

## Inductions - What You Need To Know

An induction is a meeting held by the Green Certificate Regional Coordinator to introduce the program to all participants. The induction meeting will cover:

- An overview of the program and its benefits
- Roles and responsibilities
- The training manual, procedures and training process
- On-farm testing and signing off of skills
- Certification testing
- Distribution and completion of the registration form
- Available resources
- Off-campus Education Policy for student trainees and WCB coverage for adult trainees

A unique partnership between Alberta Agriculture and Forestry and Alberta Education permits the Green Certificate Program to successfully provide farm training to high school students for up to 16 high school credits.

## How To Use The Green Certificate Workbook For Training

Each of the Green Certificate curriculums are divided into X, Y and Z training periods within the workbook. After the trainee and the trainer have gone through the workbook assessing the trainee's current skill level, they can decide on a training plan. The trainer should take into consideration the time of the year and how that will coincide with the selected training period.

Each of the skills listed on the skill profile sheet are identified as being in either X, Y, or Z and can be worked on in any order. The trainer and trainee are encouraged to work on both required and optional skills.

*The workbook is the training guideline, not a textbook.*

### INDUCTION INFORMATION

Overview	1	<p>Training periods are further divided into skills, tasks and key points. The trainer works with the trainee on the key points of a task, checking off competency in each task once it is achieved.</p> <p>After all the skills have been mastered, an on-farm test is held. The on-farm test allows the trainer to assess the trainee's progress and determine readiness for a certification test. The on-farm test is a demonstration by the trainee showing that he or she can discuss, perform and understand all of the skills within the training period. The trainer then signs off that skill on the skill profile sheet.</p> <p><i>A trainee will not be allowed to test at the regional test center if the skill profile sheet has not been signed off for that training period.</i></p>
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## Certification Testing

Once the Green Certificate trainee completes a training period, he or she will be able to attend a certification test. After confirming training period completion with the trainees, the school representative will alert the regional coordinator that trainees from the school would like to test at the next certification-testing date. In general, tests take place in fall, winter and late spring.

The regional coordinator will notify the school representative of each of the trainee's scheduled test times. The school representative ensures that the trainees know the date, time and location of their certification test. Because certification tests take place during the week, the student will be absent from regular school attendance.

The school representative is encouraged to join students at the certification test site in order to meet the regional coordinator and discuss concerns and successes of the program in their school, view the certification test and have an opportunity to speak with the testers after.

*Tests are scheduled for over 800 trainees across the province with over 200 producers involved as testers. If a student cannot attend, it is essential that the regional coordinator be informed at least **24 hours** in advance.*

Green Certificate testing is practical and hands-on -- not a written test. Trainees discuss the skills they can do on their training farms with a Green Certificate Tester. Each trainee is paired with one tester and the tester selects five skills at random from within the training period. Farm equipment and materials from the training workbooks are used during testing so that the trainee can demonstrate their abilities.

As testing is hands on, skill B3 in cow-calf ("*operate stock handling equipment*") may involve the trainee moving live calves through the pen to the chute, placing them in a squeeze and head gate, demonstrating safe handling, identifying equipment, describing potential hazards and suggesting techniques to minimize the hazards.

Testing all five of the randomly selected skills usually takes about 2 hours. To receive a competent standing, the trainee must pass all five of the skills. If the trainee receives an incomplete on any of the skills tested the tester will discuss what the trainee needs to work before returning for a retest. The retest will include the incomplete skill(s) and randomly selected skills, totaling to 5 skills, being tested on each test.

After the trainee attends a certification test, he or she will have one of two results:

**1. Pass** - The trainee received a passing grade and mark on the certification test. The Green Certificate student is given two copies of the test report form: one for the school representative and one to keep. Once the school representative receives the certification test report he or she can begin the student's evaluation. It is recommended that the certification mark account for 65% of the Green Certificate grade for the training period. The remaining 35% is determined through further assessment with the trainee and trainer. The school representative then submits the final grade for the Green Certificate training period and corresponding course codes to Alberta Education.

**2. Incomplete** - The Green Certificate student returns from the certification test with no mark and guidance for further training needed. The student returns with the test report and feedback on why they received an incomplete. No mark is given to the student, and he or she is asked to do further training and

## Roles and Responsibilities

### *Trainee*

- Attend an induction
- Develop a training plan with your trainer
- Train on all the skills in the book, even if you don't "have that" or "do that" on your farm
- Search out additional resources to complete all skills
- On-farm test with your trainer to verify your skill competencies
- Ensure your trainer checks off your competent skills on skill profile page
- Communicate your progress regularly with your teacher
- Attend regional training days (when offered)
- Attend the certification test at the test center when scheduled (call if you can't make it)
- Turn in test reports to your teacher to receive credits
- Discuss incomplete test marks with your teacher and trainer

### *Trainers, Employers or Parents*

- Attend an induction
- Provide a work site environment that supports learning
- Discuss skills and key points with the trainee
- Teach to industry standards and demonstrate proper techniques and procedures
- Using the workbook as a training guide
- Mentor the trainee on all skills
- Encourage and support finding resources to complete all skills
- Perform on-farm testing with the trainee, signing off on skill profile sheet where competency has been achieved
- Encourage the trainee's attendance at regional certification tests
- Communicate with the teacher on the trainee's progress
- Work with Green Certificate Program staff and teachers to manage the training and testing processes

### *School Representative*

- Be knowledgeable about the program and the types of skills in each specialty
- Attend induction meetings with your students
- Follow the Off-campus Education Policy of Alberta Education as it applies to Green Certificate.
- Follow the school's fee procedure
- Assist regional coordinator in scheduling tests
- Understand the training process
- Inform regional coordinator of special needs or unique circumstances

- Promote the program to students in your school
- Communicate regularly with trainees in your school
- Assign trainees a mark for each training period/course
- Arrange for trainees to receive appropriate credits from Alberta Education
- Ensure AGR3000 "Agriculture Safety" requirements are completed

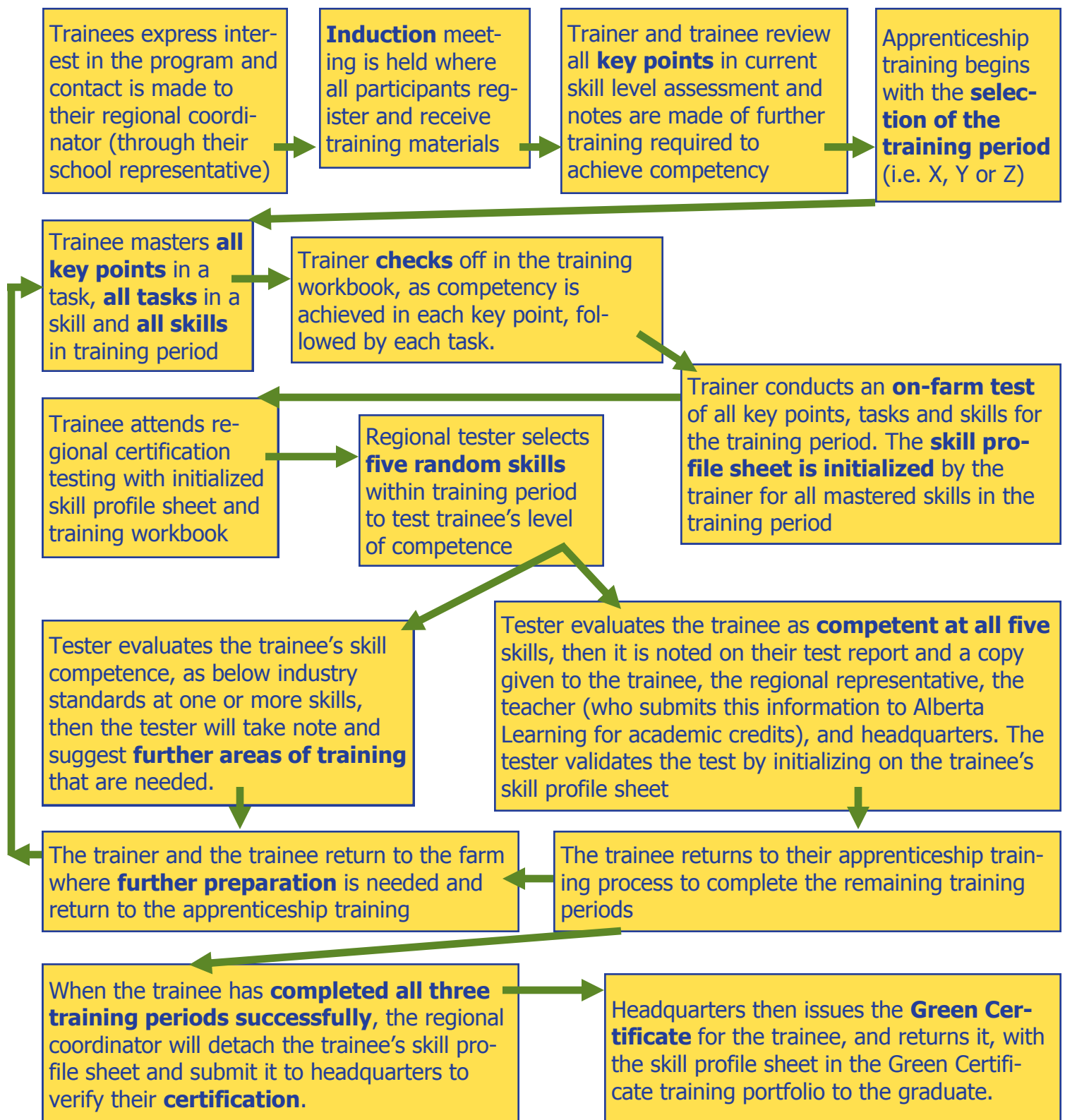
*If you have questions or need help finding resources, your regional coordinator can help!*

**The Regional Coordinator** promotes the program within the region, recruits participants, conducts induction meetings, provides approved materials, communicates with school representatives and adult trainees, coordinates certification testing, organizes regional training days, communicates with the provincial office and is available to trainees, trainers and schools to answer questions and concerns.

**Alberta Agriculture and Forestry (Provincial Coordinator)** develops/updates program curricula and resource materials, partners with Alberta Education to ensure continued accreditation, partners with the agriculture industry to ensure trainees continue to learn industry standards, facilitates communication with the regional coordinators and issues Green Certificates to trainees who have successfully completed the program.

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# Green Certificate Training Process



**Note:** No academic penalty is given to the student-trainee. The trainee can return to a certification testing for a re-test.

**Note:** If during the apprenticeship process, the trainer is not at a high enough comfort level to be training the trainee in a particular skill, or they don't not use that type of process on their farming operation, the trainee is still expected to master all of the key points and tasks within that skill. This is when a secondary trainer can assist the trainee. That person can be an agronomist; a feed rep., the vet, a neighbour, another producer or another qualified resource.