

WoodLINKS[®] Introduction to 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 on Page 1 and at least 6 of the competencies on Page 2 must be completed. Once you have completed scoring the student, **please indicate the final grade in the box at the bottom of Page 3 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:

Competency and Objective Statements (The student will:)	
Listening:	
<ul style="list-style-type: none"> • 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:	
<ul style="list-style-type: none"> • 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 • accept feedback • focus on the task 	
Total ____/10	
Presentation Skills:	
<ul style="list-style-type: none"> • deliver ideas clearly • make eye contact • use appropriate vocal tone and volume • use appropriate body language • respond to questions in an appropriate manner • incorporate background knowledge • use appropriate vocabulary • accept and consider constructive criticism 	
Total ____/ 10	

Competency and Objective Statements (The student will:)	
Reliability	
<ul style="list-style-type: none"> • display an appropriate work ethic • be on time • work the full shift (class) • is organized • acknowledge mistakes • works cooperatively • have the right attitude in the shop • has drive, enthusiasm and optimism • role model of effective & efficient workplace behaviour • willing to learn / take instruction 	
Total ____/10	
Safety Conscious	
<ul style="list-style-type: none"> • wear appropriate clothing at all times • use appropriate personal protective equipment • 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 days end • ensure a safe work area before starting • check equipment before each operation • unplug/lock-out equipment for maintenance • check power cords before use • store and handle over-size stock safely • recognize an unsafe situation & inform appropriate person 	
Total ____/10	
Innovation	
<ul style="list-style-type: none"> • make suggestions regarding safety • suggest improvements for processes • arrange tools and materials effectively • help others • discuss ideas when and where appropriate 	
Total ____/10	

Certification requires that all competencies on Page 1 and at least six of the competencies on Page 2 be completed

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Competency and Objective Statements (The student will:)	
Hand Tools	
Saws	
<ul style="list-style-type: none"> • select the correct saw for the job • measure accurately • cut on the waste side of lines • support the stock properly • use long, even strokes when cutting • maintain and store the saw appropriately 	
Total ____/10	
Planes	
<ul style="list-style-type: none"> • select the correct type of plane for the job • adjust the plane appropriately • secure the stock safely and firmly • plane with the grain • plane from the edges into the middle • lay the plane on it's side when not in use • maintain and store the plane appropriately 	
Total ____/10	
Chisels	
<ul style="list-style-type: none"> • use the correct chisel for the job • use a wooden mallet • secure the work firmly and safely • cut with the grain • keep both hands behind the cutting edge • cut in a direction away from self • maintain and store chisels appropriately 	
Total ____/10	
Portable Power Tools	
Circular Saw	
<ul style="list-style-type: none"> • 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, chip-outs • cut straight line 	
Total ____/ 10	

Competency and Objective Statements (The student will:)	
Sabre / Jig Saw	
<ul style="list-style-type: none"> • 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	
<ul style="list-style-type: none"> • evaluate the condition of the drill before use • check the condition of the cord before use • 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	
Router	
<ul style="list-style-type: none"> • 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 • adjust the router accurately • select clear stock • secure stock securely • move the router in the correct direction 	
Total ____/10	
Sander	
<ul style="list-style-type: none"> • 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 the sander appropriately for finishing • use dust collectors when appropriate 	
Total ____/10	

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Grade :
