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

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| --- | --- |
|  Name Participant ID Entry Date   | Performance Scale1 – unattempted2 – attempted not tested |
| Vocational Objective Exit Date | 3 - less than competent |
| PRODUCTION PRODUCTION AND ASSEMBLY WORKER | 4 - competent5 - 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 |  |  |  |  |  |  |  |

Revised 7/2017