State of New York
DIVISION OF VETERANS' AFFAIRS
Bureau of Veterans Education

Training Outline

Instructions:

(1) This form accompanies the application for approval of OJT and the training agreement.
(2) Copies of each provided to/retained by: Department of Veterans Affairs, State Approving Agency, training establishment, veteran

Firm	Job Title	
-sample-	Farm Worker	
Veteran -sample-	DOT Code (9 digit)	Total Hours OJT 1280 (8 months)

Occupational Skills or Tasks	**Hours on the Job**
Retail Learning Plan: Direct Marketing: Branding, Customer Service & Outreach	2(**150 hrs**)
Assessing the Market	4
Farmers Markets	60
Restaurants & Small Grocery	10
Community Supported Agriculture	50
Agri-Tourism	10
Farm Stand & Farm Store Sales	10
Cost of Production Calculations	5
Developing Price Points	2
Yearly Budgeting & Cost Projections	3
Risk Management: Insurance, Disaster Planning, & Contracts	2
Certifications & Regulations	4
Wholesale Learning Plan: Cooperatives	2 (**30**)
Commodity Prices & Futures	2

Continue on Back if Required

Occupational Skills or Tasks	Hours on the Job
Yearly Budgeting & Cost Projections	2
Calculating Yields	3
Determining Transportation Expenses	7
Preseason Crop Expenses	3
Determining Price Points	2
On Farm Crop Sales	1
Certifications & Regulations	3
Risk Management: Insurance, Disaster Planning & Contracts	2
Developing a Business Plan & Business Finance	3
Farm Maintenance and Repair: Basic Welding Skills	2(**45**)
Advanced Welding Skills	2
Fabrication Repairs	2
Hired Mechanic vs. Do It Yourself	2
Pre Season Preparation	9
Preventative Maintenance	16
Skills Assessment for Major Repairs (engine overhaul)	2
Carpentry, Building Maintenance & New Construction	4
Plumbing	2
Electrical	2
Shop Safety	2
Field Crop Learning Plan: Seed Variety Selection	2 (**70**)
Crop Rotation	2
Soil Tilth, Tests & Fertility	2

Field Preperation for Planting	20
Seeding Rates &Calibration	10
Planting Dates & Days to Harvest	2
Weed Control	20
Pest & Disease Strategy	4
Planning for Harvest, Drying & Storage	2
Custom Harvest vs. Investment in Your Own Equipment	2
Owning Equipment for Tillage, Planting & Harvest	2
Markets Commodity & Wholesale	2
Fruit Learning Plan: Planting	20 (**135**)
Pruning	20
Tillage	10
Spraying & Spray Safety	5
Irrigation	6
Cultivation & Weed Management	10
Harvest	40
Pack shed	20
Food Safety	2
Soil Health & Fertility Management	4
Plant Health	4
Equipment Operation & Safety	4
Greenhouse Learning Plan: Planting	50 (**120**)
Pest Management	10
Disease Management	10
Soil Health & Fertility	10

Water Systems	20
Equipment Operation & Safety	10
Maintenance & Repair	6
Scheduling	4
Livestock Learning Plan: Pasture Management	40 (**200**)
Stored Feed Management (and Watering)	50
On farm Processing	20
Reproduction	5
Manure Management	20
Equipment Operation & Safety (Fencing)	20
Sourcing replacement stock	10
Housing Needs	20
Predator Control	10
Processing Options	5
Produce Learning Plan: Tillage	20 (**530**)
Planting & Transplanting	60
Irrigation	20
Cultivation & Weed Management	40
Harvest	200
Pack shed	100
Food Safety	20
Soil Health & Fertility Management	30
Plant Health	20
Equipment Operation & Safety	20
TOTAL HOURS	**1280**