



**Individualized Training Program  
Metal and Welding Program**

Student: \_\_\_\_\_  
Grade: \_\_\_\_\_ Cell#: \_\_\_\_\_  
Email: \_\_\_\_\_

Teacher: \_\_\_\_\_  
Teacher Phone#: \_\_\_\_\_  
Industry Partner: \_\_\_\_\_

CLASSROOM	ON-THE-JOB <span style="float: right;">Check when Student has demonstrated competence.</span>
<p><b>CAREER DEVELOPMENT (10)</b>                      Career Planning                      Goal Setting                      Job Search and Applications                      Resume and Job Correspondence                      Job Interviewing and Follow-up                      Employment Testing</p>	<p><b>CAREER DEVELOPMENT (10)</b>                      ___ Job Interviewing and Follow-up                      ___ Employment Testing                      ___ New Employee Orientation                      ___ Job Application                      ___ Positive Work Habits                      ___ Professional Image (Dress code)                      _____                      _____</p>
<p><b>GENERAL EMPLOYABILITY (15)</b>                      Listening, Speaking and Reading                      Oral and Written Communication                      Capitalization, Abbreviations and Numbers                      Punctuation                      Spelling, Vocabulary and Grammar                      Whole Number Math and Dollar Amounts                      Decimals and Fractions                      Measurement, Tables and Counting                      Computer Awareness                      Telephone Skills                      Working with People                      Decision Making and Problem Solving                      Economic Concepts Personal                      Goal Setting Importance of                      Customer Service Dealing with                      Irate People Professional Image                      Positive Self Esteem                      Verify Pay Stub</p>	<p><b>GENERAL EMPLOYABILITY (15)</b>                      ___ Listening, Speaking and Reading                      ___ Oral and Written Communication                      ___ Capitalization, Abbreviations and Numbers                      ___ Punctuation                      ___ Spelling, Vocabulary and Grammar                      ___ Whole Number Math and Dollar Amounts                      ___ Decimals and Fractions                      ___ Measurement, Tables and Counting                      ___ Computer Awareness                      ___ Telephone Skills                      ___ Working with People                      ___ Decision Making and Problem Solving                      ___ Economic Concepts                      ___ Personal Goal Setting                      ___ Importance of Customer Service                      ___ Dealing with Irate People                      ___ Professional Image                      ___ Positive Self Esteem                      ___ Verify Pay Stub                      _____                      _____</p>
<p><b>METAL SHOP OPERATIONS (60)</b>                      Health and Safety Precautions                      Shop Procedures and Operations                      Metal Terminology and Metal Identification                      Tool Identification and Care                      Appropriate Work Habits and Attitudes                      Job Getting, Keeping, Leaving Skills                      Basic Manufacturing Systems                      The Advantage of an Excellent Driving Record</p>	<p><b>METAL SHOP OPERATIONS</b>                      ___ Health and Safety Precautions                      ___ Shop Procedures and Operations                      ___ Metal Terminology and Metal Identification                      ___ Tool Identification and Care                      ___ Appropriate Work Habits and Attitudes                      ___ Standards                      ___ Hazardous Materials Handling                      _____                      _____</p>

CLASSROOM	ON-THE-JOB <span style="float: right;">Check when Student has demonstrated competence.</span>
<p>MANUFACTURING</p> <ul style="list-style-type: none"> <li>Basic Measuring</li> <li>Cutting to Tolerances</li> <li>Forming Techniques</li> <li>Assembly of finished parts</li> <li>Finishing Procedures</li> </ul>	<p>MANUFACTURING</p> <ul style="list-style-type: none"> <li>Basic Measuring</li> <li>Cutting to Tolerances</li> <li>Forming Techniques</li> <li>Assembly of finished parts</li> <li>Finishing Procedures</li> </ul> <hr/> <hr/>
<p>DESIGNING</p> <ul style="list-style-type: none"> <li>Basic Layout</li> <li>System Design</li> <li>Communication Between Processes</li> </ul>	<p>DESIGNING</p> <ul style="list-style-type: none"> <li>Basic Layout</li> <li>System Design</li> <li>Communication Between Processes</li> </ul> <hr/> <hr/>
<p>FABRICATION</p> <ul style="list-style-type: none"> <li>Production of Finished Goods</li> <li>Sourcing Materials</li> <li>Machine Operations</li> </ul>	<p>FABRICATION</p> <ul style="list-style-type: none"> <li>Production of Finished Goods</li> <li>Sourcing Materials</li> <li>Machine Operations</li> </ul> <hr/> <hr/>
<p>PRODUCT DEVELOPMENT</p> <ul style="list-style-type: none"> <li>System Evaluation</li> <li>Product Testing</li> <li>Revisions</li> </ul>	<p>PRODUCT DEVELOPMENT</p> <ul style="list-style-type: none"> <li>System Evaluation</li> <li>Product Testing</li> <li>Revisions</li> </ul> <hr/> <hr/>
<p>MARKETING</p> <ul style="list-style-type: none"> <li>Sales</li> <li>Advertisement</li> <li>Customer Outreach</li> <li>Cost Analysis</li> </ul>	<p>MARKETING</p> <ul style="list-style-type: none"> <li>Sales</li> <li>Advertisement</li> <li>Customer Outreach</li> <li>Cost Analysis</li> </ul> <hr/> <hr/>