

**Craft: Core: Introductory Craft Skills Module**

**Number: 00101-09**

**Module Title: Basic Safety**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
10	1. Inspect PPE to determine if it is safe to use (PPE should include safety goggles, hard hat, gloves, safety harness, and safety shoes).	
6, 10	2. Properly don and remove PPE (safety goggles, hard hat, and personal fall protection).	
2	3. Demonstrate safe lifting procedures.	
6	4. Set up an extension ladder properly.	
6	5. Demonstrate three-point contact on a ladder.	

Copyright © 2009 National Center for Construction Education and Research. Permission is granted to reproduce this page provided that copies are for local use only and that each copy contains this notice.

**Module 00102-09 has no Performance Profile Sheet;  
no performance testing is required for this module.**

**Craft: Core: Introductory Craft Skills Module**

**Number: 00103-09**

**Module Title: Introduction to Hand Tools**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
2	1. Visually inspect the following tools to determine if they are safe to use:	
	• Hammer	
	• Screwdriver	
	• Saw	
3	2. Make a straight square cut using a crosscut saw.	

continued

**Craft: Core: Introductory Craft Skills Module**

**Number: 00103-09**

**Module Title: Introduction to Hand Tools**



Contren® Learning Series

Objective	TASK	RATING
3	3. Safely and properly use a minimum of three of the following tools:	
	• Hammer and cat's paw (to drive and pull nails)	
	• Screwdriver (slotted or Phillips)	
	• Adjustable wrench	
	• CHANNELLOCK® pliers	
	• Spirit level	
	• Carpenter's square and steel tape	
	• Saw	

**Craft: Core: Introductory Craft Skills Module**

**Number: 00104-09**

**Module Title: Introduction to Power Tools**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
2	1. Safely and properly use three of the following tools:	
	• Electric drill	
	• Circular saw	
	• SawZall®	
	• Pneumatic power nailer	

Copyright © 2009 National Center for Construction Education and Research. Permission is granted to reproduce this page provided that copies are for local use only and that each copy contains this notice.

**Craft: Core: Introductory Craft Skills Module**

**Number: 00105-09**

**Module Title: Introduction to Construction Drawings**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
2, 4	1. Using the floor plan supplied with this module:	
	<ul style="list-style-type: none"> <li>• Locate the wall common to both interview rooms.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Determine the overall width of the structure studio.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Find the distance from the outside east wall to the center of the beam in the structure studio.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Find the elevation of the slab.</li> </ul>	

**Craft: Core: Introductory Craft Skills Module**

**Number: 00106-09**

**Module Title: Basic Rigging**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
1	1. Select and inspect appropriate slings for a lift.	
1, 3	2. Given various loads, determine the proper hitch to be used.	
2	3. Select and inspect appropriate hardware and/or lifting equipment.	
3	4. Demonstrate and/or simulate the proper techniques for connecting hitches.	
5	5. Demonstrate the proper use of all hand signals according to ANSI B30.2 and B30.5.	

continued

Copyright © 2009 National Center for Construction Education and Research. Permission is granted to reproduce this page provided that copies are for local use only and that each copy contains this notice.

**Craft: Core: Introductory Craft Skills Module****Number: 00106-09****Module Title: Basic Rigging**

Contren® Learning Series

<b>Objective</b>	<b>TASK</b>	<b>RATING</b>
2, 4	6. Describe or demonstrate pre-lift safety checks.	
4	7. Demonstrate and/or simulate how to lift the load level.	
4	8. Describe and/or demonstrate safety precautions for attaching and disconnecting a load.	



**Craft: Core: Introductory Craft Skills Module**

**Number: 00107-09**

**Module Title: Basic Communication Skills**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
1, 2	1. Fill out a work-related form supplied by your instructor. (Handouts 4 and 5 are sample forms and are provided in the AIG for this module as an optional resource.)	
2	2. Read instructions for how to properly don a safety harness, and orally instruct another person to don the apparatus.	
1	3. Perform a given task after listening to oral instructions.	

**Craft: Core: Introductory Craft Skills Module**

**Number: 00108-09**

**Module Title: Basic Employability Skills**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
3	1. Demonstrate the ability to access, retrieve, and print from the following basic software programs:	
	• Email	
	• Databases	
	• Internet	

**Craft: Core: Introductory Craft Skills Module**

**Number: 00109-09**

**Module Title: Introduction to Materials Handling**



Contren® Learning Series

TRAINEE NAME: \_\_\_\_\_

TRAINEE SOCIAL SECURITY NUMBER: \_\_\_\_\_

CLASS: \_\_\_\_\_

TRAINING PROGRAM SPONSOR: \_\_\_\_\_

INSTRUCTOR: \_\_\_\_\_

**Rating Levels:** (1) Passed: performed task (2) Failed: did not perform task  
Also, list the date the testing for each task was completed.

**Recognition:** When testing for the NCCER Standardized Craft Training Program, be sure to record Performance testing results on Craft Training Report Form 200, and submit the results to the Training Program Sponsor.

Objective	TASK	RATING
3, 4, 5	1. Demonstrate proper materials-handling techniques.	