

Directions: Evaluate the student by entering the appropriate number to indicate the degree of competency. **

0: Unsuccessful attempt – unable to meet knowledge or performance criteria and/or required significant assistance

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

2: Knowledge demonstrated – met knowledge criteria without assistance at least once

3: Performance demonstrated – met performance criteria without assistance at least once

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

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

Score	Date	Competency and Objective Statements (The student will:)
0 - 5	Date	Work Readiness Skills
		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 ____/25		
0 - 5	Date	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 ____/40		
0 - 5	Date	Presentation
		<ul style="list-style-type: none"> use a variety of techniques to present ideas 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 ____/45		

Score	Date	Competency and Objective Statements (The student will:)
0 - 5	Date	Personal Skills
		Conflict Resolution
		<ul style="list-style-type: none"> deal directly with the conflict or situation develop an effective working environment seek to identify the conflict source use “I statements” in all discussions focus on the needs of the individuals seek to understand the positions of others select the best option for a resolution
Total ____/35		
0 - 5	Date	Problem Solving/Decision Making
		<ul style="list-style-type: none"> apply strategies to identify the problem identify alternative solutions evaluate the alternatives make an appropriate choice create and implement an action plan evaluate the results of the decision
Total ____/30		
0 - 5	Date	Employment Preparation
		<ul style="list-style-type: none"> 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 ____/30		

Score	Date	Competency and Objective Statements (The student will:)
0 - 5	Date	Shop Practice and Safety Habits
		Reliable
		<ul style="list-style-type: none"> display an appropriate work ethic be on time work the full shift (class) ask questions acknowledge mistakes work cooperatively have the right attitude in the shop
Total ____/35		
0 - 5	Date	Safety Conscious
		<ul style="list-style-type: none"> 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
Total ____/55		
0 - 5	Date	Innovative
		<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 ____/25		

Score	Date	Competency and Objective Statements (The student will:)
0 - 5	Date	Portable Power Tools Circular 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 ensure all guards are in place and working look for evidence of burn, scoring, chipping
Total ____/25		
0 - 5	Date	Sabre Saw / 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 ____/25		
0 - 5	Date	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 ____/35		
0 - 5	Date	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 ____/40		
0 - 5	Date	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 ____/40		

Score	Date	Competency and Objective Statements (The student will:)
0 - 5	Date	Shop Machines Table Saw <ul style="list-style-type: none"> 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 ____/65		
0 - 5	Date	Radial Arm Saw <ul style="list-style-type: none"> 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 ____/55		
0 - 5	Date	Band Saw <ul style="list-style-type: none"> 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 ____/45		
0 - 5	Date	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 ____/20		

Score	Date	Competency and Objective Statements (The student will:)
0 - 5	Date	Drill Press <ul style="list-style-type: none"> 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 ____/45		
0 - 5	Date	Jointer <ul style="list-style-type: none"> 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 ____/45		
0 - 5	Date	Thickness Planer <ul style="list-style-type: none"> 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 ____/40		
0 - 5	Date	Shaper / Router Table <ul style="list-style-type: none"> 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 ____/20		
0 - 5	Date	Spray Finishing Systems <ul style="list-style-type: none"> 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 ____/30		