***VOCATIONAL SKILLS RECORD WILSON WORKFORCE CENTER***

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name Participant ID Entry Date | Performance Scale  1 – unattempted  2 – attempted not tested | | | | | | | | |
| Vocational Objective Exit Date | 3 - less than competent | | | | | | | | |
| PRODUCTIONPRODUCTION AND ASSEMBLY WORKER | 4 - competent  5 - exceeds competency | | | | | | | | |
| O·NET # 51-9198.00 Hours 875 | Grade Period | | | | | | | | |
| SKILL | | | 1 | 2 | 3 | 4 | 5 | 6 | FINAL |
| **SUPPLEMENT A: STUDENT BEHAVIORS** | | |  |  |  |  |  |  |  |
| A1.1 Demonstrate ability to work independently and safely  in a production setting. | | |  |  |  |  |  |  |  |
| A1.2 Demonstrate appropriate interpersonal skills. | | |  |  |  |  |  |  |  |
| A1.3 Follow written and/or verbal instructions. | | |  |  |  |  |  |  |  |
| A1.4 Maintain good personal hygiene and appearance. | | |  |  |  |  |  |  |  |
| A1.5 Demonstrate ability to be punctual and dependable. | | |  |  |  |  |  |  |  |
| **HAND TOOLS AND SAFETY (130 hours)** | | |  |  |  |  |  |  |  |
| 1.1 Measure defined lengths of less than one foot to nearest 1/16 inch, using standard 6' folding ruler 1/16 inch designation. | | |  |  |  |  |  |  |  |
| 1.2 Measure and record defined lengths to the nearest 1/16  inch using a standard 25' shop measuring tape. | | |  |  |  |  |  |  |  |
| 1.3 Demonstrate ability to safely use small tools including  screwdrivers, hammers, wrenches, etc. | | |  |  |  |  |  |  |  |
| 1.4 Demonstrate ability to use grease gun. | | |  |  |  |  |  |  |  |
| 1.5 Demonstrate ability to use hand truck. | | |  |  |  |  |  |  |  |
| 1.6 Demonstrate ability to use locking pliers. | | |  |  |  |  |  |  |  |
| 1.7 Demonstrate ability to use hand saws. | | |  |  |  |  |  |  |  |
| 1.8 Demonstrate ability to use industrial vacuum cleaner. | | |  |  |  |  |  |  |  |
| **PORTABLE POWER TOOLS AND SAFETY**  **(100 hours)** | | |  |  |  |  |  |  |  |
| 2.1 Demonstrate ability to use power nail guns. | | |  |  |  |  |  |  |  |
| 2.2 Demonstrate ability to use electric hand drill. | | |  |  |  |  |  |  |  |
| 2.3 Demonstrate ability to use belt and vibrating sanders | | |  |  |  |  |  |  |  |
| 2.4 Demonstrate ability to use power miter saw. | | |  |  |  |  |  |  |  |
| **JANITORIAL & CLEANING (refer to O\*Net 37-2011.00) (100 hours)** | | |  |  |  |  |  |  |  |
| 3.1 Understand duties and safe handling involved. | | |  |  |  |  |  |  |  |
| 3.2 Demonstrate basic care/cleaning of public/employee areas. | | |  |  |  |  |  |  |  |
| 3.3 Demonstrate proper disposal of trash/waste. | | |  |  |  |  |  |  |  |
| 3.4 Demonstrate proper care of housekeeping equipment. | | |  |  |  |  |  |  |  |
| **MACHINERY OPERATION MAINTENANCE & SAFETY**  **(280 hours)** | | |  |  |  |  |  |  |  |
| 4.1 Demonstrate ability to operate & maintain planer. | | |  |  |  |  |  |  |  |
| 4.2 Demonstrate ability to operate & maintain table saw. | | |  |  |  |  |  |  |  |
| 4.3 Demonstrate ability to operate & maintain band saw. | | |  |  |  |  |  |  |  |
| 4.4 Demonstrate ability to operate & maintain jointer. | | |  |  |  |  |  |  |  |
| 4.5 Demonstrate ability to operate & maintain panel saw. | | |  |  |  |  |  |  |  |
| 4.6 Demonstrate ability to operate & maintain drum sander. | | |  |  |  |  |  |  |  |
| 4.7 Demonstrate ability to operate & maintain drill press. | | |  |  |  |  |  |  |  |
| 4.8 Demonstrate ability to operate & maintain the shaper. | | |  |  |  |  |  |  |  |

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| 4.9 Demonstrate ability to operate & maintain disc sander. | | |  |  |  |  |  |  |  |
| 4.10 Demonstrate ability to operate & maintain spindle sander. | | |  |  |  |  |  |  |  |
| **LUMBER (40 hours)** | | |  |  |  |  |  |  |  |
| 5.1 Demonstrate ability to identify lumber. | | |  |  |  |  |  |  |  |
| **FASTENERS AND ADHESIVES (80 hours)** | | |  |  |  |  |  |  |  |
| 6.1 Demonstrate ability to identify nails and wood screws. | | |  |  |  |  |  |  |  |
| 6.2 Demonstrate ability to identify fasteners wood, metal,  concrete and masonry. | | |  |  |  |  |  |  |  |
| 6.3 Demonstrate ability to identify and use glue & mastics. | | |  |  |  |  |  |  |  |
| **MANUFACTURING AND PRODUCTION (80 hours)** | | |  |  |  |  |  |  |  |
| 7.1 Demonstrate ability to gather raw materials from a  milling list in a production setting. | | |  |  |  |  |  |  |  |
| 7.2 Demonstrate ability to pre-cut parts from a cutting list. | | |  |  |  |  |  |  |  |
| 7.3 Demonstrate ability to assemble parts from assembly | | |  |  |  |  |  |  |  |
| 7.4 Demonstrate ability to use glue & clamps | | |  |  |  |  |  |  |  |
| 7.5 Demonstrate ability to install hardware | | |  |  |  |  |  |  |  |
| **LOCK OUT/TAG OUT (20 hours)** | | |  |  |  |  |  |  |  |
| 8.1 Demonstrate ability to Lock Out/Tag Out Electrical  machinery. | | |  |  |  |  |  |  |  |
| **INTRODUCTION TO LEAN MANUFACTURING**  **(45 hours)** | | |  |  |  |  |  |  |  |
| 9.1 Demonstrate ability to understand and follow concept of  Lean Manufacturing | | |  |  |  |  |  |  |  |

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