

12-for-Life's EDUCATIONAL/JOB TRAINING PLAN

Student's Name: (Please Print) AVERY MCCRAY

Enter the date that the student reaches the following level of competency:

1 = Very little or no skill: Needs close supervision to perform this task.

2 = Moderately competent: Some knowledge but requires some supervision to perform this task.

3 = Proficient: Can perform this task with little or no supervision.

4 = Distinguished

**Student competency on all tasks should start at level 1 or 2 and should show progression by the end of the experience.*

Department	Task	Score			
Preparation and Setup	<ul style="list-style-type: none"> Clean and remove damaged or otherwise inferior materials to prepare raw products for processing. Discard inferior materials appropriately. (Reel & Retail) Clean packaging containers, line and pad crates, or assemble cartons to prepare for product packing. (Retail) Request raw materials from material handler at the appropriate times (Reel & Retail) Unwrap raw materials and properly dispose of all unnecessary plastic, bands, strapping, and cardboard. (Reel & Retail) Check board and set up work area for the appropriate product. (Reel) 	4	3	2	1
	<ul style="list-style-type: none"> Package the product in the form in which it will be sent out, for example, packaging wire in bags, boxes, or containers, which are shipped to the customer. (Retail) Package the product in the form in which it will be shipped. Stack reels, spools, or flanges correctly on pallet and wrap securely before shipping. (Reel) Attach identification labels to finished packaged items before shipping. (Reel & Retail) Check labels and visually inspect all raw materials to ensure quality and conformity of filled or packaged products to standards. (Bolt, flanges, cores, t-nuts, washers, etc...) (Reel) 	4	3	2	1
	<ul style="list-style-type: none"> Engage, Maintain, and obey all safety guidelines and procedures (Reels & Retail) When malfunctions occur stop, complete a stop work card, and report malfunctions to a supervisor. (Reel & Retail) Supply materials to spindles, conveyors, hoppers, or other loading devices safely and correctly. (Reel & Retail) 	4	3	2	1
	<ul style="list-style-type: none"> Sort, grade, weigh, and inspect products. Verify and adjust product weight or measurement to meet specifications. (Retail) Observe machine operations to ensure quality and conformity of filled or packaged products to standards. (Retail) Reinspect finished product and remove defective products and packaging material before preparing for shipment. (Reel & Retail) Count and record finished products and rejected materials on appropriate paperwork completely, correctly, and honestly. (Reel & Retail) Use the correct tools for each task or job assignment. (Reel & Retail) 	4	3	2	1
	<ul style="list-style-type: none"> Start machine by engaging controls. (Retail) Observe machine operations to ensure quality and conformity of filled or packaged products to standards. (Retail) Secure finished packaged items by bagging, sealing, or attaching fasteners. (Retail) Assemble products according to specific quality standards and customer requirements. (Reel) 	4	3	2	1
Comments on Overall Potential	Broadening Assignment: Successive Assignment:	4	3	2	1

Special requirements expected for the student: _____

Student Signature

Date

Supervisor Signature

Date

Coordinator Signature

Date

Parent Signature

Date