



BEEF PRODUCTION WORKER

**WORK ENVIRONMENT
APPRENTICE NOTEBOOK**



Name of mentor:

Name of apprentice:

Name of farm:



Avec l'aide financière
*Commission
des partenaires
du marché du travail*
Québec 

Les Producteurs
de bovins du
Québec 

FermEmploi
*Récolte de
talents!*

WORK ENVIRONMENT APPRENTICE NOTEBOOK

PURPOSE OF NOTEBOOK :

This notebook helps companies to plan and monitor employee training. It is based on the mentoring method.

WHAT IS MENTORING :

Mentoring involves learning the trade in the workplace. A person with training or experience in the trade (the mentor) passes on his or her knowledge, work techniques, and industry best practices to a new employee (the apprentice).

USING THE NOTEBOOK :

Depending on the size of the company and the production environment, the apprentice may not be able to develop certain trade-related skills.

For each competency explained and demonstrated by the mentor :

1. Mentors check off **INAPPLICABLE** when the task cannot or will not be completed by the apprentice.
2. Mentors check off **EXPLAINED** when they have explained or demonstrated the task to the apprentice for the 1st time.
3. Mentors check off **IN PROGRESS** when they see that their apprentice has improved but has not yet fully mastered the competency.
4. Mentors check off **MASTERED** when they observe that their apprentice is capable of performing the task independently and in accordance with company expectations. They enter the date of their assessment.
5. Mentors check off **NOT MASTERED** when the task will not be mastered and has been removed from the apprentice's responsibilities.

Mentors should complete the notebook regularly, as the apprenticeship progresses. This ensures that nothing is forgotten, and that the apprentice's progress is monitored. Weekly completion is recommended.

When all competency elements have been mastered (excluding inapplicable or non-mastered elements), mentors enter their initials in the last column of the competency table.



TRADE COMPETENCIES TABLE

COMPETENCIES	Elements included in the competency						
HERD OBSERVER	Detect abnormalities in the herd	Detect abnormalities in an animal	Detect heats				
FEED THE HERD	Evaluate remaining feed	Adjust ration quantities	Prepare rations	Distribute rations	Ensure water availability	Feed newborns	Ensure input availability
HANDLE ANIMALS	Move animals	Sort animals	Isolate animals	Restrain animals	Dispose of dead animals		
SUPERVISE FARROWING	Prepare arrowing environment	Monitor signs of farrowing	Intervene during farrowing, if necessary	Detect problems requiring veterinary intervention	Keep newborns with their mothers	Give first aid to newborns	Assist lactation
APPLY HEALTH CARE	Identify required care	Take rectal temperature	Follow treatment protocol	Give injections	Apply dewormers	Force-feed or deflate an animal	Distribute a bolus
HELP MANAGE THE HERD	Apply identifiers	Maintain records	Apply vaccine management programs	Identify treated animals	Follow withdrawal times	Dehorn an animal	Castrate an animal
	Apply weight gain management programs	Apply breeding management programs	Apply grazing management programs	Insert implants	Apply implant management programs		
ENSURE CLEANLINESS OF PREMISES AND EQUIPMENT	Clean water troughs and feeders	Apply animal litter management protocol	Clean pens	Clean feeding equipment	Clean work areas	Clean farm machinery and equipment	Clean fans
	Wash and disinfect buildings						
PARTICIPATE IN BUILDING AND EQUIPMENT MAINTENANCE	Carry out weekly routine checks	Detect defects	Carry out maintenance and minor repairs	Ensure upkeep and cleanliness of outdoor areas			
USE TOOLS AND EQUIPMENT	Use all tools and equipment required for company operations						
PARTICIPATE IN FIELD WORK	Drive tractor/loader and back up with equipment attached	Attach connectors	Prepare soil	Sow	Apply fertilizers	Harvest	Store
	Fencing						
APPLY SAFETY MEASURES	Use equipment according to the farm manager's instructions and the manufacturer's standards	Follow safety equipment use practices	Wear appropriate clothing and equipment	Identify sources of toxic gases in the agricultural environment	Behave safely around animals	Know emergency procedures	
DEMONSTRATE GENERAL COMPETENCIES	Demonstrate versatility	Show respect for animals	Be on time	Have a keen sense of observation	Be adaptable and flexible	Show integrity	Demonstrate a sense of responsibility
	Demonstrate manual dexterity	Demonstrate interpersonal skills	Perform work in a purposeful manner	Demonstrate an understanding of animal behaviour			



OBSERVING THE HERD



BEFORE RECOGNIZING MASTERY OF THE COMPETENCY :

Check that the worker :

- Knows how to intervene in emergencies, if necessary.
- Notes observations in records.
- Completes all required follow-ups with the farm manager.



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
DETECT ABNORMALITIES IN THE HERD							
DETECT ABNORMALITIES IN AN ANIMAL							
DETECT HEATS							
OTHER :							

MASTERED COMPETENCIES

TOTAL /3



HANDLING ANIMALS



BEFORE RECOGNIZING COMPETENCY MASTERY :

Check that the worker:

- Respects established procedures
- Complies with group needs
- Checks water quality
- Ensures regular inputs on a weekly basis
- Informs the manager of any stock shortages



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
EVALUATE REMAINING FOOD							
ADJUST RATION QUANTITY							
PREPARE RATIONS							
DISTRIBUTE RATIONS							
ENSURE WATER AVAILABILITY							
FEED NEWBORNS							
ENSURE AVAILABILITY OF INPUTS							
OTHER :							

MASTERED COMPETENCIES

TOTAL /7



FEEDING THE HERD



BEFORE RECOGNIZING COMPETENCY MASTERY :

Check that the worker:

- Complies with good practices.
- Does not use an electric prodstick
- Doesn't shout.
- Handles animals safely
- Ensures that pens and paddocks are in good condition.
- Checks that gates are securely locked



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
MOVE ANIMALS							
SORT ANIMALS							
ISOLATE ANIMALS							
CONTAIN ANIMALS							
DISPOSE OF DEAD ANIMALS							
OTHER:							

MASTERED COMPETENCIES

TOTAL /5



SUPERVISING FARROWING



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
PREPARE THE FARROWING ENVIRONMENT							
WATCH FOR WARNING SIGNS OF FARROWING							
INTERVENE DURING FARROWING, IF NECESSARY							
DETECT PROBLEMS REQUIRING VETERINARY INTERVENTION							
KEEP NEWBORNS WITH THEIR MOTHERS							
GIVE FIRST AID TO NEWBORNS							
ASSIST LACTATION							
OTHER:							

MASTERED COMPETENCIES

TOTAL /7



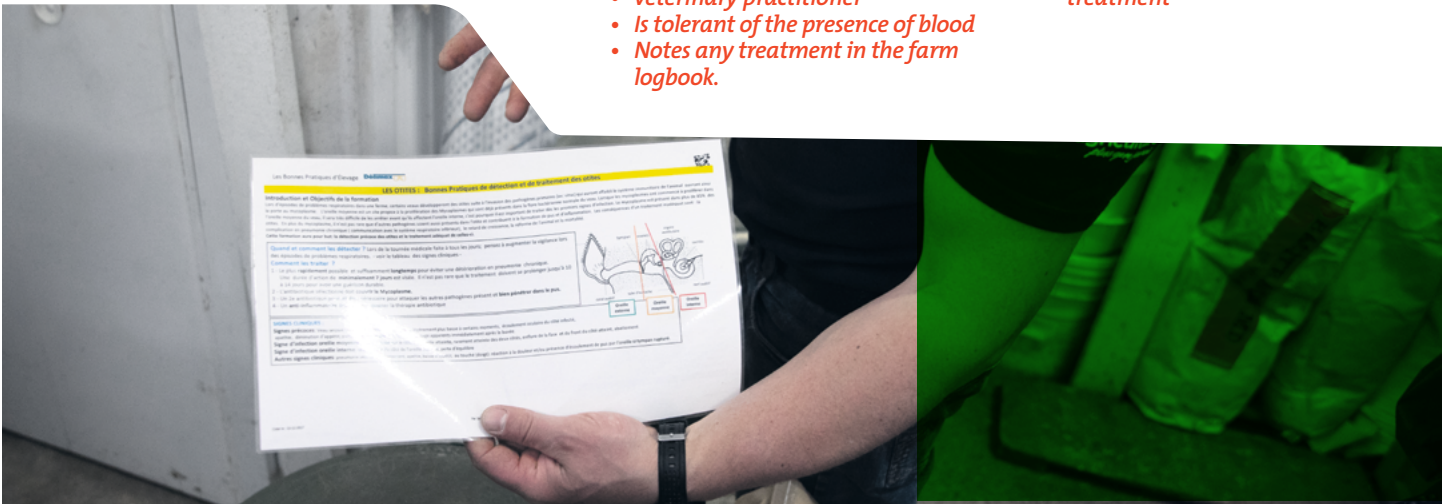
APPLYING HEALTH CARE



BEFORE RECOGNIZING COMPETENCY MASTERY :

Check that the worker:

- Follows veterinary practitioner's recommendations and dosages
- Ensures that the product has not expired
- Disinfects and replaces needles as recommended by veterinary practitioner
- Is tolerant of the presence of blood
- Notes any treatment in the farm logbook.
- Stores products according to manufacturer's recommendations
- Complies with current regulations..
- Identifies animals undergoing curative treatment
- Subgroups animals for curative treatment



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	● In progress	● Mastered			
IDENTIFY THE CARE REQUIRED							
TAKE RECTAL TEMPERATURE							
FOLLOW TREATMENT PROTOCOL							
GIVE INJECTIONS							
APPLY DEWORMING							
FORCE-FEED OR DEFLATE AN ANIMAL							
DISTRIBUTE A BOLUS							
OTHER:							

MASTERED COMPETENCIES	TOTAL /7
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COLLABORATING IN HERD MANAGEMENT



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	◐ In progress	● Mastered			
ATTACH IDENTIFIERS							
KEEP RECORDS UP TO DATE							
APPLY MANAGEMENT PROGRAMS FOR VACCINES							
IDENTIFY TREATED ANIMALS							
COMPLY WITH WITHDRAWAL TIME							
DEHORN AN ANIMAL							
CASTRATE AN ANIMAL							
APPLY MANAGEMENT PROGRAMS FOR WEIGHT GAIN							
APPLY MANAGEMENT PROGRAMS FOR REPRODUCTION							
APPLY GRAZING MANAGEMENT PROGRAMS							
INSERT IMPLANTS							
APPLY MANAGEMENT PROGRAMS FOR IMPLANTS							
OTHER:							

MASTERED COMPETENCIES **TOTAL** /12



KEEPING AREAS AND EQUIPMENT CLEAN



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
CLEAN WATER TROUGHS AND FEEDERS							
APPLY LITTER MANAGEMENT PROTOCOL							
CLEAN PENS							
CLEAN LACTATION EQUIPMENT							
CLEAN WORK AREAS							
CLEAN FARM MACHINERY AND EQUIPMENT (e.g., holding cage, feed wagon, hay rack)							
CLEAN FANS							
WASH AND DISINFECT BUILDINGS							
OTHER:							

MASTERED COMPETENCIES

TOTAL /8



HELPING TO MAINTAIN BUILDINGS AND EQUIPMENT



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	● In progress	● Mastered			
PERFORM WEEKLY ROUTINE CHECKS (e.g., lubrication, oil level, air filter, belts)							
DETECT ABNORMALITIES							
PERFORM MAINTENANCE AND MINOR REPAIRS							
MAINTAIN AND KEEP OUTDOOR AREAS CLEAN							
OTHER:							

MASTERED COMPETENCIES	TOTAL /4
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USING TOOLS AND EQUIPMENT



BEFORE RECOGNIZING COMPETENCY MASTERY :

Check that the worker:

- Uses all tools and equipment required for company operations in compliance with safety guidelines and standards.



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
USE A HAY SHREDDER							
OPERATE A SLURRY PUMP							
USE A GRAIN AUGER							
USE A CHAIN SAW							
USE WELDING MACHINE AND TORCH							
USE A HOLDING CAGE							
USE A ROLLER							
USE A PRESSURE WASHER							
USE A MIXER							
OPERATE A SLURRY PUMP							
USE:							
USE:							
USE:							
OTHER:							

MASTERED COMPETENCIES

TOTAL /13



PARTICIPATING IN FIELD WORK



BEFORE RECOGNIZING COMPETENCY MASTERY :

Check that the worker:

- is licensed to drive a tractor.



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
DRIVE A TRACTOR/LOADER AND REVERSING WITH ATTACHED EQUIPMENT							
ATTACH CONNECTORS (e.g., oil hose, electrical cables)							
PREPARE SOIL							
SOW							
APPLY FERTILIZERS							
HARVEST							
HANDLE STORAGE							
HANDLE FENCING							
OTHER:							

MASTERED COMPETENCIES	TOTAL /8
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APPLYING SAFETY MEASURES



BEFORE RECOGNIZING COMPETENCY MASTERY :

Check that the worker:

- is aware of the risks and importance of safety.

THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
USE EQUIPMENT ACCORDING TO THE FARM MANAGER'S INSTRUCTIONS AND THE MANUFACTURER'S STANDARDS (e.g., operating speed, start-up sequence)							
COMPLY WITH SAFETY EQUIPMENT (e.g., do not remove or modify safety equipment such as PTO covers, guards, fences, electrical box safety keys)							
WEAR APPROPRIATE CLOTHING AND EQUIPMENT (e.g., adapted and fitted safety clothing and equipment)							
IDENTIFY SOURCES OF TOXIC GASES IN THE AGRICULTURAL ENVIRONMENT (e.g., carbon monoxide, silage gas)							
BEHAVE SAFELY AROUND ANIMALS (e.g., doesn't turn animals around, be careful when handling and loading animals) loading animals))							
KNOW EMERGENCY PROCEDURES (e.g., knows where to find the contact details of the veterinary practitioner and the poison control center)							
OTHER:							

MASTERED COMPETENCIES

TOTAL /6



DEMONSTRATING GENERAL COMPETENCIES



THE WORKER IS ABLE TO:	INAPPLICABLE	PROGRESSION SCALE			NOT MASTERED	MASTERED DATE	MENTOR INITIALS
		○ Explained	○ In progress	● Mastered			
PROVE VERSATILITY							
RESPECT ANIMALS							
BE PUNCTUAL							
HAVE A SENSE OF OBSERVATION							
DEMONSTRATE ADAPTABILITY AND FLEXIBILITY							
DEMONSTRATE INTEGRITY							
DEMONSTRATE A SENSE OF RESPONSIBILITY							
DEMONSTRATE MANUAL DEXTERITY							
DEMONSTRATE INTERPERSONAL SKILLS							
PERFORM WORK ACCORDING TO INTENDED PURPOSE							
DEMONSTRATE AN UNDERSTANDING OF ANIMAL BEHAVIOUR							
OTHER:							

MASTERED COMPETENCIES

TOTAL /11



SUMMARY OF COMPETENCIES

THE WORKER IS ABLE TO:	MASTERED COMPETENCIES
OBSERVE THE HERD	/3
FEED THE HERD	/7
HANDLE ANIMALS	/5
SUPERVISE FARROWING	/7
APPLY HEALTH CARE	/7
COLLABORATE IN HERD MANAGEMENT	/12
KEEP AREAS AND EQUIPMENT CLEAN	/8
HELP TO MAINTAIN BUILDINGS AND EQUIPMENT	/4
USE TOOLS AND EQUIPMENT	/13
PARTICIPATE IN FIELD WORK	/8
APPLY SAFETY MEASURES	/6
DEMONSTRATE GENERAL COMPETENCIES	/11
TOTAL ASSESSMENT	TOTAL /91

