

WoodLINKS[®] Advanced Wood Products Manufacturing – Practical Skills CheckLIST

Directions: Please read carefully as changes have been made

Using the accompanying scoring rubric, evaluate the student's competency by entering the appropriate score. Please note that certification requires that all competencies with a checkmark **must be completed**. For the remainder of the competencies relating to tools, at least eleven (11) of the competencies must be completed. Once you have completed scoring the student, please indicate the final grade in the box on Page 2 of this document.

0 Unsuccessful attempt – unable to meet knowledge or performance criteria, required significant assistance.

1-2 Partial demonstration – met some of the knowledge or performance criteria, with or without minor assistance.

3-4 Knowledge demonstrated – met knowledge criteria without assistance at least once.

5-6 Performance demonstrated – met performance criteria without assistance at least once

7-8 Repetitive demonstration: - met performance and/or knowledge criteria without assistance on multiple occasions.

9-10 Mastered: - successfully applied knowledge or skills in this area to solve related problems independently.

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Student Name: _____

Student SID#: _____

FINAL

GRADE :

Total ____/10

Competency and Objective Statements (The student will:)

WORK READINESS SKILLS

Listening

- give full attention to the communication
- be open to other's ideas
- ask questions
- use strategies to check understanding
- combine ideas from others

Total ____/10

Teamwork

- take responsibility for success of the team
- follow through on commitment to the team
- actively contribute to team discussions
- actively listen to others
- articulate ideas clearly
- provide useful feedback
- focus on the task

Total ____/10

Presentation

- deliver ideas clearly
- make eye contact
- use appropriate vocal tone and volume
- use appropriate body language
- respond to questions appropriately
- incorporate background knowledge
- use appropriate vocabulary
- accept and consider constructive criticism

Total ____/10

PERSONAL SKILLS

Conflict Resolution

- deal directly with the conflict or situation
- develop an effective working environment
- seek to identify the conflict source
- focus on the needs of the individuals
- seek to understand the positions of others
- select the best option for a resolution

Total ____/10

Competency and Objective Statements (The student will:)

Problem Solving/Decision Making

- apply strategies to identify the problem
- identify alternative solutions
- evaluate the alternatives
- make an appropriate choice
- create and implement an action plan

Total ____/10

Employment Preparation

- be able to explore employment opportunities
- create and maintain a resume
- create a customized cover letter
- maintain a personal portfolio
- develop skills related to job interviewing
- communicate effectively via telephone

Total ____/10

SHOP PRACTICE AND SAFETY HABITS

Reliable

- display an appropriate work ethic
- be on time
- work the full shift (class)
- is organized
- acknowledge mistakes
- work cooperatively
- have the right attitude in the shop
- has drive, enthusiasm and optimism
- role model of effective & efficient
- workplace behavior
- willing to learn / take instruction

Total ____/10

Innovative

- make suggestions regarding safety
- suggest improvements for processes
- arrange tools and materials effectively
- help others
- discuss ideas when and where appropriate

Competency and Objective Statements (The student will:)

Safety Conscious

- wear appropriate clothing at all times
- use appropriate personal protective equip.
- display appropriate behaviour at all times
- assume responsibility for the safety of others
- not distract other operators
- maintain the work area and clean up at end
- check equipment before each operation
- unplug/lock-out equipment for maintenance
- check power cords before use
- ensure a safe work area before starting
- store and handle over-size stock safely
- recognize an unsafe situation & inform appropriate person

Total ____/10

PORTABLE POWER TOOLS

Circular Saw

- evaluate the condition of the saw before use
- select the correct blade for the task
- ensure all guards are in place and working
- look for evidence of burn, scoring, chipping
- cut straight line

Total ____/10

Sabre Saw / Jig Saw

- evaluate the condition of the saw before use
- check the cord for damage before use
- select the correct blade for the task
- cut curved shapes cut accurately and safely
- complete plunge cuts accurately and safely

Total ____/10

Drill

- evaluate the condition of the drill before use
- check the condition of the cord before use

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- select the appropriate type and size of bit
- secure the stock to be drilled
- lay out hole position accurately
- use an awl to centre holes
- drill holes accurately and safely

Total ____/10

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Student SID#: _____

FINAL

GRADE :

Competency and Objective Statements (The student will:)

- Router**
- assess the condition of the router before use
 - check the condition of the cord before use
 - select the appropriate bit for the job
 - use the correct tools to change a bit
 - select clear stock
 - secure stock securely
 - move the router in the correct direction

Total ____/10

Sander

- select the appropriate type of sander
- assess the condition of the sander before use
- check the condition of the cord before use
- select the correct abrasive sheet or belt
- ensure correct installation of the abrasive
- use the sander appropriately for roughing
- use dust collectors when appropriate

Total ____/10

Shop Machines

Table Saw

- inspect the machine and area before set-up
- select and install correct blade for the job
- select the appropriate guide
- properly position and secure the fence
- adjust the blade for height and tilt accurately
- use a stop block or push stick
- use a face shield
- use the saw efficiently and effectively
- use appropriate procedures to clear debris
- check the stock for grain and knots first
- accurately complete angle, bevel, blind cuts
- accurately cut various cabinetry joints
- use the table saw to cut sheets and panels

Total ____/10

Competency and Objective Statements (The student will:)

Radial Arm Saw /Chop Saw

- inspect the machine and area before set-up
- select and install correct blade for the job
- accurately adjust saw for depth and angle
- use and adjust all guards properly
- check the stock for knots or defects
- position the anti-kickback device properly
- position hands for safe, controlled operation
- use a push stick or other support device
- keep hands clear until the blade stops
- use appropriate procedures to clear debris
- make clear, clean, accurate cuts

Total ____/10

Band Saw

- inspect the machine and area before set-up
- use the correct blade for the job
- set guard height appropriate for the stock
- maintain proper clearance on blade guides
- keep hands clear of the saw path
- use a fence and push-stick as appropriate
- use appropriate procedures to clear debris
- stop the machine to make any adjustments
- change, align and adjust the blade tension

Total ____/10

Drill Press

- inspect the machine and area before set-up
- ensure the key is never left in the chuck
- use a backing board when appropriate
- secure stock securely
- stop the machine to make any adjustments
- accurately adjust the depth stop
- use appropriate procedures to clear debris
- use jigs to perform multiple operations
- use a variety of bits and cutters

Total ____/10

Shaper / Router Table

- inspect the machine and area before set-up
- ensure all required guards are set and used
- feed stock appropriate to cutter rotation
- select the correct cutter

Total ____/10

Competency and Objective Statements (The student will:)

Jointer

- inspect the machine and area before set-up
- ensure all required guards are set and used
- use a push stick or block as required
- keep hands away from the cutter head
- check the stock for knots, defects and grain
- cut a rabbet according to specifications
- adjust the fence to cut a bevel
- stop the machine to make any adjustments
- leave the jointer set at 1mm at completion

Total ____/10

Thickness Planer

- inspect the machine and area before set-up
- adjust the feed speed and pressure correctly
- check the stock for knots and defects
- use a push stick or block as required
- feed the stock from a side position
- feed the stock with the grain
- plane the stock on both faces
- observe minimum size rule for the planer

Total ____/10

Air Tools

- check condition & operation of compressor
- correctly connect & disconnect air tools
- safely use trigger mechanisms on air tools
- use nailers safely avoiding inherent dangers

Total ____/10

Spray Finishing Systems

- inspect the equipment and area before use
- ensure there is adequate ventilation
- select the correct nozzle for the material
- guard against excessive over-spray
- clean all equipment for proper storage
- handle hazardous materials appropriately

Total ____/10

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| Sanding Machines Belt, Disc, Spindle, etc |
|---|
| <ul style="list-style-type: none">• inspect the machine and area before set-up• ensure adequate dust collection is active• adjust the feed speed and pressure correctly• use the appropriate abrasive material |
| Total ___/10 |