



## Arts, A/V Technology and Communications Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date
<b>Certification Areas Completed:</b> <b>Required Skills - For EACH Pathway</b> <b>Check ✓ completed areas</b> <input type="checkbox"/> Core Skills <input type="checkbox"/> Safety and Security  <b>Printing Technology Pathway</b> <input type="checkbox"/> Graphic Design and Pre-Press Unit <input type="checkbox"/> Press and Post-Press Operations Unit*          	<b>Level One Requirements:</b> <i>Students must complete ALL listed below</i> <b>Check ✓ completed areas</b> <input type="checkbox"/> Required Skills <input type="checkbox"/> Minimum of <b>ONE</b> Unit <input type="checkbox"/> Minimum of 2 semesters related instruction <input type="checkbox"/> Minimum of 450 work hours  <b>Level Two Requirements:</b> <i>Students must complete ALL listed below</i> <b>Check ✓ completed areas</b> <input type="checkbox"/> Required Skills <input type="checkbox"/> Minimum of <b>TWO</b> Units* <input type="checkbox"/> Minimum of 4 semesters related instruction <input type="checkbox"/> Minimum of 900 work hours  <i>* The Press and Post-Press Operations Unit can be completed two times IF different processes are learned</i>

Total Hours Employed	Company Name	Telephone Number
		(   )
		(   )

## Instructions for the Worksite Mentor(s) and Instructor(s)

The Skill Standards Checklist is a list of the competencies (tasks) to be achieved through mentoring and training at the worksite.

- The worksite mentor should rate each competency as the student acquires and demonstrates the skill **according to the performance standards criteria**.
- A competency may be revisited and the score raised as the student becomes more proficient at the worksite.
- The mentor and student should go over this checklist together on a regular basis to record progress and plan future steps to complete the required competencies.

**I certify** that this student has successfully completed the competencies required in my department. Circle your YA role, sign and print your name, and complete with the date signed and the department name.

***SIGN this page IF you have been a mentor, trainer, or instructor of this student***

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Mentor/Trainer/Instructor Signature	Mentor/Trainer/Instructor Signature
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Department	Department
Date Signed	Date Signed

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# Operational Program Notes for Skill Standards Checklist

## 1. Arts, A/V Technology, and Communications Youth Apprenticeship Curriculum

- Definitions:
  - Competency- The worksite skill to be performed.
  - Performance Standards- How to assess skill performance as applicable to worksite.
  - Learning Objectives- Content knowledge recommended to learn these skills; may be taught by the employer, school district, and/or technical college.
  - Skill Standards Checklist- The documented list of competencies completed by the YA student.
  - W/S- Listed after a skill indicates that skill performance may be learned and assessed at the worksite OR in the classroom in a simulated setting. However, a simulated setting should ONLY be used IF there is no possibility of skill performance at the worksite.
- Performance Standards and Learning Objectives are located in applicable Appendices of the **Program Guide for this Youth Apprenticeship**.

## 2. ALL Youth Apprentices **MUST** complete the Required Skills (Core Skills and Safety and Security) competencies.

- The Required Skills competencies may be completed concurrently with the Technical Skills competencies.
- The Required Skills are common skills specific to all Arts, A/V Technology, and Communications industry sub-sectors. These skills are *aligned with* the National States' Career Clusters standards for Arts, A/V Technology, and Communications.

## 3. Youth Apprenticeship choices (depending on job placement)

- Competencies have been reviewed by the Department of Workforce Development for Child Labor Laws. Contact the Department of Workforce Development's Equal Rights Division/Labor Standards Bureau at 608-266-6860 for questions regarding child labor laws. SEE Appendix A for special Child Labor Law considerations in this YA Program.
- Students will complete a **Minimum Rating** in the Required Skills and Technical Skills in one unit for a Level ONE Arts, A/V Technology, and Communications YA, and a **Minimum Rating** in the Required Skills and Technical Skills in two units for a Level TWO Arts, A/V Technology, and Communications YA. The Press and Post-Press Operations Unit may be completed two times for a Level TWO program; however, different processes must be taught and learned.
- The Department of Workforce Development Occupational Certificate will indicate "Arts, A/V Technology, and Communications" attained when the program is completed.

## 4. Competency Ratings

- Rate the student on the competencies regularly and revisit the competencies with the student periodically to offer the opportunity for an improved rating.
- Arrangements must be made to ensure that the student learns, practices, AND performs each competency **even if** that competency is not part of their regular job function.
- "Entry Level" criteria should be interpreted to mean "able to do the task satisfactorily."
- "Assist" in front of a skill indicates that the student should perform the skill *as indicated in the curriculum* "while assisting a worksite professional." Training should go beyond "observation only" for these skills. It will be up to the employer to determine the criticality of each specific task, training completed, and the actual level of supervision required. See curriculum details for requirements.

## Required Skills

Required of ALL Arts, A/V Technology, and Communications YA Students

CORE SKILLS	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Apply academic knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Apply career knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Apply Arts, A/V Technology, and Communications industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Exhibit regulatory and ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY and SECURITY	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Follow personal safety requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Maintain a safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Demonstrate professional role to be used in an emergency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Follow security procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Maintain confidentiality	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Rating Scale:

**3** = Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

**2** = Meets entry level criteria | Requires some supervision | Often displays this behavior

**1** = Needs improvement | Requires much assistance and supervision | Rarely displays behavior

### Additional Comments –

## Printing Technology Pathway

Graphic Design and Pre-Press Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Study effective design elements (W/S)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Analyze a job ticket	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Use graphics and/or pre-press software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Maintain project, image, photo, and/or illustration files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Obtain scanned or photographic images	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Create and/or edit objects, shapes, charts, images, and/or graphics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Apply and/or correct color	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Select typography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Create and/or edit a layout	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Perform pre-flight print on job files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Review proofs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Trap project files	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Impose and configure press sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Send completed files to RIP	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Produce print plates/stencils (N/A for digital printing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Maintain pre-press equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Participate on a print project team	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Additional Comments –

## Printing Technology Pathway

Choose one Press AND one Post-Press operation.

Check the appropriate Press AND Post-Press Processes taught and learned.

Copy pages 6-7 if unit is repeated for a Level TWO.

### Press Operations

- ☐ Offset/Lithography
- ☐ Gravure
- ☐ Flexography
- ☐ Letterpress
- ☐ Screen
- ☐ Electrophotography
- ☐ Digital
- ☐ Other: \_\_\_\_\_

### Post-Press Operations

- ☐ Binding
- ☐ Folding
- ☐ Collating
- ☐ Cutting
- ☐ Stitching
- ☐ Gluing
- ☐ Punching
- ☐ Other: \_\_\_\_\_

Press and Post-Press Operations Unit		Minimum rating of 2 for EACH Check Rating		
Skills for BOTH Operations		1	2	3
1. Review job ticket		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Select materials		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Perform safety checks		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Operate tools and equipment safely		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Monitor equipment for correct operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Clean up		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Complete job tracking documentation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Press Operations</b>				
8. Register print job		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Mount plate/screen (N/A for digital printing)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Load paper and ink		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Set up press		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Verify press set up (make-ready)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Perform press operation		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Continued on next page*

## Printing Technology Pathway

<b>Press and Post-Press Operations Unit - <i>continued</i></b>	Minimum rating of 2 for EACH <b>Check Rating</b>		
<b>Post-Press Operations</b>	<b>1</b>	<b>2</b>	<b>3</b>
14. Identify paper options for project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Calculate most efficient cuts/folds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Set up post-press equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Verify post-press set up (make-ready)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. Perform post-press operation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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### Additional Comments –

## Additional Certifications, Training, Seminars, and/or Projects

Please list in detail any additional certifications earned, any training and seminars attended, and/or any projects completed during the course of the Arts, A/V Technology, and Communications Youth Apprenticeship.

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Description		
Notes/Comments		
Date Completed	Mentor/Trainer/Instructor Signature	Date Signed

Other Notes or Comments
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