Green Certificate Training Process

Trainees express interest in the program and contact is made to their regional coordinator (through their school representative)

Induction meeting is held where all participants register and receive training materials

Trainer and trainee review all **key points** in current skill level assessment and notes are made of further training required to achieve competency

Apprenticeship training begins with the selection of the training period (i.e. X, Y or Z)

Trainee masters all key points in a task, all tasks in a skill and all skills in training period

Trainer **checks** off in the training workbook, as competency is achieved in each key point, followed by each task.

Trainee attends regional certification testing with initialized skill profile sheet and training workbook

Regional tester selects
five random skills
within training period
to test trainee's level
of competence

Trainer conducts an **on-farm test** of all key points, tasks and skills for the training period. The **skill profile sheet is initialized** by the trainer for all mastered skills in the training period

Tester evaluates the trainee's skill competence, as below industry standards at one or more skills, then the tester will take note and suggest **further areas of training** that are needed.

Tester evaluates the trainee as **competent at all five** skills, then it is noted on their test report and a copy given to the trainee, the regional representative, the teacher (who submits this information to Alberta Learning for academic credits), and headquarters. The tester validates the test by initializing on the trainee's skill profile sheet

The trainer and the trainee return to the farm where **further preparation** is needed and return to the apprenticeship training

The trainee returns to their apprenticeship training process to complete the remaining training periods

When the trainee has **completed all three training periods successfully**, the regional coordinator will detach the trainee's skill profile sheet and submit it to headquarters to verify their **certification**.

Headquarters then issues the **Green Certificate** for the trainee, and returns it, with the skill profile sheet in the Green Certificate training portfolio to the graduate.

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

<u>Note</u>: 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.