

MILL AND CABINETMAKING

STUDENT GRADE RECORD Career & Technical Education WINDHAM SCHOOL DISTRICT

Student Name _____

TDCJ # _____

Social Security Number _____

Certified Craft Instructor _____

Certified Craft Instructor Code _____

Unit _____

WSD Certificate	Y / N
If I were hiring for this position, I would: (check one) <input type="checkbox"/> 0-No recommendation at this time. (Cannot be used for Completers.) <input type="checkbox"/> 1-Hire this person and look no further. <input type="checkbox"/> 2-Interview this person along with other applicants <input type="checkbox"/> 3-Not hire this person.	
Complete only if student attempted industry certification.	
Name of Industry Certificate	Code P/F
NCCER, Core	0300
CSSO	0102
OSHA	0100

Course Outline Modules	Industry Module Test	Industry Module Performance	Module Competency Rating
CORE			
0. CTE Orientation			
1. Basic Safety- 00101-09			
2. Introduction to Construction Math- 00102-09			
3. Introduction to Hand Tools- 00103-09			
4. Introduction to Power Tools- 00104-09			
5. Introduction to Construction Drawings- 00105-09			
6. Basic Rigging- 00106-09			
7. Basic Communication Skills- 00107-09			
8. Basic Employability Skills- 00108-09			
9. Introduction to Materials Handling- 00109-09			
MILL AND CABINETMAKING			
11. Orientation to the Trade-27101-06			
12. Building Materials, Fasteners & Adhesives-27102-06			
13. Hand & Power Tools-27103-06			
14. Reading Plans & Elevations- 27104-06			
15. Window, Door, Floor, and Ceiling Trim- 27210-07			
16. Cabinet Installation- 27211-07			
17. Cabinet Making - 27212-07 / 27501-07/			

I attest that all of the information reported on this form is true.

Certified Craft Instructor Signature

Date of Report – Core _____

Date of Report – CSSO _____

Date of Report – Level I _____

Sponsor Representative

Windham Module Test Average		x . 75		a	Completer
Windham End of Course Exam		x . 25		b	
Windham Module Score (a + b=)					70+
% Competencies Completed					70+
Module Competency Rating					2.7+

I hereby authorize the NCCER Registry Department to verify information in my craft training records to Sponsor Representatives upon request. I release and hold harmless the National Center for Construction Education and Research for this verification process.

Signature _____

Date _____

MILL AND CABINETMAKING

STUDENT PROGRESS RECORD

RECORDING DIRECTIONS

SKILL RATING: Post the student's competency rating for each skill performed.

MODULE TEST SCORE: Enter the student's test score for the module.

MODULE RATING: Use the following scale to determine module rating.

[4] **Skilled**- Can perform competencies independently with no supervision.

[3] **Moderately Skilled**- Can perform competencies with limited supervision.

[2] **Limited Skill**- Requires instruction and close supervision to perform competencies..

Note: When evaluating a student's module rating, skill performance should be given priority

CORE

0.CTE Orientation

Teacher Student

Initial Initial

- ____ | ____ 1. Identify employment opportunities related to the course.
- ____ | ____ 2. Identify the number of classroom hours a student must attend to be considered as a completer.
- ____ | ____ 3. Identify the industry-recognized certification.
- ____ | ____ 4. Identify course expectations including:
- Working conditions
 - Attendance expectations
 - Instructor's expectations

1. Basic Safety- 00101-09

Module Test Score _____

Minimum 100% Required

____ Module Rating (4, 3, 2))

- ____ 1. Inspect personal protective equipment (PPE) to determine if it is safe to use (PPE should include safety goggles, hard hat, gloves, safety harness and safety shoes).
- ____ 2. Properly don and PPE (safety goggles, hard hat and fall protection).
- ____ 3. Demonstrate safe lifting procedures.
- ____ 4. Set up an extension ladder properly.
- ____ 5. Demonstrate three-point contact on a ladder.

2. Introduction to Construction Math- 00102-09

Module Test Score _____

This is knowledge-based; there is no performance test.

3. Introduction to Hand Tools- 00103-09

Module Test Score _____

____ Module Rating (4, 3, 2)

- ____ 1. Visually inspect the following tools to determine if they are safe to use:
- Hammer
 - Screwdriver
 - Saw

- ____ 2. Make a straight square cut using a crosscut saw.
- ____ 3. Safely and properly use a minimum of three of the following tools:
- Hammer and cat's paw (to drive and pull nails)
 - Screwdriver (slotted and Phillips)
 - Adjustable wrench
 - CHANNELLOCK® pliers
 - Spirit level
 - Carpenter's square and steel tape
 - Saw

4. Introduction to Power Tools- 00104-09

Module Test Score _____

____ Module Rating (4, 3, 2)

- ____ 1. Safely and properly use three of the following tools:
- Electric drill
 - Circular saw
 - Saw Zall®
 - Pneumatic power nailer

5. Introduction to Construction Drawings- 00105-09

Module Test Score _____

____ Module Rating (4, 3, 2)

- ____ 1. Using the floor plan supplied with this module:
- Locate the wall common to both interview rooms.
 - Determine the overall width of the structure studio.
 - Find the distance from the outside east wall to the center of the beam in the structure studio.
 - Find the elevation of the slab.

6. Basic Rigging- 00106-09

Module Test Score _____

____ Module Rating (4, 3, 2)

- ____ 1. Select and inspect appropriate slings for a lift.

Student Name: _____

TDCJNumber: _____

MILL AND CABINETMAKING

- _____ 2. Given various loads, determine the proper hitch to be used.
- _____ 3. Select and inspect appropriate hardware and/or lifting equipment.
- _____ 4. Demonstrate and/or simulate the proper techniques for connecting hitches.
- _____ 5. Demonstrate the proper use of all hand signals according to ANSI B30.2 and B30.5.
- _____ 6. Describe and demonstrate pre-lift safety checks.
- _____ 7. Demonstrate and/or simulate how to lift the load level.
- _____ 8. Describe and/or demonstrate safety precautions for attaching and disconnecting a load.

7. Basic Communication Skills- 00107-09

_____ *Module Test Score* _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Fill out a work-related form supplied by your instructor. (Handouts 4 and 5 are sample forms and are provided in the AIG for this module as an optional resource.)
- _____ 2. Read instructions for how to properly don a safety harness, orally instruct another person to don the apparatus.
- _____ 3. Perform given task after listening to oral instructions.

8. Basic Employability Skills- 00108-09

_____ *Module Test Score* _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Demonstrate the ability to access, retrieve, and print from the following basic software programs:
 - Email
 - Databases
 - Internet

9. Introduction to Materials Handling- 00109-09

_____ *Module Test Score* _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Demonstrate proper materials-handling techniques.

MILL AND CABINETMAKING

10. Orientation to the Trade – 27101-06

_____ *Module Test Score* _____

_____ This is knowledge-based; there is no performance test.

11. Building Materials, Fasteners, and Adhesives- 27102-06

_____ *Module Test Score* _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Calculate the quantities of lumber and wood products using industry-standard methods
- _____ 2. Given a selection of wood building materials, identify a particular material and state its use.

12. Hand and Power Tools- 27103-06

_____ *Module Test Score* _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Demonstrate the safe and proper use of the following hand tools.
 - Levels
 - Squares
 - Planes
 - Clamps
 - Saws
- _____ 2. Demonstrate or describe the safe and proper use of five of the following power tools.
 - Circular saw
 - Portable table saw
 - Compound miter saw
 - Frame and trim saw
 - Drill press
 - Router/laminate trimmer
 - Portable power plane
 - Power metal shears
 - Pneumatic nailer/stapler

13. Reading Plans and Elevations- 27104-06

_____ *Module Test Score* _____

_____ *Module Rating (4, 3, 2)*

- _____ 1. Interpret selected symbols and abbreviations used on drawings.
- _____ 2. Read and interpret site / plot plans.
- _____ 3. Read and interpret foundation, floor, and other plan view drawings.
- _____ 4. Read and interpret elevation view drawings.
- _____ 5. Read and interpret section and detail drawings.
- _____ 6. Read and interpret schedules.
- _____ 7. Read and interpret written specifications.
- _____ 8. Perform a quantity takeoff for materials

Student Name: _____

TDCJNumber: _____

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MILL AND CABINETMAKING

14. Window, Door, Floor, and Ceiling Trim- 27210-07

Module Test Score _____

Module Rating (4, 3, 2)

- _____ 1. Make square and miter cuts to selected moldings using a metal/wooden miter box.
- _____ 2. Make square and miter cuts to selected moldings using a power miter/compound miter saw.
- _____ 3. Make a coped joint using a coping saw.
- _____ 4. Use a pneumatic finish nailer to fasten molding.
- _____ 5. Install interior trim, including:
 - Door
 - Window trim
 - Base trim
 - Ceiling trim
- _____ 6. Estimate the quantities of different trim materials required for selected rooms.

15. Cabinet Installation- 27211-07

Module Test Score _____

Module Rating (4, 3, 2)

- _____ 1. Lay out and identify various types of base and wall units following a specified layout scheme.
- _____ 2. Install and assemble various types of factory-built base and wall units following a specified layout scheme.

16. Cabinet Making - 27212-07 / 27501-07

Module Test Score _____

Module Rating (4, 3, 2)

- _____ 1. Use stationary power tools to make joints commonly used by cabinetmakers.
- _____ 2. Build a cabinet from a set of drawings.
- _____ 3. Install plastic laminate on a countertop.

_____ Number of Skills Completed ÷
_____46_ Number of Skills =
_____ % of Skills Completed

Conference
Date: _____ Hours in Class: _____
Comments:

Teacher's initials: _____ Students initials _____