



Woodwork Career Alliance

Friday, November 6, 2009

Improved — Easy to Use — Robust Support

Thank you for being a Skill Standards Pilot Company. We hand-selected a small group of industry leaders to help. We are thrilled to have you in this group.

Improved — You have the first set of modern Skill Standards, published for our industry. You are pilot testing the standards to make sure they are *observable, measurable, and reasonable*.

Easy to Use — As easy are 1-2-3

1 – *Owner Feedback*: Review the full book of Skill Standards and give us your first impressions. We have enclosed an owner's feedback form. Fax it back to AWI Headquarters [571-323-3630] anytime, but try for before Thanksgiving, will you?

2 – *Shop Assessments*: Identify one person within your company who can observe your employees working on four or five of the tools/machines included in the standards book (you can do more if you like). Have them watch the 2 min., 34 sec. instruction video on the Skill Standards Wiki Home page [<http://skillstandards.wikispaces.com/>]. Ask the observer to document their experience, thoughts, concerns, suggestions, and constructive criticism on the enclosed observer feedback form and fax it back to us at AWI Headquarters [571-323-3630].

3 – *Evaluations*: Have the designated observer watch employees operating the tools/machines you selected and evaluate their performance against the standards. Make as many copies of the enclosed evaluation form(s) as you need/want and ask the observer to document your employee's performance on the evaluations and fax them back to us at AWI Headquarters [571-323-3630].

Robust Support — I'm here to help you are your team succeed. We have a Board of Directors here to help as well. You can call or email anytime. For comprehensive information of the Woodwork Career Alliance and the Skill Standards visit the website: woodworkcareer.org

Sincerely,

A handwritten signature in black ink that reads "GHEUER".

Greg Heuer, Secretary
(434) 298-4650

gheuer@woodworkcareer.org



Woodwork Career Alliance

Owner Feedback Form

Company Name: _____

1. Please list the five tools most commonly used or most critical to the success of your business?

2. Tell us your initial reactions to the Skill Standards Book regarding ease of use, tools included, relevance for your company, validity of criteria, and competency levels.

3. To what extent do you think having standards and a mechanism to evaluate your workforce against the standards will affect the following areas for your company?

	1 - no affect			5 - large affect	
➤ Productivity	1	2	3	4	5
➤ Competitiveness	1	2	3	4	5
➤ Quality	1	2	3	4	5
➤ Safety	1	2	3	4	5
➤ Performance Evaluation	1	2	3	4	5
➤ Training	1	2	3	4	5
➤ Cross Training	1	2	3	4	5
➤ Hiring	1	2	3	4	5
➤ Retention	1	2	3	4	5

Please observe at least four tool operations, complete this feedback form, and fax it to AWI Headquarters [571-323-3630].



Woodwork Career Alliance Observer Feedback Form

1. What tool operations did you observe? (Please choose the table saw widget in the Appendix as one operation to observe.)
 1. _____
 2. _____
 3. _____
 4. _____

2. How long did it take to observe and evaluate each operation?
 Less than 15 minutes
 15 to 30 minutes
 More than 30 minutes

3. On the tools you chose, was there anything missing from the pre-operation checklist?

4. Are the performance standards clear at each level? Can they be observed?

5. Are the expectations or criteria for each performance standard measurable for each tool, operation, and level within your company? (Be specific in your answer.)

6. Are the expectations or criteria for each performance standard appropriate/practical/sufficient for each tool, operation, and level within your company? (Be specific in your answer.)
 Too Easy _____
 Just Right _____
 Too Hard _____

7. What can we do to improve the performance standards?

*Please observe four tool operations, complete this feedback form, and fax it to
AWI Headquarters [571-323-3630]*



Woodwork Career Alliance

Assessor Preparation check list:

This checklist is intended to help the assessor prepare for and conduct an assessment for the Woodwork Career Alliance Skills Standards.

- Carefully read through the assessment you will be conducting, and make sure you understand the criteria you will be measuring.
- Print copies of the *Skill Evaluation Record*, *Pre-operation checklist*, and the specific operation(s) you will be measuring. It will be useful to have a clipboard to write on during the assessment.
- Prior to the assessment, record any specific criteria to be measured, such as finished product dimensions on the Skill Evaluation Record. Also record the candidate's name and relevant information including the Operation and Skill Level being measured.
- Gather the necessary tools to measure the outcome. These may include calipers, a tape measure, square, etc. Make sure these are properly calibrated to ensure accurate analysis of the finished product.
- If the operation requires the installation of tooling, make sure the tooling to be selected is present. Level 2 typically requires that the candidate select and install the correct type of tooling, so it is advisable to have a variety of tooling types available so you can test their ability to select the correct tooling.
- Be sure you have the necessary stock prepared for the candidate according to any specific directions listed.
- When ready, greet the candidate and make sure they are clear on which skill is being assessed.
- The candidate should have had the opportunity to read through the assessment prior to their testing and have the opportunity to ask for any clarification.
- The objective of the assessment is to test their knowledge. They may ask you questions, but be very careful that you are not giving instruction during the assessment.
- The observation typically passes quite rapidly. Be prepared to observe and check off specific tasks as they occur. Analysis of the final product can wait until the end, and may or may not be done with the candidate present.



Woodwork Career Alliance

Woodwork Manufacturing Skill Standards Skill Evaluation Record

Candidate Name: _____ Date/Time: _____

Evaluator Name: _____ Location: _____

Tool/Machine: _____

Operation: _____ Level: 1 2 3

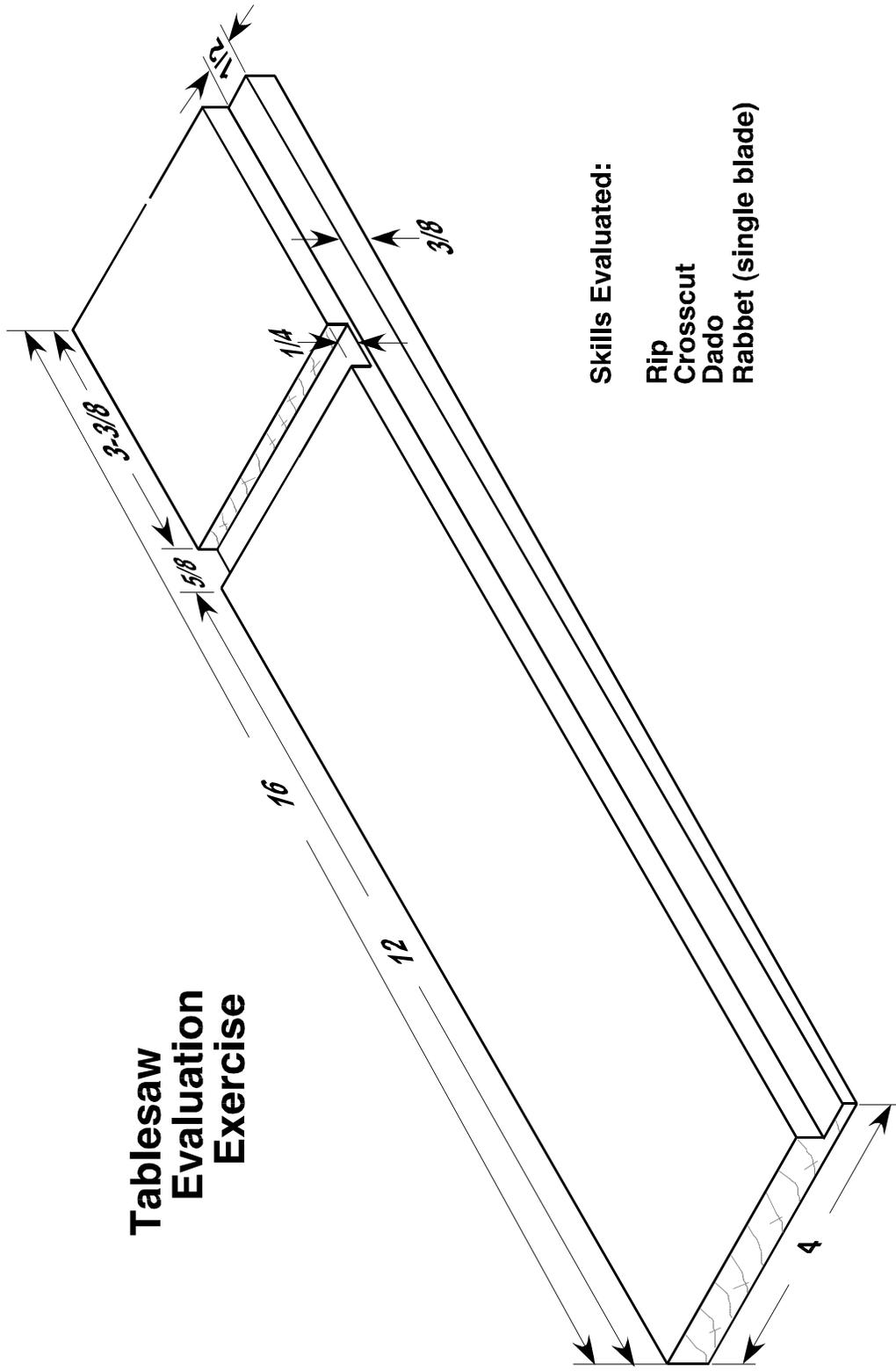
Use this space to record any target outcomes not directly specified in the standard (i.e., desired thickness, width, and/or length) of the work piece for the operation. Record the actual results of the work piece you are evaluating, and indicate if the performance standard has been met.

Target Outcome	Actual Outcome	Meets Standard?
_____	_____	Yes / No
_____	_____	Yes / No
_____	_____	Yes / No

Evaluator Notes: _____

Evaluator's Signature: _____

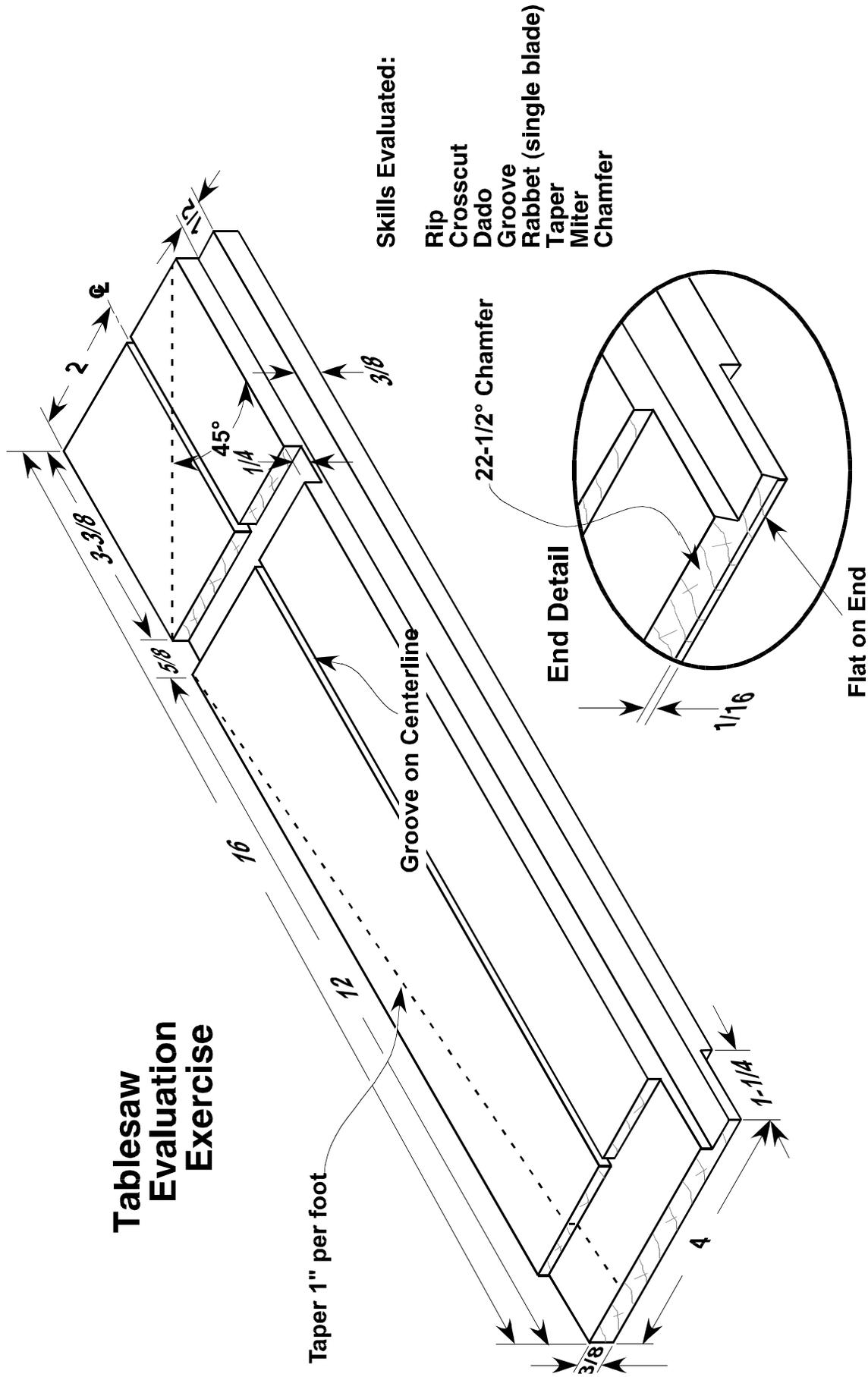
Tablesaw Evaluation Exercise



Skills Evaluated:

- Rip
- Crosscut
- Dado
- Rabbet (single blade)

Tablesaw Evaluation Exercise



Skills Evaluated:

- Rip
- Crosscut
- Dado
- Groove
- Rabbet (single blade)
- Taper
- Miter
- Chamfer

These industry leaders support the Woodwork Career Alliance of North America. Each have made significant contributions to the success of the Skill Standards, Evaluation Criteria, and Credentialing initiative.

They each meet their business objectives and accomplish their mission by being a contributor to a larger mission — the education and enthusiasm of the next generation of woodworking professionals for thier company.

The work of the past two years could not have been done without their much appreciated financial contributions. The Alliance is grateful to them.



“It’s so hard to find qualified employees.”

You’ve heard, and probably made, that comment.

The Woodwork Career Alliance is creating a Skill Credential for your employees.

The work can only continue with financial donations. The groups shown above have dedicated themselves to supporting us. Won’t you join them today?



To join the professionals in working with the Woodwork Career Alliance and **share your expertise** in the woodworking field by **participating in writing teams** to complete the missing operations listed, please complete the form and mail to the address below.

- I want to participate in the Pilot Program for 2009 on these 30 machine skill standards. Please contact me.
- I want to make a tax deductible contribution to the matching funds. Enclosed \$_____.
- I want WCA to invite me, as a subject matter expert, to work on skill standards for the other areas, yet to be done and published.
- I want to do both—participate in what you have now and help you produce the remaining skills standards.
- My company wants to be a player in this national work skills and workforce program. Please contact me.
- I want WCA to keep me informed of the progress and results of this amazing program as it rolls out in 2009 and 2010. (Absolutely include your email address in the contact information so we can honor this request.)

Name: _____

Company: _____

Title: _____

Contact Information: Phone _____ Email _____