

**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.

Rating/ Score	Date	Competency and Objective Statements (The student will:)
<b>0 - 5</b>	<b>Date</b>	<b>Listening:</b> <ul style="list-style-type: none"> <li>give full attention to the communication</li> <li>be open to other’s ideas</li> <li>ask questions</li> <li>use strategies to check understanding</li> <li>combine ideas from others</li> </ul>
Total ____/25		
<b>0 - 5</b>	<b>Date</b>	<b>Teamwork:</b> <ul style="list-style-type: none"> <li>take responsibility for success of the team</li> <li>follow through on commitment to the team</li> <li>actively contribute to team discussions</li> <li>actively listen to others</li> <li>articulate ideas clearly</li> <li>provide useful feedback</li> <li>accept feedback</li> <li>focus on the task</li> </ul>
Total ____/40		
<b>0 - 5</b>	<b>Date</b>	<b>Presentation Skills:</b> <ul style="list-style-type: none"> <li>use a variety of techniques to present ideas</li> <li>deliver ideas clearly</li> <li>make eye contact</li> <li>use appropriate vocal tone and volume</li> <li>use appropriate body language</li> <li>respond to questions in an appropriate manner</li> <li>incorporate background knowledge</li> <li>use appropriate vocabulary</li> <li>accept and consider constructive criticism</li> </ul>
Total ____/45		

Rating/ Score	Date	Competency and Objective Statements (The student will:)
<b>0 - 5</b>	<b>Date</b>	<b>Shop Practice and Safety Habits</b> <b>Reliability</b> <ul style="list-style-type: none"> <li>display an appropriate work ethic</li> <li>be on time</li> <li>work the full shift (class)</li> <li>ask questions</li> <li>acknowledge mistakes</li> <li>work cooperatively</li> <li>have the right attitude in the shop</li> </ul>
Total ____/35		
<b>0 - 5</b>	<b>Date</b>	<b>Safety Conscious</b> <ul style="list-style-type: none"> <li>wear appropriate clothing at all times</li> <li>use appropriate personal protective equipment</li> <li>display appropriate behaviour at all times</li> <li>assume responsibility for the safety of others</li> <li>not distract other operators</li> <li>maintain the work area and clean up at days end</li> <li>ensure a safe work area before starting</li> <li>check equipment before each operation</li> <li>unplug/lock-out equipment for maintenance</li> <li>check power cords before use</li> <li>store and handle over-size stock safely</li> </ul>
Total ____/55		
<b>0 - 5</b>	<b>Date</b>	<b>Innovation</b> <ul style="list-style-type: none"> <li>make suggestions regarding safety</li> <li>suggest improvements for processes</li> <li>arrange tools and materials effectively</li> <li>help others</li> <li>discuss ideas when and where appropriate</li> </ul>
Total ____/25		

\*\*Certification requires that all competencies on Page 1 and at least 6 of the competencies on Page 2 **must** be completed.

**WoodLINKS®: Introduction to Wood Products Manufacturing Practical Skills CheckLIST**

Rating/Score	Date	Competency and Objective Statements (The student will:)
<b>0 - 5</b>	<b>Date</b>	<b>Hand Tools</b> <b>Saws</b> <ul style="list-style-type: none"> <li>• select the correct saw for the job</li> <li>• measure accurately</li> <li>• cut on the waste side of lines</li> <li>• support the stock properly</li> <li>• use long, even strokes when cutting</li> <li>• maintain and store the saw appropriately</li> </ul>
Total ____/30		
<b>0 - 5</b>	<b>Date</b>	<b>Planes</b> <ul style="list-style-type: none"> <li>• select the correct type of plane for the job</li> <li>• adjust the plane appropriately</li> <li>• secure the stock safely and firmly</li> <li>• plane with the grain</li> <li>• plane from the edges into the middle</li> <li>• lay the plane on it's side when not in use</li> <li>• maintain and store the plane appropriately</li> </ul>
Total ____/35		
<b>0 - 5</b>	<b>Date</b>	<b>Chisels</b> <ul style="list-style-type: none"> <li>• use the correct chisel for the job</li> <li>• use a wooden mallet</li> <li>• secure the work firmly and safely</li> <li>• cut with the grain</li> <li>• keep both hands behind the cutting edge</li> <li>• cut in a direction away from self</li> <li>• maintain and store chisels appropriately</li> </ul>
Total ____/35		
<b>0 - 5</b>	<b>Date</b>	<b>Portable Power Tools</b> <b>Circular Saw</b> <ul style="list-style-type: none"> <li>• evaluate the condition of the saw before use</li> <li>• check the cord for damage before use</li> <li>• select the correct blade for the task</li> <li>• ensure all guards are in place and working</li> <li>• look for evidence of burn, scoring, chip-outs</li> </ul>
Total ____/25		

Rating/Score	Date	Competency and Objective Statements (The student will:)
<b>0 - 5</b>	<b>Date</b>	<b>Sabre / Jig Saw</b> <ul style="list-style-type: none"> <li>• evaluate the condition of the saw before use</li> <li>• check the cord for damage before use</li> <li>• select the correct blade for the task</li> <li>• cut curved shapes cut accurately and safely</li> <li>• complete plunge cuts accurately and safely</li> </ul>
Total ____/25		
<b>0 - 5</b>	<b>Date</b>	<b>Drill</b> <ul style="list-style-type: none"> <li>• evaluate the condition of the drill before use</li> <li>• check the condition of the cord before use</li> <li>• select the appropriate type and size of bit</li> <li>• secure the stock to be drilled</li> <li>• lay out hole position accurately</li> <li>• use an awl to centre holes</li> <li>• drill holes accurately and safely</li> </ul>
Total ____/35		
<b>0 - 5</b>	<b>Date</b>	<b>Router</b> <ul style="list-style-type: none"> <li>• assess the condition of the router before use</li> <li>• check the condition of the cord before use</li> <li>• select the appropriate bit for the job</li> <li>• use the correct tools to change a bit</li> <li>• adjust the router accurately</li> <li>• select clear stock</li> <li>• secure stock securely</li> <li>• move the router in the correct direction</li> </ul>
Total ____/40		
<b>0 - 5</b>	<b>Date</b>	<b>Sander</b> <ul style="list-style-type: none"> <li>• select the appropriate type of sander</li> <li>• assess the condition of the sander before use</li> <li>• check the condition of the cord before use</li> <li>• select the correct abrasive sheet or belt</li> <li>• ensure correct installation of the abrasive</li> <li>• use the sander appropriately for roughing</li> <li>• use the sander appropriately for finishing</li> <li>• use dust collectors when appropriate</li> </ul>
Total ____/40		