

Instructions for Apprentices

1. To ensure that a particular farm will meet your learning needs and the requirements for NABDAP certification, first carefully review the farm's skills checklists (**farm skills template**), usually posted as part of the farm profile on the NABDAP website (www.biodynamics.com/nabdap-participating-mentor-farms). Each skill that can potentially be learned at that farm will be indicated by an x in the relevant box, but due to various circumstances it may not be possible to teach some of them during your stay on that farm (see #2).
2. When you interview with a mentor farmer, discuss your learning goals and exactly which skills you can expect to be taught during your stay at that farm. Using the farm skills template (your mentor should provide you with a copy), circle each x (**skill**) that you and your mentor agree you will be taught. You and your mentor will each keep a copy of these individualized checklists. Revisions can be made by mutual agreement at any time. (Note: As you progress through the training program, make sure that you are setting yourself up to *acquire at least the skills required for NABDAP certification* – listed on the checklists in **bold**. The Regional Coordinators are available to support and guide you with this.)
3. Keep track of your progress by making successive checkmarks in the relevant box for each skill when you have 1) observed it, 2) practiced it under supervision, and 3) performed it independently. During meetings with your mentor, compare your copy of the checklists to your mentor's and discuss any discrepancies between them.
4. When you leave a farm, make sure that you get two photocopies of your mentor's set of checklists and that she or he has signed each checklist in each set. Keep one signed photocopy as your record of achievement at that farm, and send the second copy to the NABDAP Central Coordinator. At the end of your training the Central Coordinator will use all the checklists you have submitted to verify that you are proficient at all the skills required for NABDAP certification.

Summary of symbols to be used in the skills checklists

X	this skill can be learned on this farm (farm skills template)
⊗	this skill will be taught to this apprentice (individualized agreement)
⊗ ✓	apprentice has observed a demonstration of this skill
⊗ ✓✓	apprentice has practiced this skill under supervision
⊗ ✓✓✓	apprentice can perform this skill independently

Note: on the skills checklists, "NA" means *not applicable* and a slash (/) means *or*

The NABDAP Skills Checklists are adapted from *Becoming a Biodynamic Farmer or Gardener: A Handbook for Prospective Trainees*, by Malcolm and Susan Gardner. They may be freely used, shared and distributed with attribution to the Biodynamic Association, www.biodynamics.com/nabdap

I. Plant Cultivation & Management

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

Name of Mentor: Brook LeVan

Name of Farm: Sustainable Settings Ranch

Name of Apprentice: _____

Dates of Apprenticeship: ___/___/___ to ___/___/___

Mentor's Signature: _____

2. Animal Husbandry

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

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3. Biodynamic Preparations

	<i>Skills</i>	<i>Preparation:</i>	500 Horn manure	501 Horn silica	502 Yarrow	503 Chamo- mille	504 Nettle	505 Oak bark	506 Dande- lion	507 Valerian	508 Horse- tail	Barrel Comp.	Peppers			Other:
													Weed	Invertb.	Verteb.	
↑ REQUIRED SKILLS ↓	"prepping" compost pile		NA	NA	X	X	X	X	X	X	NA	NA				
	stirring preparations		X	X	NA	NA	NA	NA	NA	X	X	X				
	calibrating sprayer/spraying		X	X	NA	NA	NA	NA	NA	X	X	X				
	storing appropriately		X	X	X	X	X	X	X	X	X	X				
	record keeping		X	X	X	X	X	X	X	X	X	X				
	collecting/grinding minerals		NA	X	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA	NA
	harvesting plant parts		X	NA	X	X	X	X	X	X	X	X		NA	NA	
	collecting/"potentizing" manure		X	NA	NA	NA	NA	NA	NA	NA	NA	NA	X	NA	NA	NA
	acquiring animals/animal parts		NA	NA	X	X	NA	X	X	NA	NA	NA	NA	NA		
	stuffing animal sheaths		X	X	X	X	NA	X	X	NA	NA	NA	NA	NA	NA	NA
selecting hanging/burial sites		X	X	X	X	X	X	X	NA	NA	X	NA	NA	NA		
hanging/burying/exhuming		X	X	X	X	X	X	X	NA	NA	X	NA	NA	NA		
evaluating finished preps		X	X	X	X	X	X	X	X	X	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:																

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4. Machine-Powered Equipment

REQUIRED SKILLS	Equipment:	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	X	X	X	X	
	emergency procedures	X	X		X	X	X	X	X	X	X	
	basic operation	X	X		X	X	X	X	X	X	X	
	record keeping											
	using implements/attachments	X	X		X			X	X	X	X	
	troubleshooting	X	X		X	X	X	X	X	X	X	
	routine maintenance	X	X		X	X	X	X	X	X	X	
	small repairs	X	X		X	X	X	X	X	X	X	
	other:											

5. Draft Animals

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

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6. Basic Business Management

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

7. Basic Crafts

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

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8. Basic Processing

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

9. Basic Construction

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

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