

VOCATIONAL SKILLS RECORD			WILSON WORKFORCE CENTER				
Name	Participant ID	Entry Date	Performance Scale				
			4 (Exemplary) = 90%-100%				
			3 (Satisfactory) = 80%-89%				
Training Area/Program		Exit Date	2 (Developing) = 60%-79%				
<i>Building Trades</i>			1 (Unsatisfactory) = 40%-59%				
<i>Construction Laborer</i>			0 (Not Attempted) = N/A				
O-NET #							
47-2061.00		Hours	540				
SKILLS			1	2	3	4	FINAL
(Page 1 of 7)							
SUPPLEMENT A: WORKPLACE READINESS BEHAVIORS							
A1	Demonstrate acceptable attendance and punctuality						
A2	Demonstrate acceptable personal presentation						
A3	Demonstrate acceptable attention to task and concentration						
A4	Demonstrate acceptable safety awareness and practices						
A5	Demonstrate acceptable response to supervision and feedback						
A6	Demonstrate acceptable following of instructions						
A7	Demonstrate acceptable initiative and dependability						
A8	Demonstrate acceptable communication and interpersonal skills						
A9	Demonstrate acceptable attention to detail and quality						
A10	Demonstrate acceptable care with material and property						
A11	Demonstrate acceptable work energy and stamina						
A12	Demonstrate acceptable work tolerance and persistence						
A13	Demonstrate acceptable ability to meet work schedules						
ORIENTATION							
1.1	Introduction to careers in and/or Modules of Building Trades						
1.2	Comply with general safety and class rules/expectations						
1.3	Explain purpose of OSHA and EPA regulations						
1.4	Orientation to stretching exercises						
1.5	Identify PPE requirements						
1.6	Orientation to receiving phone calls						
1.7	Using your phone as a tool not for entertainment while on the clock						
1.8	Identify emergency first aid procedures						
1.9	Practice proper mechanics of lifting						
1.10	Safely use equipment to move stock; pallet jack, hand truck, etc						
1.11	Port-a-John Etiquette						
1.12	Hard hat sticker reward program						
OSHA 10 SAFETY ORIENTATION							
2.1	Introduction to OSHA10						
2.2	Fall Hazards						
2.3	Avoiding Electrocution Hazards (Construction)						
2.4	Struck-By Hazards						

2.5	Caught-In or -Between Hazards					
2.6	Personal Protective Equipment					
2.7	Health Hazards in Construction					

VOCATIONAL SKILLS RECORD				WILSON WORKFORCE CENTER				
Name	Participant ID:	0	Entry Date	Performance Scale				
				4 (Exemplary) = 90%-100%				
				3 (Satisfactory) = 80%-89%				
Training Area/Program			Exit Date	2 (Developing) = 60%-79%				
<i>Building Trades</i>				1 (Unsatisfactory) = 40%-59%				
<i>Construction Laborer</i>				0 (Not Attempted) = N/A				
O-NET #								
47-2061.00		Hours	540					
SKILLS				1	2	3	4	FINAL
(Page 2 of 7)								
2.8	Excavations							
2.9	Materials Handling, Storage, Use, and Disposal							
2.10	Scaffolds							
2.11	Hand and Power Tools							
2.12	Safe Driving Practices							
2.13	Emergency Action Plans and Fire Protection (Construction)							
2.14	Cranes							
2.15	Welding & Cutting							
MEASURING SKILLS								
3.1	Demonstrate ability to measure feet, inches, 1/2 inch, 1/4 inch, 1/8 inch, and 1/16 inch with 80% accuracy							
3.2	Measure defined lengths of less than one foot to the nearest 1/16 inch, using a standard 12 inch ruler with 1/16 inch designation							
3.3	Measure and record defined lengths to the nearest 1/16 inch							
3.4	Estimating dimensions							
3.5	Using a Tape Measure (How to handle)							
LADDER AND SCAFFOLD SKILLS								
4.1	Demonstrate ability to use step ladder							
4.2	Demonstrate ability to use extension ladder							
4.3	Demonstrate ladder carry techniques							
4.4	Demonstrate safe scaffolding techniques							
CUSTOMER COMMUNICATION SKILLS								
5.1	Understand ethical terminology and behavior expectations							
5.2	Recognize positive impact of ethics on the job							
5.3	Understand how to respond to difficult situations using good ethics							
5.4	Approach and greet customers in friendly manner							
5.5	Offer customers assistance							
5.6	Answer customer questions in courteous manner							
5.7	Identify potentially difficult customers and ways of responding							
5.8	Handle customer requests appropriately							

5.9	Handle customer complaints appropriately					
5.10	Communicate appropriately with customers					

VOCATIONAL SKILLS RECORD				WILSON WORKFORCE CENTER				
Name	Participant ID:	0	Entry Date	Performance Scale				
				4 (Exemplary) = 90%-100%				
				3 (Satisfactory) = 80%-89%				
Training Area/Program			Exit Date	2 (Developing) = 60%-79%				
<i>Building Trades</i>				1 (Unsatisfactory) = 40%-59%				
<i>Construction Laborer</i>				0 (Not Attempted) = N/A				
O-NET #								
47-2061.00		Hours	540					
SKILLS				1	2	3	4	FINAL
(Page 3 of 7)								
CLEANING SKILLS								
6.1	Demonstrate proper disposal of trash/waste							
6.2	Sweep uncarpeted floor							
6.3	Mop uncarpeted floor							
6.4	Damp mop uncarpeted floor							
6.5	Vacuum floor surface							
6.6	Remove water from floor using wet/dry vac							
6.7	Vacuum carpet							
6.8	Spot clean carpet							
6.9	Demonstrate proper care of housekeeping equipment							
6.10	Disassemble and clean wet/dry vac							
6.11	Empty and clean vacuum cleaner							
6.12	Clean to maintain a neat and clean work area							
MASONRY								
7.1	Discuss safety in the Masonry Industry							
7.2	Identify tools common to the Masonry Trade							
7.3	Demonstrate ability to mix mortar, plaster, and grout manually and by machine							
7.4	Demonstrate ability to erect scaffolding or other installation structures							
7.5	Demonstrate ability to cut tile, block, and brick manually or by hand							
7.6	Demonstrate ability to mix mortar, plaster, and grout manually and by machine							
7.7	Demonstrate ability to set up site for mason to include: block, brick, and stone							
7.8	Observe quantities used and re-order when low							
7.9	Maintain machines daily for oil check, grease, gas, and water							
7.10	Clean machines and tools and keep safe and neat job site							
7.11	Demonstrate ability to maneuver and lift wheel barrow							
7.12	Demonstrate ability to point up block, brick, and tile							

7.13	Ability to identify different types of block and the block size					
7.14	Ability to identify different types of brick and the brick size					

VOCATIONAL SKILLS RECORD				WILSON WORKFORCE CENTER				
Name	Participant ID:	0	Entry Date	Performance Scale				
				4 (Exemplary) = 90%-100%				
				3 (Satisfactory) = 80%-89%				
Training Area/Program			Exit Date	2 (Developing) = 60%-79%				
<i>Building Trades</i>				1 (Unsatisfactory) = 40%-59%				
<i>Construction Laborer</i>				0 (Not Attempted) = N/A				
O-NET #								
47-2061.00		Hours		540				
SKILLS				1	2	3	4	FINAL
(Page 4 of 7)								
CARPENTRY								
8.1	Demonstrate ability to use hammers							
8.2	Demonstrate ability to identify varieties of plywood							
8.3	Demonstrate ability to name lumber sizes							
8.4	Demonstrate ability to identify nails and wood screws							
8.5	Demonstrate ability to identify fasteners for metal, concrete, and masonry							
8.6	Demonstrate ability to identify and use glue and mastics							
8.7	Demonstrate ability to cut and install insulation batts							
8.8	Demonstrate ability to use carpenter's level							
8.9	Demonstrate ability to use a builder's level							
8.10	Demonstrate ability to use a hacksaw							
8.11	Demonstrate ability to use miscellaneous screwdriver							
8.12	Demonstrate ability to use electric circular saw							
8.13	Demonstrate ability to use electric jigsaw							
8.14	Demonstrate ability to use belt and vibrating sanders							
8.15	Demonstrate ability to use power miter saw							
8.16	Demonstrate the ability to use the table saw							
8.17	Demonstrate ability to cut and install bridging							
8.18	Demonstrate ability to cut and install subfloor							
8.19	Demonstrate ability to mark and cut wall studs							
8.20	Demonstrate ability to construct corner post (wall corners)							
8.21	Demonstrate ability to construct "T's" for intersection walls							
8.22	Demonstrate ability to construct window and door headers							
8.23	Demonstrate ability to cut, mark and install top plates							
8.24	Demonstrate ability to cut and install double plates							
8.25	Demonstrate ability to cut and install bracing							
8.26	Demonstrate the ability to construct headers for inside doors and case openings							
8.27	Demonstrate ability to cut and install trusses							
8.28	Demonstrate ability to install roof bracing							

8.29	Demonstrate ability to frame in gable					
8.30	Demonstrate ability to cut and install roof sheathing					
8.31	Demonstrate ability to cut and install felt paper					
8.32	Demonstrate ability to cut and install wall sheathing					

VOCATIONAL SKILLS RECORD			WILSON WORKFORCE CENTER		
Name	Participant ID:	0	Entry Date	Performance Scale	
				4 (Exemplary) = 90%-100%	
				3 (Satisfactory) = 80%-89%	
Training Area/Program		Exit Date		2 (Developing) = 60%-79%	
<i>Building Trades</i>				1 (Unsatisfactory) = 40%-59%	
<i>Construction Laborer</i>				0 (Not Attempted) = N/A	
O-NET #					
47-2061.00		Hours		540	

SKILLS		(Page 5 of 7)		1	2	3	4	FINAL
8.33	Demonstrate ability to cut and install fascia board							
8.34	Demonstrate ability to install window units							
8.35	Demonstrate ability to cut wood with a circular saw							
PLUMBING								
9.1	Identify tools common to plumbing Industry							
9.2	Identify steel pipe tools, copper tubing, plastic pipe tools, and finishing tools							
9.3	Identify layout and measuring tools, testing tools, and specialized plumbing tools							
9.4	Identify coper, galvanized and plastic plumbing pipe and fittings							
9.5	Identify pipe joining installing and supporting plumbing material							
9.6	Identify fixtures, traps, and valves							
9.7	Inspect and maintain a safe working environment							
9.8	Explain safe working practices around electrical hazards							
9.9	Identify the types of fires and methods used to extinguish them							
9.10	Measure various pipe dimensions							
9.11	Cut various types of pipe as directed using approved cutter							
9.12	Insulate water lines							
9.13	Identify various types of anchors and straps							
9.14	Install backing and ledger supports for various plumbing fixtures							
9.15	Install pressure piping using various supports, including wire pipe hooks, tube talon or tube straps							
9.16	Install DWV pipe using various types of supports							
9.17	Describe the correct installation of pipe sleeves through a concrete or masonry wall							
9.18	Installation of rough plumbing							
9.19	Cut and/or deburr copper tubing							
ELECTRIC								
10.1	Safety in the electrician industry							

10.2	Identifying hand tools common in Electrician Industry					
10.3	Identify electrical boxes as to type, size, and use					
10.4	Identify box accessories as to name and use					
10.5	Identify cable type as to name, use, and size					

VOCATIONAL SKILLS RECORD				WILSON WORKFORCE CENTER				
Name	Participant ID:	0	Entry Date	Performance Scale				
				4 (Exemplary) = 90%-100%				
				3 (Satisfactory) = 80%-89%				
Training Area/Program			Exit Date	2 (Developing) = 60%-79%				
<i>Building Trades</i>				1 (Unsatisfactory) = 40%-59%				
<i>Construction Laborer</i>				0 (Not Attempted) = N/A				
O-NET #								
47-2061.00		Hours	540					
SKILLS				1	2	3	4	FINAL
(Page 6 of 7)								
10.6	Identify electrical devices as to name and use							
10.7	Identify various types of power tools used by electricians							
10.8	Explain safe working practices around electrical hazards							
10.9	Demonstrate safe use of handtools							
10.10	Identify materials associated with conduits and raceways							
10.11	Select conduit and wiring support systems							
HVAC								
11.1	Discuss safety in the HVAC Industry							
11.2	Identifying tools common in HVAC Industry							
11.3	Demonstrate ability to use soft faced hammer							
11.4	Demonstrate ability to use miscellaneous driver and fastening bits							
11.5	Demonstrate ability to use razor knives							
11.6	Demonstrate ability to use various types of screwdrivers							
11.7	Demonstrate ability to use hand cart							
11.8	Demonstrate ability to use a shovel							
11.9	Demonstrate ability to use a digging bar							
11.10	Demonstrated ability to use a pry bar							
11.11	Demonstrate ability to use a level							
11.12	Demonstrated ability to use electric circular saw							
11.13	Demonstrate ability to use a demo hammer							
11.14	Demonstrate ability to use an impact driver							
11.15	Demonstrate ability to use a hammer drill							
11.16	Demonstrate ability to use a soot vac							
11.17	Demonstrate ability to change batteries							
11.18	Demonstrate ability to install trunk duct							
11.19	Demonstrate ability to install take offs							
11.20	Demonstrate ability to install flex							
11.21	Demonstrate ability to install boots							
11.22	Demonstrate ability to install proper support							
11.23	Demonstrate ability to seal ductwork with mastic/tape							
11.24	Demonstrate ability to install registers							

11.25	Demonstrate ability to install return air grill					
11.26	Demonstrate ability to cut S lap and drives to proper size					
11.27	Demonstrate ability to insulate ductwork					
11.28	Demonstrate ability to use electric hand drill					

VOCATIONAL SKILLS RECORD		WILSON WORKFORCE CENTER				
Name	Participant ID: 0	Entry Date	Performance Scale			
			4 (Exemplary) = 90%-100%			
			3 (Satisfactory) = 80%-89%			
Training Area/Program		Exit Date	2 (Developing) = 60%-79%			
<i>Building Trades</i>			1 (Unsatisfactory) = 40%-59%			
<i>Construction Laborer</i>			0 (Not Attempted) = N/A			
O·NET #						
47-2061.00		Hours	540			
SKILLS		(Page 7 of 7)				
		1	2	3	4	FINAL
11.29	Demonstrate ability to use reciprocating saw					
11.30	Demonstrate ability to use Panduit gun (zip tie tightener and conduit)					
11.31	Demonstrate the ability to select proper filter size and type					
11.32	Demonstrate ability to install filter correctly					
11.33	Demonstrate ability to clean washable filter					