



## CARPENTRY FUNDAMENTALS

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Carpentry Fundamentals youth apprentices gain skills related to the use of construction safety, drawings and blueprints, materials, tools, and general worksite procedures. Apprentices must adhere to industry safety and security standards.

**Length of Apprenticeship:** One or two years

## COMPETENCIES

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**Year 1:** Carpentry Fundamentals youth apprentices must complete a **total of 15** Carpentry Fundamentals Competencies and a **minimum of 1** Carpentry Specialty Competency. Employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year 1 competencies are completed with employer guidance. Youth apprentices must also complete the following during the first year:

**Youth Apprentices must also complete the following during Year 1:**

- First Aid Certification
- OSHA 10 or 30

**Year 2:** Carpentry Fundamentals youth apprentices must complete the **fifteen** Carpentry Fundamentals Competencies with minimal supervision and a minimum of **1** different Carpentry Specialty Competency than the first year. A specialty competency may be repeated only if the type of construction (residential or commercial) differs from the first year. Employers can substitute **1** competency with another occupationally appropriate skill. Year 2 competencies are completed with minimal employer guidance.

**Select construction type and circle the applicable year:**

- Residential completed during Year: One and/or Two
- Commercial completed during Year: One and/or Two

Note where necessary, skills can be simulated.

Carpentry Fundamentals Competencies	Carpentry Specialty Competencies
<ol style="list-style-type: none"> <li>1. Follow safety procedures</li> <li>2. Read construction drawings and plans</li> <li>3. Interpret symbols and procedures</li> <li>4. Contribute to a job task plan</li> <li>5. Work as a member of a construction team</li> <li>6. Prepare work area for construction</li> <li>7. Select construction materials</li> <li>8. Use hand and light duty tools</li> </ol>	<ol style="list-style-type: none"> <li>16. Assist with finish framing or forming</li> <li>17. Assist with interior finishing</li> <li>18. Assist with exterior finishing</li> </ol>

<ol style="list-style-type: none"><li>9. Use power tools and equipment</li><li>10. Perform materials handling</li><li>11. Install materials per job specifications</li><li>12. Perform construction measurements</li><li>13. Maintain a clean and safe work area</li><li>14. Clean up job site</li><li>15. Practice quality craftsmanship</li></ol>	
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## **REGISTERED APPRENTICESHIP BRIDGING OPPORTUNITIES**

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Some of the related instruction courses can bridge into the following registered apprenticeship:

- Carpenter

## **POST-SECONDARY PATHWAY OPPORTUNITIES**

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There are several post-secondary pathway opportunities in this area. Following is partial list.

- Carpentry
- Construction & Cabinet Making



# CARPENTRY FUNDAMENTALS

## Youth Apprenticeship ON-THE-JOB LEARNING PERFORMANCE STANDARDS GUIDE

### YOUTH APPRENTICE INFORMATION

<b>Youth Apprentice Name</b>	
<b>YA Coordinator</b>	<b>YA Consortium</b>
<b>School District</b>	<b>High School Graduation Date</b>

### REQUIREMENTS

#### One Year

Youth Apprentices completing a one-year apprenticeship must complete ALL the items listed below.

Check completed areas.

- Competency checklist
- Employability Skills checklist (in this job book) or the DPI Employability Skills Certificate
- Related instruction equal to 1 high school credit or at least 3 college credits
- Minimum of 450 work hours

#### Two Year

Youth Apprentices completing a two-year apprenticeship must complete ALL the items listed below.

Check completed areas.

- Competency checklist
- Employability Skills checklist (in this job book) or the DPI Employability Skills Certificate each year
- Related instruction equal to 2 high school credit or at least 6 college credits
- Minimum of 900 work hours

## HOURS

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Record the hours the youth apprentice worked.

Total Hours Employed	Company Name	Telephone Number

## COMPETENCIES

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**Year 1:** Carpentry Fundamentals youth apprentices must complete a **total of 15** Carpentry Fundamentals Competencies and a **minimum of 1** Carpentry Specialty Competency. Employers can substitute **1** competency with another occupationally appropriate skill. That skill should be added to the competency list for assessment. Year 1 competencies are completed with employer guidance. Youth apprentices must also complete the following during the first year:

**Youth Apprentices must also complete the following during Year 1:**

- First Aid Certification
- OSHA 10 or 30

**Year 2:** Carpentry Fundamentals youth apprentices must complete the **fifteen** Carpentry Fundamentals Competencies with minimal supervision and a minimum of **1** different Carpentry Specialty Competency than the first year. A specialty competency may be repeated only if the type of construction (residential or commercial) differs from the first year. Employers can substitute **1** competency with another occupationally appropriate skill. Year 2 competencies are completed with minimal employer guidance.

**Select construction type and circle the applicable year:**

- Residential completed during Year: One and/or Two
- Commercial completed during Year: One and/or Two

Note where necessary, skills can be simulated.

### Rating Scale

3: Exceeds entry level criteria | Requires minimal supervision | Consistently displays this behavior

2: Meets entry level criteria | Requires some supervision | Often displays this behavior

1: Needs improvement | Requires much assistance and supervision | Rarely displays this behavior

### CARPENTRY FUNDAMENTALS – ALL REQUIRED

- *Assess Year 1 competencies completed with supervision*
- *Assess Year 2 competencies with minimal supervision*

Carpentry Fundamental Skills	Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<b>1. Follow safety procedures</b> <ul style="list-style-type: none"> <li>select and use appropriate clothing and personal protective equipment (PPE)</li> <li>comply with job site safety and security rules and regulations</li> <li>maintain a clean and organized work environment</li> <li>identify and report unsafe job conditions</li> <li>report injuries and damage to property</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>2. Read construction drawings and plans</b> <ul style="list-style-type: none"> <li>relate drawing to job task</li> <li>interpret elements and symbols</li> <li>locate worksite features on a construction plan</li> <li>convert scales measurements to full measurements</li> <li>translate specifications to work requirements</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>3. Interpret symbols and procedures</b> <ul style="list-style-type: none"> <li>explain the role of drawings and specifications</li> <li>identify drawings and symbols used on a construction drawing</li> <li>apply information from drawings in construction activities</li> <li>interpret specifications appearing on construction drawings</li> <li>interpret and convert measurements in terms of actual dimensions</li> <li>explain specifications in terms of work requirements</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>4. Contribute to a job task plan</b> <ul style="list-style-type: none"> <li>setup and prepare tools and equipment for safe operation</li> <li>determine the scope of work</li> <li>respect contractual relationships</li> <li>apply scheduling practices</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>5. Work as a member of a construction team</b> <ul style="list-style-type: none"> <li>offer and request assistance</li> <li>follow company policies and procedures</li> <li>learn from other team members</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>6. Prepare work area for construction</b> <ul style="list-style-type: none"> <li>remove debris</li> <li>clean up sites</li> <li>dispose of waste and hazardous materials</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>7. Select construction materials</b> <ul style="list-style-type: none"> <li>consider usefulness and portability</li> <li>consider minimizing cost</li> <li>consider performance goals</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>8. Use hand and light duty tools</b> <ul style="list-style-type: none"> <li>wear appropriate personal protective equipment (PPE)</li> <li>select the correct tool for the job</li> <li>inspect tool</li> <li>operate the tool safely</li> <li>perform routine maintenance on hand tools</li> <li>store tool</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>9. Use power tools and equipment</b> <ul style="list-style-type: none"> <li>wear appropriate personal protective equipment (PPE)</li> <li>select the correct tool for the job</li> <li>inspect tool</li> <li>operate the tool safely</li> <li>perform routine maintenance on power tools</li> <li>store tool</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>10. Perform materials handling</b> <ul style="list-style-type: none"> <li>identify materials necessary to complete the task</li> <li>conserve resources and materials</li> <li>retrieve equipment and materials needed</li> <li>load and unload materials, tools, equipment, and supplies</li> <li>lift, position, and secure materials during installation</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>11. Install materials per job specifications</b> <ul style="list-style-type: none"> <li>retrieve equipment and materials needed</li> <li>unload materials, tools, equipment, and supplies</li> <li>lift, position, and secure materials during installation</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>12. Perform construction measurements</b> <ul style="list-style-type: none"> <li>select measuring tool</li> <li>read measurement accurately</li> <li>scale proportions</li> <li>convert units of measurement</li> <li>estimate resources, materials, and supplies needed for a project</li> <li>record measurements</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>13. Maintain a clean and safe work area</b> <ul style="list-style-type: none"> <li>clean and maintain materials and tools</li> <li>clean, organize, and put away items in the work area</li> <li>store materials and tools <i>after use</i></li> <li>follow facility procedures for clean-up and shut down</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>14. Clean up job site</b> <ul style="list-style-type: none"> <li>• clean and maintain materials and tools</li> <li>• store materials and tools <i>after use</i></li> <li>• follow facility procedures for clean-up and shut down</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>15. Practice quality craftsmanship</b> <ul style="list-style-type: none"> <li>• inspect and test work to determine quality</li> <li>• monitor throughout for safety and quality</li> <li>• identify impact of building codes on quality of work</li> <li>• verify work meets job expectation</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Comments:</b>			



## CARPENTRY SPECIALTY SKILLS

- Year 1: Select 1
- Year 2: Select 1 different specialty skills or type of construction (residential verses commercial) identified by employer

Carpentry Specialty Skills	Rating		
Competency and Rating Criteria	Minimum Rating of 2 for EACH Check Rating		
	1	2	3
<b>16. Assist with finish framing or forming</b> <ul style="list-style-type: none"> <li>• perform proper techniques for stair and railing construction per the job specification</li> <li>• perform proper techniques for installing insulation per the job specification</li> <li>• perform proper techniques for installation of flooring per the job specification</li> <li>• perform proper techniques for installation of plaster, drywall and/or painting</li> <li>• perform proper techniques for assisting with the installation and/or building of cabinets</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>17. Assist with interior finishing</b> <ul style="list-style-type: none"> <li>• perform proper techniques for window and door trim regardless of material</li> <li>• perform proper techniques for installation of doors and fire doors</li> <li>• perform proper techniques for the installation of windows and fire windows</li> <li>• perform proper techniques for completion of trim work</li> <li>• perform proper techniques for the installation of specialty items</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>18. Assist with exterior finishing</b> <ul style="list-style-type: none"> <li>• perform proper techniques for application of vapor barriers, flashing and siding</li> <li>• perform proper installation of various types of windows</li> <li>• perform proper installation of various exterior doors and/or garage doors</li> <li>• perform proper techniques for exterior trims (e.g., cornices, soffits, downspouts and/or gutters)</li> </ul>	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Competency Substitute</b> (if you replaced a competency above, note the competency and rating)	<b>Year 1 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	<b>Year 2 Rating</b>		
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>