

# EDUCATIONAL/JOB TRAINING PLAN

Student's Name: (Please Print) \_\_\_\_\_



**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.

*\*Student competency on all tasks should start at level 1 or 2 and be documented as 3 by the end of the experience.*

Department	Task	Score		
Reel&Retail	Engage, Maintain, and obey all safety guidelines and procedures	1	2	3
Reel&Retail	When malfunctions occur stop, complete a stop work card, and report malfunctions to a supervisor.	1	2	3
Reel&Retail	Request raw materials from material handler at the appropriate times	1	2	3
Reel&Retail	Supply materials to spindles, conveyors, hoppers, or other loading devices safely and correctly.	1	2	3
Reel&Retail	Unwrap raw materials and properly dispose of all unnecessary plastic, bands, strapping, and cardboard.	1	2	3
Reel&Retail	Clean and remove damaged or otherwise inferior materials to prepare raw products for processing. Discard inferior materials appropriately.	1	2	3
Reel&Retail	Reinspect finished product and remove defective products and packaging material before preparing for shipment.	1	2	3
Reel&Retail	Attach identification labels to finished packaged items before shipping.	1	2	3
Reel&Retail	Count and record finished products and rejected materials on appropriate paperwork completely, correctly, and honestly.	1	2	3
Retail Only	Start machine by engaging controls.	1	2	3
Retail Only	Observe machine operations to ensure quality and conformity of filled or packaged product's to standards.	1	2	3
Retail Only	Sort, grade, weigh, and inspect products. Verify and adjust product weight or measurement to meet specifications.	1	2	3
Retail Only	Secure finished packaged items by bagging, sealing, or attaching fasteners.	1	2	3
Retail Only	Clean packaging containers, line and pad crates, or assemble cartons to prepare for product packing.	1	2	3
Retail Only	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.	1	2	3
Reel Only	Check board and set up work area for the appropriate product.	1	2	3
Reel Only	Use the correct tools for each task or job assignment.	1	2	3
Reel Only	Assemble products according to specific quality standards and customer requirements.	1	2	3
Reel Only	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....)	1	2	3
Reel Only	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.	1	2	3

Special requirements expected for the student: \_\_\_\_\_

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Supervisor Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Coordinator Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Parent Signature**

\_\_\_\_\_  
**Date**