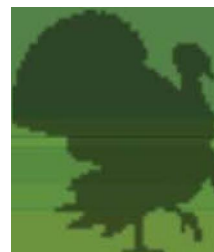




# Poultry (Turkey)

## **PRODUCTION TECHNICIAN**

Training Manual Version: 2017 Poultry - Turkey Technician



## HOW TO USE THE RECORD OF COMPETENCE

**TRAINEE'S NAME:** Trainee clearly prints their full—complete name

- this is how it will appear on their certificate upon completion

**TRAINER(S) DECLARATION:** All Trainer(s) involved in learning and skill development must be listed

- trainer(s) clearly print's their name and provide example of their initials

3. **TRAINING PERIOD SELECTION:** Trainer(s) and trainee choose training period X or Y or Z for starting their skill development

4. **TRAINER(S) INITIALS APPROPRIATE SKILL BOX:** The trainer(s) mentor the trainee's skill development using the content of this book

- references the skills they mentored the trainee in
- as skill competency is achieved, the trainer(s) can test the trainee's skills at their training site and indicate this achievement by initialing the skill box on the Record of Competence

**TRAINEE IS READY FOR CERTIFICATION TESTING:** All required skills in training period are verified and initialed by the trainer(s)

- trainee brings book to certification testing

**CERTIFICATION TESTING:** Regional Coordinator ensures all skills for the training period are verified and initialed by the trainer(s)

- certification tester uses the trainee's curriculum book during the certification test
- certification tester provides feedback notes to the trainee and their trainer(s)

7. **CERTIFICATION TESTER VALIDATES AND SIGNS RECORD OF COMPETENCE:** Certification tester verifies trainee's ability and competence is evaluated above 65% in all five tested skills

- certificate tester dates and signs the "Regional Certificate Tester Validation" section of the record of competence

## Production Technician

### Record of Competence for:

Trainee's full given name (print clearly)

All skills within a training period must be completed in their entirety as a group. Training periods are generally structured to accommodate the seasonal nature of agricultural operations and do not need to be trained upon sequentially.

The following job-site trainer(s) have agreed to support the training and development of the competency requirements as described in this Green Certificate Program Manual.

Please clearly **PRINT** name(s) and sample initial below.

	Trainer initials
Trainer's printed name	
	Trainer initials
Trainer's printed name	
	Trainer initials
Trainer's printed name	
	Trainer initials
Trainer's printed name	
	Trainer initials
Trainer's printed name	
	Trainer initials
Trainer's printed name	

A competent performance is achieved by a trainee when all activities in a skill are performed reliably, consistently and efficiently in a specific work setting and to the performance standards of this book and the satisfaction of the trainer(s). **Each skill box shown on this Record of Competence must be initialed by the job-site Trainer(s) before validation at the regional certification testing can take place.**

<b>A</b> Employability Skills	A.1 Manage Training and Continuing Education in the Green Certificate Program		A.2 Communicate and Interact Effectively in the Workplace		A.3 Manage Time Effectively to Complete Workplace Jobs		A.4 Understand Continuous Improvement in Agricultural Operations		A.5 Understand Accounts Payable and Receivable in Agricultural Operations		A.6 Understand Business Risks in Agricultural Operations	
	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials
	A.7 Understand Insurance and Liability in Agricultural Operations		A.8 Identify Legislation & Governing Bodies Pertaining to Agricultural Operations		A.9 Promote the Agricultural Industry		A.10 Understand Traceability					
	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials				

**X: Poultry Operations and Care (6 credits)**

**Y: Poultry Process and Practices (5 credits)**

**Z: Turkey Production Husbandry and Systems (5 credits)**

Safe Work Practices	B	B.1 Identify Safe Workplace Practices for Agricultural Operations		B.2 Recognize Hazards in Agricultural Operations		B.3 Minimize Hazards in Agricultural Operations		B.4 Participate in Ongoing Inspections and Training		B.5 Perform Basic Emergency Response Procedures	
		X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials

Understand Industry Structure	C	C.1 Understand Poultry Terminology		C.2 Understand Supply Management		C.3 Understand Genetic Stocks		C.4 Understand Poultry Production Standards		C.5 Understand Poultry Supply Chain		C.6 Understand Global Poultry Production	
		X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials
		C.7 Know History Of Poultry Production											
		X	Trainer initials										

Know Bird Biology	D	D.1 Identify Bird External Anatomy		D.2 Describe Digestive System		D.3 Describe Reproductive System		D4: Describe Egg Development & Structure		D.5 Describe Egg Embryonic Development		D.6 Describe Respiratory System	
		X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials
		D.7 Understand Thermoregulation		D.8 Describe Common Diseases									
		X	Trainer initials	X	Trainer initials								



Green Certificate Poultry Production Technician  
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<b>Know Poultry Nutrition</b>	E.1 Understand Types of Poultry Rations		E.2 Understand How Poultry Feed is Prepared		E.3 Understand Feed Restriction	
	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials

<b>Promote Animal Welfare</b>	F.1 Define Animal Welfare		F.2 Understand The 5 Freedoms		F.3 Be Aware Of Codes Of Practice		F.4 Demonstrate Respect For Animals		F.5 Understand Poultry Treatments		F.6 Recognize Signs Of Birds In Distress	
	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials	X	Trainer initials
	F.7 Understand Considerations With Confined Housing											
	X	Trainer initials										

<b>Handle Birds</b>	G.1 Pick Up Chicks/ Poult/Adult Birds		G.2 Weigh Birds		G.3 Vaccinate Birds		G.4 Obtain Blood Samples		G.5 Assess Bird Health And Development		G.6 Euthanize Birds	
	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials
	G.7 Remove Dead Birds											
	Y	Trainer initials										

<b>Follow Biosecurity Protocol</b>	H.1 Principles Of Biosecurity		H.2 Manage/Maintain Controlled Access Zone		H.3 Follow Pest Control Procedures		H.4 Follow Clothing And Footwear Protocols		H.5 Follow Personal Hygiene Protocols		H.6 Manage Visitors	
	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials
	H.7 Assess Bedding Storage And Handling		H.8 Manage Equipment Sanitation									
	Y	Trainer initials	Y	Trainer initials								

<b>Understand Barn Environmental Systems</b>	I.1 Follow Biosecurity Protocols		I.2 Understand Ventilation System		I.3 Assess Air Quality		I.4 Understand Heating/Cooling System		I.5 Understand Water Delivery System		I.6 Understand Feed Delivery System	
	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials
	I.7 Monitor & Replace Litter		I.8 Understand Lighting Program		I.9 Understand Alarm System							
	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials						

<b>Prepare The Barn</b>	J.1 Follow Biosecurity Protocols		J.2 Spread Bedding		J.3 Set Up Scales		J.4 Set Up Feed Equipment		J.5 Set Up Watering Equipment		J.6 Set Up Brooding Ventilation	
	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials
	J.7 Set Up Brooding Temperature And Humidity		J.8 Set Up Brooding Lighting									
	Y	Trainer initials	Y	Trainer initials								

<b>Receive Chicks And Poults</b>	K.1 Follow Biosecurity Protocols		K.2 Bring Birds Into Barn		K.3 Verify Number Of Birds Delivered		K.4 Unload Chicks/ Poults From Crates		K.5 Remove Empty Crates		K.6 Allow Chicks/Poults To Adjust To Environment	
	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials	Y	Trainer initials
	K.7 Assess Chick / Poult Quality		K.8 Re-Assess Environment And Birds									

	<b>Y</b>	Trainer initials	<b>Y</b>	Trainer initials
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<b>Turkey Production</b>	<b>M</b>	M.1 Follow Biosecurity Protocols	M.2 Follow Industry Programs	M.3 Assist In Preparation Of Flock Records	M.4 Clean And Maintain Service Areas	M.5 Manage Barn Environment	M.6 Manage Water
		<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>
		Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials
		M.7 Manage Feed	M.8 Manage Litter	M.9 Manage Lighting	M.10 Manage Equipment	M.11 Manage Computer And Alarm Systems	M.12 Manage Health And Welfare
		<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>
		Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials
		M.13 Cull, Collect And Document Abnormal Birds	M.14 Pick Up Flips And House Separately	M.15 Collect And Document Mortality	M.16 Dispose Of Culls And Mortality	M.17 Obtain And Record Body Weights	M.18 Assist With Moving Birds To Grow-Out Barns
		<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>
		Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials
		M.19 Manage Grow-Out Barn	M.20 Assist With Vaccinations	M.21 Communicate Issues To Management			
		<b>Z</b>	<b>Z</b>	<b>Z</b>			
		Trainer initials	Trainer initials	Trainer initials			

<b>Prepare For Ship Out</b>	<b>P</b>	P.1 Follow Biosecurity Protocols	P.2 Assist In Completing Flock Information Sheets	P.3 Ensure Yard Accessibility	P.4 Withdraw Feed And Water	P.5 Prepare Flock And Equipment For Ship Out	P.6 Adjust Barn Conditions For Ship Out
		<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>
		Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials
		P.7 Assist With Depopulation					
		<b>Z</b>					
		Trainer initials					

<b>Clean And Maintain Facility</b>	<b>Q</b>	Q.1 Cull Remaining Birds	Q.2 Dispose Of Mortality	Q.3 Empty Feed Lines	Q.4 Raise Equipment For Clean Out	Q.5 Blow Dust From Barn And Equipment	Q.6 Remove Litter
		<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>
		Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials
		Q.7 Wash Barn And Equipment	Q.8 Maintain Barn And Equipment	Q.9 Disinfect Barn And Equipment	Q.10 Clean Service Area	Q.11 Maintain Supplies	Q.12 Manage Pests
		<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>	<b>Z</b>
		Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials	Trainer initials
		Q.13 Check Standby Power					
		<b>Z</b>					
		Trainer initials					

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<b>Regional Certification Tester Validation</b>		
As a Green Certificate Regional Certification Tester, I validate that the trainee has achieved competent performance standards, as outlined by the Green Certificate Program for the training period that I have assessed.		
<b>X: Poultry Operations and Care</b> COMPETENCE VALIDATED	<b>Y: Poultry Process and Practices</b> COMPETENCE VALIDATED	<b>Z: Turkey Production Husbandry and Systems</b> COMPETENCE VALIDATED
/ /	/ /	/ /
dd/mm/year	dd/mm/year	dd/mm/year

Tester (signature)	Tester (signature)	Tester (signature)
Tester (printed name)	Tester (printed name)	Tester (printed name)





# Green Certificate Training Process

Regional Coordinator leads the induction session, where all participants attend; receive information, Green Certificate training manual and complete their registration process.

Trainer and trainee review seasonal differentiation between the training periods (i.e. X, Y or Z). *Refer to: "Explanation of the X, Y, and Z Training Periods" in the Green Certificate training manual introduction section).*

Depend on the time of year, the appropriate training period is selected.

Trainer and trainee create the learning plan to achieve competency in all tasks for the training period selected. *Refer to the "5 steps in the Green Certificate Process" in the Green Certificate training manual introduction section.*

Trainee masters all key points of competent performance in a task, all tasks in a skill and all skills in training period under the guidance of their trainer(s).

Trainer(s) initial in the Green Certificate training manual and on the Record of Competence sheet, as mastery is achieved in each key point of competent performance, followed by each task and skill. *Refer to "Record of Competence sheet" in the Green Certificate training manual.*

Trainee contacts School Coordinator informing them of their readiness to attend the Regional Certification Testing Event and any other additional special testing requirements.

School Coordinator communicates this information to the Regional Coordinators who schedules the trainee into a Regional Certification Testing Event. The test scheduled is communicated back to the trainee by the School Coordinator.

Training & Test Preparation

## Regional Certification Testing

Trainee attends Regional Certification Testing Event bringing with them their Green Certificate training manual and their Trainer's "signed off" Record of Competence sheet.

Trainee is matched with a Certification Tester. Tester evaluates the trainee's ability and competence on 5 skills, randomly chosen, from their selected training period of study.

If trainee's ability and competence is evaluated **below 65%** in one or more tested skills:

- ☐ tester will provide feedback (task(s) requiring additional skill development) to the trainee and the trainer via the test report.
- ☐ trainee returns to training process and enhance their skill development to apply for a retest on that training period.

If the trainee's ability and competence is evaluated **above 65%** in all five tested skills:

- ☐ tester will provide feedback via test report and the trainee is given a grade based on their performance.
- ☐ School Coordinator uses this information to apply for the training period's credits and submits the mark to Alberta Education.

The test report is validated and signed by the trainee, tester and Regional Coordinator.

Trainee, trainer, School Coordinator are given the results of the Certification Testing Event.

Trainee returns to the **Green Certificate training process** to enhance their skill development or move on to their remaining training period(s).

## Certification

When the trainee has successfully completed all three training periods and Regional Certification Tests, the regional coordinator will detach the trainee's signed Record of Competence and submit it to Alberta Agriculture and Forestry to verify their certification.

Alberta Agriculture and Forestry issues the Green Certificate to the trainee.

Alberta Agriculture and Forestry sends the trainee's Green Certificate portfolio (*Record of Competence and Green Certificate*) to their school for presentation to the student.

**Student's Name:**

**Date:**

**Name of Trainer:**

**Technician Specialization:**

### **Expected Tasks and Training Outline**

A more detailed list of expected tasks is available upon request. Once registered, students will have access to the manual, which serves as a training guide. Please review the expectations for Modules X, Y, and Z to carefully plan the timing for completing each module, considering the required tasks. For example, winterizing the machinery cannot be done in the spring.

### **Trainer Certification**

I certify that I am fully capable of acting as the trainer for this student. I have reviewed the Record of Competence, which outlines the necessary skills for course completion and testing. I am prepared to provide training opportunities for all tasks and will supervise their learning. I will assist the student in preparing for the Green Certificate Testing by ensuring that I only sign off on tasks that they can proficiently demonstrate.

Signature:

Date:

Once this form has been returned, the student will be registered in the course. Thank you for partnering in this student's learning journey and for agreeing to take them on as your trainee

**Poultry Technician**

**Band Q: Clean and Maintain Facility**