

Maintain crops. 200

- A. Assess plant health.
- B. Prepare equipment and supplies.
- C. Determine cultural needs.
- D. Prune plants.
- E. Thin plants.
- F. Blanch plants.
- G. Hill plants.
- H. Irrigate plants.
- I. Apply row cover.
- J. Perform side dressing and/or foliar feeding.
- K. Record crop maintenance.

Control weeds. 200

- A. Prevent weed and weed seed formation.
- B. Assess weed pressure, e.g. potential or actual..
- C. Identify weeds.
- D. Determine weeding method.
- E. Perform non-mechanical weeding.
- F. Perform mulching.

Control pests and disease. 200

- A. Perform preventative measures.
- B. Assess pest and disease pressure, e.g. potential or actual.
- C. Identify pests and diseases.
- D. Determine control method.
- E. Implement approved control methods.
- F. Evaluate efficacy of control method.
- G. Record control treatment.

Harvest crops. 200

- A. Assess plant maturity for harvest.
- B. Project yield.
- C. Prepare harvesting equipment and supplies.
- D. Harvest crop to farm standards.
- E. Transport crop to processing facility.

Perform post-harvest handling. 200

- A. Clean crop.
- B. Cool crop.
- C. Sort crop.
- D. Pack crop.
- E. Store crop.
- F. Cure crop.
- G. Label crop.
- H. Record crop harvest.

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 Exhibit A - Program Provisions

I. Clean equipment and facility.	
J. Deliver crop.	
K. Maintain crop quality throughout.	
Operate farm equipment and tools.	200
A. Operate tractors.	
B. Operate tractor implements.	
C. Operate hand tools.	
D. Operate pack shed equipment.	
Maintain equipment.	200
A. Follow maintenance schedules.	
B. Clean equipment and tools.	
C. Sharpen knives and tools.	
D. Troubleshoot mechanical problems.	
E. Follow equipment repair protocol.	
F. Maintain irrigation system.	
G. Maintain delivery vehicles and tractors.	
H. Stock replacement parts.	
I. Maintain farm asset list.	
Review farm production plan.	100
A. Plan field and bed layout.	
B. Plan crop rotations.	
C. Conduct soil tests.	
D. Create soil fertility plan.	
E. Maintain organic certification.	
F. Create planting schedules.	
G. Order seeds and supplies.	
Assist with managing employees.	100
A. Determine labor needs.	
B. Create job descriptions.	
C. Recruit job applicants.	
D. Interview job applicants.	
E. Hire farm employees.	
F. Orient new employees.	
G. Establish standard operating procedures.	
H. Train employees.	
I. Maintain employee records.	
J. Assess employee performance and provide feedback.	
K. Create employee schedules.	
L. Create a daily work plan.	
M. Communicate farm visions and values.	
Local Optional Work Processes	156
A. Perform marketing.	
B. Perform customer service.	
Paid Related Instruction	144
TOTAL	2500

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Exhibit A - Program Provisions

The above schedule is to include all operations and such other work as is customary in the trade.

MINIMUM COMPENSATION TO BE PAID:

N/A

Base skilled wage rate N/A per hour.

If at any time the base skilled wage rate rises or falls, the apprentice's wage shall be adjusted proportionately. The wage rate of apprentices employed in this trade and this firm shall be based on the base skilled wage rate stated above.

All apprentices are covered by State and Federal Wage and Hour Standard requirements. All apprentices shall be paid no less than the minimum wage established under regulations.

CREDIT PROVISIONS: The apprentice, granted credit at the start or during the term of the apprenticeship, shall be paid the wage rate of the pay period to which such credit advanced the apprentice.

Work credit hours approved: N/A

School credit hours approved:
Paid related instruction: N/A

Unpaid related instruction: N/A

Total credit hours to be applied to the term of the apprenticeship: N/A

SPECIAL PROVISIONS:

The on-the-job learning is competency-based, i.e. there are no time requirements for the overall length of the program and the work processes. Time requirements apply to related instruction only (144 hours). The unofficial overall length of the program was approximated by industry experts to be two growing seasons, or 2,500 hours (15 months).

The apprentice must successfully complete the course, "Transition to Trainer," in the final year of the program.

Wisconsin Technical College System Curriculum Standards Model & Program Design Summary

50-XXX-X ORGANIC VEGETABLE FARM MANAGER APPRENTICE

Description

Organic Vegetable Growers specialize in certified organic, diversified vegetables serving primarily fresh markets. Occupational duties and tasks support broad areas related to organic system planning, propagation, seeding, field management, crop maintenance, weed and pest control, harvesting, post-harvesting handling, farm business management, and marketing. Organic Vegetable Growers market their produce using CSAs, farmer's markets, farm stands, direct wholesale to restaurants and grocery stores, and other wholesale channels.

Target Population

- TBD

Career/Job Titles

- Crew Leader
- Field Crew
- Market Manager
- Pack Shed Manager
- Greenhouse Manager
- Assistant Farmer
- Production Manager
- Field Operator
- Farm Manager

Entry Requirements

- Registered Wisconsin Apprentice

Apprenticeship Details

Overall Length: 2500 hours (approximately 15 months).

Apprenticeship Type: Competency Based

Paid Related Instruction: 144 hours

DACUM

Title	Organic Vegetable Grower Farm Manager DACUM
Sponsoring Organization	Wisconsin Technical College System

Description

Organic Vegetable Growers specialize in certified organic, diversified vegetables serving primarily fresh markets. Occupational duties and tasks support broad areas related to organic system planning, propagation, seeding, field management, crop maintenance, weed and pest control, harvesting, post-harvesting handling, farm business management, and marketing. Organic Vegetable Growers market their produce using CSAs, farmer's markets, farm stands, direct wholesale to restaurants and grocery stores, and other wholesale channels.

Program Outcomes

- 1 Manage fields
- 2 Propagate transplants
- 3 Seed and transplant crops
- 4 Maintain crops
- 5 Control weed, pests and disease
- 6 Harvest crops
- 7 Perform post-harvest handling
- 8 Maintain equipment
- 9 Implement farm production plan
- 10 Conduct marketing and customer service activities
- 11 Assist with managing employees

Program Course List

Number	Title	Credits	Hours	Description
50-xxx-xxx	OVGFM 1 - Organic Farm Systems	1.50	54	Introduces organic and systems approach to vegetable farming. Examines crop rotation plans; weed, pest, and disease plans; soil fertility and conservation plans; and organic certification paperwork. In addition, apprentices examine career pathways in organic vegetable farming and begin a career plan.
50-xxx-xxx	OVGFM 2 - Production Related Farm Management	1.50	54	Provides an overview of production related farm management activities and processes. Emphasis is placed on types of plants, designing a planting plan, growing seedlines, greenhouse management systems, plant health indicators, irrigation methods, weed, pest and disease control methods, harvest handling, and equipment types and maintenance.
50-xxx-xxx	OVGFM 3 - Farm Business Management and Marketing	1.00	36	Introduces apprentices to the farm business management and marketing processes and tasks needed for Organic Vegetable Farm Managers. Emphasis is placed on developing a farm marketing plans, evaluating a farm business plan, exploring farm recordkeeping systems, and interpreting farm financial information.