



Architecture and Construction Skill Standards Checklist

Student Name	YA Student ID Number
YA Coordinator	YA Consortium
School District	High School Graduation Date

Certification Areas Completed: Required Skills - For EACH Pathway

Check ✓ completed areas

- Core Skills
- Safety
- OSHA 10 Training
(Occupational Safety and Health Administration)
- First Aid Training

Construction Pathway

- Carpentry Fundamentals Unit*
- Electrical Fundamentals Unit*
- Masonry/Concrete Fundamentals Unit*
- Mechanical/HVAC Fundamentals Unit*
- Plumbing/Sprinkler Fitting Fundamentals Unit*

Design/Pre-Construction Pathway

- Architectural Drafting Unit - REQUIRED FIRST
- Architectural Planning Unit

Level One Requirements:

*Students must complete
 ALL listed below*

Check ✓ completed areas

- Required Skills
- Minimum of **ONE** Pathway Unit
- Minimum of 2 semesters
related instruction
- Minimum of 450 work hours
*First Aid and OSHA 10 trainings
required only once.

Level Two Requirements:

*Students must complete
 ALL listed below*

Check ✓ completed areas

- Required Skills for EACH
pathway
- Minimum of **TWO** Pathway Units
- Minimum of 4 semesters
related instruction
- Minimum of 900 work hours
*Units can be completed two
times for a level two program

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 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, print and sign your name, and complete with the department name and the date signed.

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
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

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
Printed Name	Printed Name
Department	Department
Date Signed	Date Signed

Operational Program Notes for Skill Standards Checklist

1. Architecture and Construction 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 & 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) competencies for each Pathway they are enrolled in.

- The Required Skills competencies may be completed concurrently with the specific Pathway process technical competencies.
- The Required Skills are common skills specific to all Architecture and Construction sub-sectors. These skills are *aligned with* the National States' Career Clusters standards for the Architecture and Construction.

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 in one pathway unit for Level ONE Architecture and Construction YA and a **Minimum Rating** in the Required Skills and two pathways units for a Level TWO Architecture and Construction YA.
- The Department of Workforce Development Occupational Certificate will indicate "Architecture and Construction" 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 Architecture and Construction YA Students

Copy this page FOR EACH pathway to be completed

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 Architecture and Construction industry knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Communicate effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Take direction and corrective feedback	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Act professionally	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Demonstrate customer service skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Cooperate with others in a team setting	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Think critically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Exhibit regulatory and ethical responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Use basic technology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Use resources wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SAFETY	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"/>

CERTIFICATIONS	Completed	Verification Signature
1. Occupational Safety and Health Administration (OSHA) 10 Training	<input type="checkbox"/>	
2. First Aid Training	<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 & supervision | Rarely displays behavior

Additional Comments –

Construction Pathway

Check the Appropriate Division:

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
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Carpentry Fundamentals Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Read blueprints, plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpret symbols and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify job prep needs and develop job task plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Execute job prep needs as a coordinated effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Select tools and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use hand tools and light duty tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with the installation of materials per job specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate accuracy in measuring using various instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain clean and safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Clean up work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Practice quality craftsmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please select a minimum of one competency from below (13-16) to complete			
13. Assist with rough framing or forming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assist with finish framing or forming	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist with interior finishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist with exterior finishing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Construction Pathway

Check the Appropriate Division:

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
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Electrical Fundamentals Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Read blueprints, plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpret symbols and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify job prep needs and develop job task plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Execute job prep needs as a coordinated effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Select tools and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use hand tools and light duty tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with the installation of materials per job specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate accuracy in measuring using various instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain clean and safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Clean up work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Practice quality craftsmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assist with cutting wire, cable, conduit and raceway, cording and cutting chasses	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assist with pulling wires and attaching wires	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Assist with connecting conductors to switches, receptacles or appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist with installation of switches, outlet boxes and fixture boxes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Assist in rough-in feeders and circuits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Construction Pathway

Check the Appropriate Division:

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
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Masonry/Concrete Fundamentals Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Read blueprints, plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpret symbols and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify job prep needs and develop job task plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Execute job prep needs as a coordinated effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Select tools and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use hand tools and light duty tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with the installation of materials per job specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate accuracy in measuring using various instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain clean and safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Clean up work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Practice quality craftsmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please select a minimum of two competencies from below (13-17) to complete			
13. Assist with cutting brick and block	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assist with depositing, spreading, consolidating, and striking of concrete in a form	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Lay masonry units to job specification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist with selecting the correct types of materials for the job	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Perform volume estimates for concrete quantity requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Construction Pathway

Check the Appropriate Division:

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
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Mechanical/HVAC Fundamentals Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Read blueprints, plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpret symbols and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify job prep needs and develop job task plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Execute job prep needs as a coordinated effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Select tools and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use hand tools and light duty tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with the installation of materials per job specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate accuracy in measuring using various instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain clean and safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Clean up work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Practice quality craftsmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please select a minimum of two competencies from below (13-17) to complete			
13. Assist with basic equipment problem identification and diagnosis for heating and cooling systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Assist with basic equipment repair for heating systems and cooling systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. Set up and fabricate metals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. Assist with the installation of fabricated parts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. Transfer measurements into a workable drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Construction Pathway

Check the Appropriate Division:

<input type="checkbox"/> Residential	<input type="checkbox"/> Commercial
--------------------------------------	-------------------------------------

Plumbing/Sprinkler Fitting Fundamentals Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Read blueprints, plans and specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Interpret symbols and procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Identify job prep needs and develop job task plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Execute job prep needs as a coordinated effort	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Select tools and materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use hand tools and light duty tools	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Operate tools and equipment safely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Assist with the installation of materials per job specifications	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Demonstrate accuracy in measuring using various instruments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Maintain clean and safe work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Clean up work area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Practice quality craftsmanship	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assist with testing and maintenance of fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Design/Pre-Construction Pathway

Architectural Drafting Unit – REQUIRED FIRST	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Interpret technical drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Use measuring devices accurately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Organize databases, files and drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Reproduce documents and plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Compile site measurements and other data	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Use architectural drafting software	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Develop 2D (orthographic) view drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Develop 3D view models	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Dimension drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Apply lettering and basic annotation to drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Prepare working drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assist to research building codes and site requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Participate on an architectural design project	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Design/Pre-Construction Pathway

Architectural Planning Unit	Minimum rating of 2 for EACH Check Rating		
	1	2	3
1. Draw a site plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Draw sectional and elevation views	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Draw a floor plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Develop a stair section drawing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Draw a floor system and foundation plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Draw a framing plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Draw a roof framing plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Develop sustainable/conservation elements into a design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Review completed architectural plans and documents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Revise drawings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. Construct a Bill of Materials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Assist to develop architectural detail schedules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. Assist to coordinate architectural project activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Additional Comments –

Additional Certifications, Training, Seminars and Projects

Please list in detail any additional certifications earned, any training and seminars attended, and/or any projects completed during the course of the Architecture and Construction 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
