

North American Biodynamic Apprenticeship Program

Skills Checklists

(Revised March 2011)

The checklists are an important tool in the apprenticeship program and serve several purposes. Mentor farmers use them to indicate which skills an apprentice can acquire on a given farm, apprentices and their mentors use them to document the apprentice's progress through the season, and the Regional Coordinators and Central Coordinator use them to keep track of the apprentices' progress between farms and through the program.

The skills **marked in bold** are the **minimum required skills**. (These must be applied to at least one of the specific skill areas described along the top row.) During the 24-month time frame of the program the apprentices must acquire proficiency in all the required skill areas in order to receive certification through the program. Proficiency here means the ability to successfully and consistently perform a task without supervision.

Instructions for mentors and apprentices:

Mentor:

1. Go through the set of checklists and determine **which skills an apprentice can learn on your farm** (*mark the relevant boxes with an x on the left side*). Write your name and the name and address of your farm on the bottom of each checklist and send a copy of all the checklists to the Central Coordinator, who will post them on the NABDAP website alongside your farm profile.
2. Use a copy of the same set of checklists when interviewing a potential apprentice and to record **which skills you agree to teach a particular apprentice that you accept** (*place a circle around the relevant x's on the checklists*). Fill in the name of the apprentice at the bottom of each individualized checklist and give a copy of all of them to the apprentice. (Revisions can be made by mutual agreement at any time.)
3. Use the individualized checklists to **document each apprentice's progress** throughout the season by making *three successive checkmarks* as the different tasks are 1) demonstrated and observed, 2) practiced under supervision, and 3) when you judge that the apprentice is able to perform the tasks independently. At the end of the apprentice's stay, make two *photocopies* of your checklists, enter the dates of the apprenticeship and then *sign* at the bottom of each photocopied page. Give your apprentice one set of the signed checklists and send another set to the Central Coordinator. (First photocopying the checklists and then signing them helps ensure that they cannot subsequently be altered.)

Apprentice:

1. Carefully **review the skills checklists from each farm** where you are considering apprenticing. During your apprenticeship you will probably not be able to learn all of the skills listed (marked with an x), so when you meet with the farmer mentor, discuss exactly which skills you will be taught during your stay at that farm. The mentor will give you a copy of the checklists on which the specific skills you agreed on have been **circled**. (Revisions can be made by mutual agreement at any time.) Keep a copy of these checklists as you progress through the 24-month program and make sure that you are setting yourself up to **acquire at least the minimum skills required by the program** (listed in **bold**). (The Regional Coordinators are available to support and guide you with this.)
2. **Keep track of your progress throughout your training** by making successive checkmarks for each skill when you have 1) observed it, 2) practiced it under supervision, and 3) when you are confident that you can perform the task independently. During your meetings with your mentor, compare your copy of the checklists to your mentor's and discuss any discrepancies between them. When you leave a farm, **make sure you get a signed photocopy of your mentor's checklists**. Keep this signed photocopy as your record of achievement at that farm.

Summary of the different symbols to be used in the skills checklists:

×	this skill can be learned on this farm
⊗	this skill will be taught to this apprentice
⊗ ✓	apprentice has observed a demonstration of this skill
⊗ ✓✓	apprentice has practiced this skill or task under supervision
⊗ ✓✓✓	apprentice is skilled enough to perform this task independently

Note: NA = not applicable. A slash (/) in a checklist description means *or*.

1. Plant Cultivation & Management

<i>Skills</i>	<i>Type of Crop:</i>	Green-house Crops	Vegetables	Herbs	Grain Crops	Silage or Hay Crops	Bushes, Berries, Hedges	Fruit or Nut Orchards	Timber, Firewood or Sap	Other:
making compost		X	X	X			X	X		
making special soil mixes		X	X	X						
preparing topsoil/primary tillage		X	X	X		X	X			
preparing seedbed/secondary tillage		X	X	X		X	X			
cover cropping/green manuring										
calculating spacing/quantities		X	X	X		X	X			
direct seeding/transplanting		X	X	X						
propagating/grafting					NA	NA		X		
weeding/pruning		X	X	X			X	X		
judging water needs/watering		X	X	X		X	X	X		
shading/freeze protection		X	X							
identifying weeds/diseases/pests		X	X	X			X	X		
judging readiness for harvest		X	X	X		X	X	X		
harvesting/mowing/felling/tapping		X	X	X		X	X	X		
post-harvest handling/hygiene		X	X	X			X	X		
record keeping		X	X	X		X	X	X		
soil testing/determining fertility needs		X	X	X		X	X	X		
subsoiling			X							
supplemental fertilizing		X	X	X						
pollinating		X								
seed saving/cleaning		X	X	X				X		
designing cropping sequences		X	X							
selecting mixes/companion plants										
controlling weeds/diseases/pests		X	X	X			X	X		
other:										

Name of Mentor: Erick & Wendy Haakenson

Name & Address of Farm: Jubilee Farm 10 West Snygalmic River Rd SE

Name of Apprentice: _____

Dates of Apprenticeship: _____

Mentor's Signature: Erick Haakenson

2. Animal Husbandry

<i>Skills</i>	<i>Type of Animal:</i>	Cattle	Horses	Pigs	Sheep	Goats	Poultry	Bees	Other:
basic safety procedures		X		X			X		
feeding/watering				X					
bedding/housing				X					
grooming/cleaning				X					
moving/herding/handling				X					
erecting/maintaining fences				X				NA	
pasture management									
haying/forage collection									
manure composting/prepping									
collecting milk/eggs/fleece/honey	best								
post-collection hygiene/storage									
raising young stock									
record keeping									
breeding/inseminating									
assisting pregnancy/birth								NA	
castrating/docking/clipping								NA	
checking health/treating simple illness									
culling/slaughtering								NA	
other:									

Name of Mentor: Erick Haakenson

Name & Address of Farm: _____

Name of Apprentice: _____

Dates of Apprenticeship: _____

Mentor's Signature: Erick Haakenson

3. Biodynamic Preparations

Skills	Preparation:													
	500	501	502	503	504	505	506	507	508	Barrel Comp.	Peppers			Other:
											Weed	Inverteb.	Verteb.	
“prepping” compost pile	NA	NA								NA	NA			
stirring preparations	X		NA	NA	NA	NA	NA							
calibrating sprayer/spraying	X		NA	NA	NA	NA	NA							
storing appropriately	X													
record keeping														
collecting/grinding minerals	NA		NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	
harvesting plant parts		NA										NA	NA	
collecting/“potentizing” manure	X	NA	NA	NA	NA	NA	NA	NA	NA		NA	NA	NA	
acquiring animals/animal parts	NA	NA			NA			NA	NA	NA	NA			
stuffing animal sheaths					NA			NA	NA	NA	NA	NA	NA	
selecting hanging/burial sites	X							NA	NA		NA	NA	NA	
hanging/burying/exhuming	X							NA	NA		NA	NA	NA	
evaluating finished preps	X													
selecting ashing times	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				
burning specimens	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				
spreading/spraying peppers	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA				
other:														

Name of Mentor: _____

Name & Address of Farm: _____

Name of Apprentice: _____ Dates of Apprenticeship: _____

Mentor's Signature: *Chris Gruber* _____

4. Machine-Powered Equipment

<i>Equipment:</i>	Electric			Internal Combustion					Pneumatic Handheld Tools	Other:	
	Hand Power Tools	Bench Tools	Welding Tools	String Trimmers	Chain-saws	Walk-behinds	ATVs	Trucks			Tractors
<i>Skills:</i>											
safety procedures	X	X		X				X	X		
emergency procedures	X	X		X				X	X		
basic operation	X	X		X				X	X		
record keeping											
using implements/attachments									X		
troubleshooting									X		
routine maintenance									X		
small repairs									X		
other:											

5. Draft Animals

<i>Basic Skills</i>	<i>Type of Animal:</i>	Oxen	Horses	Mules/ Donkeys	Other:
harnessing/hitching					
multiple hitches					
maintaining equipment					
driving/carting					
plowing/log skidding etc.					
powering stationary machines					
training young animals					
record keeping					
other:					

Name of Mentor: _____

Name & Address of Farm: _____

Name of Apprentice: _____

Dates of Apprenticeship: _____

Mentor's Signature: Eric Hansen

6. Basic Business Management

<i>Skill</i>	Skill Level
supervising crews	X
dealing with customers	X
dealing with visitors	X
dealing with schoolchildren	X
dealing with journalists	X
dealing with regulators/inspectors	
designing/producing newsletters	X
organizing festivals/public events	X
planning/budgeting	X
accounting	X
market research	
marketing/designing packaging	
setting up a CSA	X
other:	

7. Basic Crafts

<i>Craft:</i>	Sewing/ Clothes- making	Felting/ Spinning	Natural Dyeing	Knitting/ Weaving	Tanning/ Leather- work	Soap- making	Candle- making	Basketry	Other:
<i>Skills</i>									
safety procedures									
using materials									
using tools									
simple projects									
designing									
other:									

Name of Mentor: _____
Name & Address of Farm: _____
Name of Apprentice: _____
Dates of Apprenticeship: _____
Mentor's Signature: <u> Bridget Anderson </u>

8. Basic Processing

<i>Food or Medicine:</i> <i>Skills</i>	Milk	Meat/ Poultry	Fish	Grains	Vege- tables	Herbs	Fruits	Other: <i>Canned veggie</i>
general cooking/baking							X	X
making butter/cheese			NA	NA	NA	NA	NA	
preserving/drying/fermenting							X	X
concentrating juice/sap	NA	NA	NA			NA		
extracting oils/fats								
making sausage				NA	NA	NA	NA	
making wine/beer	NA	NA	NA					
making tinctures/essences	NA	NA	NA					
making salves								
other:								

9. Basic Construction

<i>Type of Construction:</i> <i>Skills</i>	Carpentry	Masonry	Machining	Electrical	Plumbing	Road- building	Other:
safety procedures							
using tools							
using materials							
simple projects							
surveying/layout							
blueprint reading							
estimating materials/costs							
other:							

Name of Mentor: _____

Name & Address of Farm: _____

Name of Apprentice: _____

Dates of Apprenticeship: _____

Mentor's Signature: Chris Habbers