

## OJT CORE COMPETENCIES

# Woodworking Manufacturing Specialist

### TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years.

### APPRENTICESHIP APPROACH

Time-based

Competency-based

Hybrid

*Apprenticeships may be time-based, requiring a set number of OJT (on-the-job training) and RTI (related technical instruction) hours; competency-based, allowing completion once all skills are mastered; or hybrid, blending both time and competency requirements.*

### SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies
Safety	<ul style="list-style-type: none"><li>• Understands the use of appropriate PPE</li><li>• Understands how to identify, handle, store and dispose of hazardous materials</li><li>• Understands appropriate lock-out/tag-out procedures</li><li>• Understands injury reporting procedures</li><li>• Maintains a clean and organized workspace</li><li>• Employer-specific task</li></ul>
Quality Assurance	<ul style="list-style-type: none"><li>• Demonstrates knowledge and application of shop mathematics</li><li>• Demonstrates use of measuring tools and techniques</li><li>• Describes/explains tolerance, critical features, and dimensions</li><li>• Describes properties of materials used and makes appropriate selections for processing</li><li>• Demonstrates proper material processing techniques</li><li>• Employer-specific task</li></ul>
Job Planning, Benchwork, and Layout	<ul style="list-style-type: none"><li>• Demonstrates appropriate layout processes</li><li>• Develops a process plan for a part requiring milling, drilling, turning, or grinding</li><li>• Uses Computer Aided Design (CAD) software to produce and edit shop drawings</li><li>• Can perform primary drafting</li><li>• Employer-specific task</li></ul>
Manual Machining	<ul style="list-style-type: none"><li>• Understands and demonstrates how to utilize manual machines such as mills, lathes, planers, molders, drills and other machine tools</li><li>• Understands the characteristics and uses of broaching, sawing, grinding, honing, and lapping</li><li>• Understands and demonstrates how to select and utilize proper hand tools and techniques</li><li>• Employer-specific task</li></ul>

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CNC	<ul style="list-style-type: none"><li>• Describes and applies proper codes and functions</li><li>• Calculates the tooling, coordinates, and toolpaths</li><li>• Locates and identifies all machine components</li><li>• Describes the machine mechanics</li><li>• Demonstrates safe operation of the CNC including power-up, monitoring processes, shut-down, lock-out sequence of the robotic cell.</li><li>• Employer-specific task</li></ul>
Finishing	<ul style="list-style-type: none"><li>• Demonstrates proper preparation of material surfaces</li><li>• Selects and handles appropriate coating and finishing materials</li><li>• Employer-specific task</li></ul>