

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

This section develops thirty work-related fine motor dexterity skills (e.g. skill **472.1 SORTING: By Color**) and thirty corresponding Practice Samples (e.g. skill **472.2 SORTING PRACTICE SAMPLE: By Color**). Each dexterity skill is followed by its respective Practice Sample. The *fine motor dexterity skills* function as independent units, and are designed for two purposes: to improve manual dexterity and eye-hand coordination, with emphasis on quality rather than speed; and to serve as prerequisite training for work on the skills' respective Practice Samples. **Only after a client has learned to perform a given dexterity skill is training on its respective Practice Sample intended to be initiated.** The *Practice Samples* are designed to increase productivity (i.e. performance speed) while maintaining the quality of work the client learned to perform during the prerequisite dexterity skill training. Accurate use of a counter by client, to track the number of completed items the client produces, is included where applicable, as an option for facilities who have access to counters and wish to incorporate this component into the client's training.

I. HOW TO USE THE THIRTY PRACTICE SAMPLES

Each Practice Sample deals with *productivity* and *quality*, and applicable Practice Samples deal also with *counter accuracy*. These three components appear within the Practice Samples as the headings **Productivity, Quality, Counter accuracy (100%)**. Before training on any one Practice Sample can begin formally, the instructor will need to determine a *productivity goal* for the client, and a *maximum acceptable reject rate*, and record the information in the spaces provided within the **Productivity** and **Quality** components respectively. The remainder of this unit contains information on:

1. How to determine a productivity goal.
2. How to determine a maximum acceptable reject rate.
3. Counter accuracy.
4. How to determine a client's productivity.
5. How to determine a client's *actual* reject rate.

How To Determine A Productivity Goal For A Client

A **productivity goal** can be expressed as a percentage of the norm and as the number of correctly completed items. **To determine a productivity goal for a client on a specific Practice Sample, baseline the Practice Sample and compute a 20% learning factor.**

Expressed in algebraic terms:

$$\frac{B}{0.8} = G\#$$

B — Number of correctly completed items on baseline
G# — Productivity goal expressed as number of correctly completed items

$$\frac{G\#}{N} \cdot 100 = G\%$$

G% — Productivity goal expressed as a percentage of norm
N — Norm

Example:

The client correctly completed 21 items on the baseline, and the norm is 78 items in 20 minutes.

$$\frac{21}{0.8} = 26$$

Client's productivity goal in 20 minutes will be **26** (to express the goal as the *number* of correctly completed items), or **33%** (to express the goal as a *percentage* of the norm).

$$\frac{26}{78} \cdot 100 = 33\%$$

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

Once a productivity goal for a client is determined, record the goal in the appropriate blank space within the **Productivity** component of the Practice Sample. Use (____ #) to record the goal as a number of correctly completed items, and (____ %) to record the goal as a percentage.

Note that Practice Samples containing the optional counter accuracy component provide *two norms*: one that was established *without use of counter* and one that was established *with* use of counter. It is essential, when dealing with a Practice Sample that provides both norms, to assure the correct norm is used as the referent.

How To Determine A Maximum Acceptable Reject Rate For A Client

A **reject** is defined as an **incorrectly** completed item, and norms and productivity figures are based on **correctly** completed items. It generally is agreed a reject rate between 2.5% – 5% is a reasonable industrial standard. **To determine a maximum acceptable reject rate for a client, simply determine a specific maximum reject rate, preferably no greater than 5%.**

Once an acceptable reject rate for a client is determined, record the rate in the blank space provided within the **Quality** component of the Practice Sample: (____ %).

Regarding Counter Accuracy

When the client keeps track of the total number of completed items by advancing a counter, it is recommended the goal be 100% accuracy. This recommended percentage will, in addition to making the instructor's job easier during training, be particularly significant in facilities whose production settings depend on accurate use of counter to determine client pay for piece-rate work. The recommendation is reflected in the heading **Counter accuracy (100%)** of Practice Samples that contain a counter accuracy component.

How To Determine A Client's Productivity On A Practice Sample

Productivity is the number of correctly completed items per unit of time, compared with the norm, and is expressed as a percentage of the norm.

To determine a client's productivity on a Practice Sample, do the following:

1. Count the *total* number of completed items (*including rejects*).
2. Count the number of rejects.
3. Subtract the number of rejects from the total number of completed items to obtain the number of *correctly* completed items.
4. Divide the number of correctly completed items by the (correct) norm.
5. Multiply the obtained quotient by 100 to convert it to percentage.

Expressed in algebraic terms:

$$\frac{T - R}{N} \cdot 100 = P$$

T — Total number of completed items
 R — Number of rejects
 N — Norm
 P — Productivity

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

Example:

The client completed a total of 23 items, including 2 rejects, and the norm is 78.

$$\frac{23 - 2}{78} \cdot 100 = P \quad \frac{21}{78} \cdot 100 = P \quad 0.27 \cdot 100 = P \quad 27\% = P$$

The client's productivity on this Practice Sample is 27%.

How To Determine A Client's Actual Reject Rate On A Practice Sample

A reject, as previously defined, is an incorrectly completed item.

To determine a client's actual reject rate on a Practice Sample, do the following:

1. Count the *total* number of completed items (*including rejects*).
2. Count the number of rejects.
3. Divide the number of rejects by the *total* number of completed items (including rejects).
4. Multiply the obtained quotient by 100 to convert it to percentage.

Expressed in algebraic terms:

$$\frac{R\#}{T} \cdot 100 = R\%$$

R# — Number of rejects
T — Total number of completed items
R% — Reject rate

Example:

The client completed a total of 23 items, including 2 rejects.

$$\frac{2}{23} \cdot 100 = R\% \quad 0.087 \cdot 100 = R\% \quad 8.7\% = R\%$$

The client's reject rate on this Practice Sample is 8.7%, an unacceptably high rate.

II. HOW TO ESTABLISH NORMS FOR DEVELOPING ADDITIONAL PRACTICE SAMPLES

The following information is included for use by habilitation facilities who wish to develop additional Practice Samples and establish norms for them, and who have some previous familiarity with the subject.

A **norm** is the **number of correctly completed items per specified unit of time**, and represents **100% productivity**. For example, the norm for **ASSEMBLY PRACTICE SAMPLE: Ball Point Pen**, without use of counter, is 152 (number of correctly completed items) per 20 minutes (specified unit of time). A worker who correctly assembled 152 ball point pens of the type specified in this Practice Sample would have a productivity of 100%. A minimum of three time studies must be performed, each by a different non-handicapped person, to establish a norm. Each time study should be a *minimum* of 20 minutes in duration, and all time studies performed to establish a specific norm should be of equal duration. The materials used, and all the conditions under which the work is performed, must be identical to those the client will encounter in the Practice Sample. For example, if the client will be expected to advance a counter for each completed item, then counter usage must be included in the time studies because the extra time required to advance a counter results in a lower norm. (A minimum of six time studies

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

was performed for each TAXONOMY Practice Sample when counter usage was included as an option: three time studies without use of counter and three additional time studies *with* use of counter.)

To establish a norm for a Practice Sample, do the following:

1. Have three or more non-handicapped persons perform the Practice Sample for a minimum time unit of 20 minutes.
2. Count the number of items each person *correctly* completed (i.e. do not include rejects in the count).
3. Add the number of items all persons correctly completed to obtain the *total* number of *all* correctly completed items.
4. Divide this *cumulative total* by the number of persons who performed the time studies to obtain the arithmetic mean (i.e. average).
5. Divide the arithmetic mean by 0.8 to account for a 20% learning factor.
6. Round off to the nearest whole number the quotient obtained. The result is the Practice Sample norm for the time unit selected.

Expressed in algebraic terms:

$$\frac{S_1 + S_2 \dots + S_x}{x} = \bar{X}$$

$$\frac{\bar{X}}{0.8} = N$$

S — Number of items each person *correctly* completed
 x — Number of persons performing time studies
 \bar{X} — Arithmetic mean
 N — Norm

Example:

Three persons perform 20-minute time studies. Person #1 correctly completes 65 items, person #2 correctly completes 44 items, and person #3 correctly completes 78 items.

$$\frac{65 + 44 + 78}{3} = \bar{X} \quad \frac{187}{3} = \bar{X} \quad 62.3 = \bar{X} \quad \frac{62.3}{0.8} = N \quad 78 = N$$

The norm for this Practice Sample is 78 correctly completed items per 20 minutes.

III. HOW TO TAKE AN ESTABLISHED NORM FOR A GIVEN PRACTICE SAMPLE AND ESTABLISH A NEW NORM FOR ANOTHER UNIT OF TIME WITHOUT DOING ADDITIONAL TIME STUDIES

Time studies to establish a norm for a Practice Sample should, as indicated previously, be a *minimum* of 20 minutes in duration. (Each TAXONOMY Practice Sample and norm is based on 20-minute time studies.) If it becomes desirable to take a previously established norm for a given Practice Sample and establish a new norm for it based on **another unit of time**, and **without performing additional time studies**, do the following:

1. Divide the unit of time for the *new* norm by the unit of time used in the time studies for the previously established norm.
2. Multiply the norm from the time studies by the quotient obtained above (i.e. ratio). The answer obtained is the new norm for the new unit of time.

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

Expressed in algebraic terms:

$$\frac{T_1}{T_0} = r$$

$$N_0 \cdot r = N_1$$

T_1 — Unit of time for new norm

T_0 — Unit of time used in time studies

r — Ratio

N_0 — Norm from the time studies

N_1 — New norm

Example:

The norm for 20 minutes is 78 correctly completed items. What is the norm for 30 minutes?

$$\frac{30}{20} = 1.5 \qquad 78 \cdot 1.5 = 117$$

The new norm is *117* correctly completed items per *30 minutes*.

Industrial norms commonly are expressed in number of correctly completed items per **50-minute hour** based on the concept that no worker is 100% productive 100% of the time. When computing or referring to norms per **hour**, it is essential to note whether the referent is a 50-minute or a 60-minute hour.

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

472.1 SORTING: By Color

MATERIAL SPECIFICATIONS: 180 plastic paper clips same shape and size (36mm., 60 each in 3 different colors) • 4 one-quart containers

INSTRUCTIONS: Client is seated at table. Containers (1 with all paper clips and 3 empty with a different color paper clip attached as a reference for completed items) are arranged on table in front of client and within easy reach. Instruct client to sort paper clips by placing each color in appropriate container and to continue working until all paper clips are sorted.

- Places *first color* paper clip in appropriate container
- Places *second color* paper clip in appropriate container
- Places *third color* paper clip in appropriate container
- Places all paper clips in appropriate containers

472.2 SORTING PRACTICE SAMPLE: By Color

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1,827 plastic paper clips same shape and size (36mm., 609 each in 3 different colors) • 4 containers (1 three-quart and 3 one-quart) • 1 timer

INSTRUCTIONS: Client is seated at table. Containers (largest one with all paper clips and 3 empty smaller ones with a different color paper clip attached as a reference for completed items) are arranged on table in front of client and within easy reach. Instruct client to sort paper clips by placing each color in appropriate container and to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity** and **quality**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. paper clip in wrong container)

NORM: 1,826 in 20 minutes

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

472.3 SORTING: By Size

MATERIAL SPECIFICATIONS: 132 common nails same finish (44 each 1-1/2" 4d nails, 2-1/2" 8d nails, and 3-1/2" 16d nails) • 4 one-quart containers

INSTRUCTIONS: Client is seated at table. Containers (1 with all nails and 3 empty with a different size nail attached as a reference for completed items) are arranged on table in front of client and within easy reach. Instruct client to sort nails by placing each size in appropriate container and to continue working until all nails are sorted.

- Places *small* nail in appropriate container
- Places *medium* nail in appropriate container
- Places *large* nail in appropriate container
- Places all nails in appropriate containers

472.4 SORTING PRACTICE SAMPLE: By Size

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1,326 common nails same finish (442 each 1-1/2" 4d nails, 2-1/2" 8d nails, and 3-1/2" 16d nails) • 4 containers (one 18-1/2" x 14" x 3" and three 3-quart) • 1 timer

INSTRUCTIONS: Client is seated at table. Containers (largest one with all nails and 3 empty smaller ones with a different size nail attached as a reference for completed items) are arranged on table in front of client and within easy reach. Instruct client to

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

SORTING PRACTICE SAMPLE: By Size (Cont.)

sort nails by placing each size in appropriate container and to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity** and **quality**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. nail in wrong container)

NORM: 1,324 in 20 minutes

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

473.1 SORTING: By Shape

MATERIAL SPECIFICATIONS: 150 pieces of plastic tableware same color and size (50 each knives, forks, and spoons) • 4 containers (1 three-quart and 3 one-quart)

INSTRUCTIONS: Client is seated at table. Containers (largest one with all tableware and 3 empty smaller ones with a different piece of tableware attached as a reference for completed items) are arranged on table in front of client and within easy reach. Instruct client to sort tableware by placing each piece in appropriate container and to continue working until all tableware is sorted.

- Places plastic *knife* in appropriate container
- Places plastic *fork* in appropriate container
- Places plastic *spoon* in appropriate container
- Places all tableware in appropriate containers

473.2 SORTING PRACTICE SAMPLE: By Shape

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1,542 pieces of plastic tableware same color and size (514 each knives, forks, and spoons) • 4 containers (one 18" x 12" x 8-1/2" and three 18-1/2" x 14" x 3-3/8") • 1 timer

INSTRUCTIONS: Client is seated at table. Containers (largest one with all tableware and 3 empty smaller ones with a different piece of tableware attached as a reference for completed items) are arranged on table in front of client and within easy reach. Instruct client to sort tableware by placing each piece in appropriate container and to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity** and **quality**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. piece of tableware in wrong container)

NORM: 1,542 in 20 minutes

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

474.1 ASSEMBLY: Nut And Bolt

MATERIAL SPECIFICATIONS: 23 hex head machine bolts (2" x 3/8") • 23 hex nuts (3/8") • 3 one-quart containers • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with bolts, 1 with nuts, and 1 empty for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to assemble nuts and bolts by screwing a nut completely on each bolt. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all nuts and bolts are assembled.

- Grasps bolt with one hand ■ And nut with other hand
- Aligns threads of nut and bolt ■ Turns nut ■ In clockwise direction
- Screws nut on bolt ■ Completely
- Assembles all nuts and bolts ■ Advances counter once for each item completed

474.2 ASSEMBLY PRACTICE SAMPLE: Nut And Bolt

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 229 hex head machine bolts (2" x 3/8") • 229 hex nuts (3/8") • 3 containers (1 one-quart and 2 three-quart) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (large one with bolts, small one with nuts, and large empty one for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to assemble nuts and bolts by screwing a nut completely on each bolt. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. nut not screwed on bolt completely, no nut on bolt, 2 nuts on 1 bolt)

NORMS: 229 in 20 minutes without use of counter • 204 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

474.3 ASSEMBLY: Ball Point Pen

MATERIAL SPECIFICATIONS: 15 ball point pens (4-piece: ink cartridge, spring, barrel, and top) • 5 one-quart containers • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with ink cartridges, 1 with springs, 1 with barrels, 1 with tops, and 1 empty for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to assemble pens by inserting correct end of cartridge into spring, inserting cartridge and spring into barrel, and screwing on top completely. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all pens are assembled.

- Grasps ink cartridge with one hand ■ Grasps spring with other hand ■ Inserts correct end of cartridge into spring
- Grasps barrel ■ Inserts cartridge and spring into barrel ■ In correct direction
- Grasps top ■ Screws top on barrel ■ Completely
- Assembles all pens ■ Advances counter once for each item completed

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

475.1 ASSEMBLY PRACTICE SAMPLE: Ball Point Pen

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 152 ball point pens (4-piece: ink cartridge, spring, barrel, and top) • 5 containers (1 three-quart and 4 one-quart) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with ink cartridges, 1 with springs, 1 with barrels, 1 with tops, and 1 large empty for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to assemble pens by inserting correct end of cartridge into spring, inserting cartridge and spring into barrel, and screwing on top completely. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. 1 or more parts missing, top not completely screwed onto barrel, cartridge inserted upside down)

NORMS: 152 in 20 minutes without use of counter • 146 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

475.2 AFFIXING LABELS: Gummed Labels

MATERIAL SPECIFICATIONS: 7 envelopes (#10) with return address in upper left corner • 1 roll gummed perforated labels same color as envelopes (3-7/16" x 1-5/16") • 1 squeeze bottle moistener filled with water • 2 containers (8" x 10" x 2-1/2") • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), squeeze bottle, and labels are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place envelope on table, tear off and moisten label, and affix label to envelope so return address is covered completely and label is reasonably straight. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all envelopes are completed.

■ Places envelope on table ■ Places envelope right side up ■ Tears off label ■ Along perforations

■ Moistens label ■ Appropriately ■ On gummed surface

■ Affixes label to envelope ■ Completely ■ And reasonably straight

■ Return address is covered ■ Completely

■ Affixes labels to all envelopes ■ Advances counter once for each item completed

475.3 AFFIXING LABELS PRACTICE SAMPLE: Gummed Labels

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 73 envelopes (#10) with return address in upper left corner • 1 roll gummed perforated labels (73 minimum) same color as envelopes (3-7/16" x 1-5/16") • 1 squeeze bottle moistener filled with water • 2 containers (8" x 10" x 2-1/2") • 1 timer • 1 counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

AFFIXING LABELS PRACTICE SAMPLE: Gummed Labels (Cont.)

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), squeeze bottle, and labels are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place envelope on table, tear off and moisten label, and affix label to envelope so return address is covered completely and label is reasonably straight. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. return address not covered completely, label damaged, label not affixed completely)

NORMS: 73 in 20 minutes without use of counter • 70 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

476.1 AFFIXING LABELS: Pressure Sensitive Labels

MATERIAL SPECIFICATIONS: 19 envelopes (#10) with return address in upper left corner • 19 pressure sensitive labels same color as envelopes (2-11/16" x 15/16") • 2 containers (8" x 10" x 2-1/2") • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items) and labels are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place envelope on table, remove label from backing sheet, and affix label to envelope so return address is covered completely and label is reasonably straight. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all envelopes are completed.

■ Places envelope on table ■ Places envelope right side up ■ Peels off label from backing sheet

■ Affixes label to envelope ■ Completely ■ And reasonably straight

■ Return address is covered ■ Completely

■ Affixes labels to all envelopes ■ Advances counter once for each item completed

476.2 AFFIXING LABELS PRACTICE SAMPLE: Pressure Sensitive Labels

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 185 envelopes (#10) with return address in upper left corner • 185 pressure sensitive labels same color as envelopes (2-11/16" x 15/16") • 2 containers (8" x 10" x 2-1/2") • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items) and labels are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place envelope on table, remove label from backing sheet, and affix label to envelope so return address is covered completely and label is reasonably straight. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. return address not covered completely, label damaged, label not affixed completely)

NORMS: 185 in 20 minutes without use of counter • 169 in 20 minutes with use of counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

AFFIXING LABELS PRACTICE SAMPLE: Pressure Sensitive Labels (Cont.)

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

477.1 RUBBER STAMPING

MATERIAL SPECIFICATIONS: 1 rubber address stamp (2-1/4" x 3/4") • 30 envelopes (≠10) with same color label in upper left corner • 1 ink pad • 2 containers (8" x 10" x 2-1/2") • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), rubber stamp, and ink pad are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place envelope on table, ink the stamp, and stamp upper left corner of envelope with in approximately 1/2" of corner. Instruct client the address must be legible, right side up, and reasonably straight. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all envelopes are stamped.

■ Places envelope on table ■ Places envelope right side up ■ Inks rubber stamp

■ Stamps upper left corner of envelope ■ Within approximately 1/2" of corner

■ Address is legible ■ Right side up ■ And reasonably straight

■ Stamps all envelopes ■ Advances counter once for each item completed

477.2 RUBBER STAMPING PRACTICE SAMPLE

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1 rubber address stamp (2-1/4" x 3/4") • 295 envelopes (≠10) with same color label in upper left corner • 1 ink pad • 2 containers (8" x 10" x 2-1/2") • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), rubber stamp, and ink pad are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place envelope on table, ink the stamp, and stamp upper left corner of envelope with in approximately 1/2" of corner. Instruct client the address must be legible, right side up, and reasonably straight. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. address is illegible, address is improperly placed, address is upside down)

NORMS: 295 in 20 minutes without use of counter • 258 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

RUBBER STAMPING PRACTICE SAMPLE (Cont.)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

478.1 FOLDING PAPER: In Half

MATERIAL SPECIFICATIONS: 4 sheets of 8-1/2" x 11" 20 lb. paper (each sheet cut in 6 pieces 4-1/4" L x 3-2/3" W) • 1 one-quart container • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of paper and empty container for completed items are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to fold each piece widthwise (completed item is 2-1/8" x 3-2/3"), align edges, and crease the fold. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all paper is folded.

- Folds paper ■ Folds widthwise ■ Aligns edges ■ Creases fold
- Folds all paper ■ Advances counter once for each item completed

478.2 FOLDING PAPER PRACTICE SAMPLE: In Half

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 41 sheets of 8-1/2" x 11" 20 lb. paper (each sheet cut in 6 pieces 4-1/4" L x 3-2/3" W) • 1 three-quart container • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of paper and empty container for completed items are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to fold each piece widthwise (completed item is 2-1/8" x 3-2/3"), align edges, and crease the fold. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. paper folded lengthwise, paper folded unevenly, paper damaged)

NORMS: 243 in 20 minutes without use of counter • 201 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

478.3 FOLDING PRINTED MATTER IN THIRDS AND INSERTING IN ENVELOPES

MATERIAL SPECIFICATIONS: 10 sheets of paper (8-1/2" x 11" 20 lb.) printed 1 side • 10 envelopes (#10) • 2 containers (8" x 10" x 2-1/2") • 1 counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

FOLDING PRINTED MATTER IN THIRDS AND INSERTING IN ENVELOPES (Cont.)

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), and stack of paper are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to fold each paper in thirds widthwise and insert it completely in envelope. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all paper is folded and inserted in envelopes.

- Places sheet of paper on table ■ Printed side up ■ And right side up
- Folds up bottom of paper approximately 1/3 ■ Aligns sides ■ And creases fold
- Folds down top of paper ■ Folds to bottom edge ■ Aligns sides ■ And creases fold
- Inserts folded paper in envelope ■ Completely
- Folds all paper and inserts in envelopes ■ *Advances counter once for each item completed*

479.1 FOLDING PRINTED MATTER IN THIRDS AND INSERTING IN ENVELOPES PRACTICE SAMPLE

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 103 sheets of paper (8-1/2" x 11" 20 lb.) printed 1 side • 103 envelopes (#10) • 2 containers (8" x 10" x 2-1/2") • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), and stack of paper are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to fold each paper in thirds widthwise and insert it completely in envelope. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. paper does not fit completely in envelope, 2 or more papers in same envelope, paper is folded in fourths)

NORMS: 103 in 20 minutes without use of counter • 102 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

479.2 INSERTING PRINTED MATTER IN WINDOW ENVELOPES

MATERIAL SPECIFICATIONS: 18 pieces construction paper (4" x 9" 60 lb.) with address placed in lower right portion so it will be visible when properly inserted in window envelope • 18 window envelopes (#10) • 2 containers (8" x 10" x 2-1/2") • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), and stack of paper are arranged on table in front of client and within easy reach. Papers are stacked randomly face up, face down, address left, or address right. *If counter is used, place it next to area established for completed items.* Instruct client to insert paper completely in envelope with address visible through window. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all papers are inserted in envelopes.

- Inserts paper in envelope ■ Inserts paper completely ■ Address is visible through window
- Inserts all papers in envelopes ■ *Advances counter once for each item completed*

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

480.1 INSERTING PRINTED MATTER IN WINDOW ENVELOPES PRACTICE SAMPLE

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 175 pieces construction paper (4" x 9" 60 lb.) with address placed in lower right portion so it will be visible when properly inserted in window envelope • 175 window envelopes (#10) • 2 containers (8" x 10" x 2-1/2") • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 with all envelopes and 1 empty for completed items), and stack of paper are arranged on table in front of client and within easy reach. Papers are stacked randomly face up, face down, address left, or address right. *If counter is used, place it next to area established for completed items.* Instruct client to insert paper completely in envelope with address visible through window. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. address not visible, paper not inserted completely, paper damaged)

NORMS: 175 in 20 minutes without use of counter • 150 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

480.2 COLLATING: Four Sheets

MATERIAL SPECIFICATIONS: 60 sheets construction paper (9" x 12" 60 lb., 15 each in 4 different colors) • 1 counter

INSTRUCTIONS: Client is seated at table. Mark all paper so "face up" and "right side up" can be determined. Arrange stacks of paper on table in front of client in the following order: 1st color in upper left, 2nd color in upper right, 3rd color in lower right, and 4th color in lower left. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 sheet from each stack beginning with upper left and proceeding clockwise, keep each sheet face up and right side up, and cross stack each set of 4 colors. Instruct client each set must contain all 4 colors and in identical order. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until all paper is collated.

■ Picks up 1 sheet ■ From each of the 4 stacks ■ In the specified clockwise order

■ All sheets are face up ■ And right side up

■ Taps set on table to align 4 corners ■ Places set on table ■ Keeping sheets aligned

■ Cross stacks second collated set ■ Cross stacks each successive set

■ Collates all paper ■ Advances counter once for each set completed

480.3 COLLATING PRACTICE SAMPLE: Four Sheets

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 616 sheets construction paper (9" x 12" 60 lb., 154 each in 4 different colors) • 1 timer • 1 counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

COLLATING PRACTICE SAMPLE: Eight Sheets (Cont.)

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

482.1 FASTENING: Single Rubber Banding

MATERIAL SPECIFICATIONS: 48 index cards (3" x 5") • 16 rubber bands (#16) • 2 one-quart containers • 1 counter

INSTRUCTIONS: Client is seated at table. Index cards are divided in 3 equal stacks and arranged on table in front of client. Containers (1 with rubber bands and 1 empty for completed items) are placed on table within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 card from each stack, align all 4 corners, and place rubber band widthwise once around the set of cards. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all cards are banded in sets of 3.

■ Takes one card ■ From each stack

■ Aligns all four corners of set

■ Places rubber band around set ■ Once ■ Widthwise

■ Rubber bands all cards in sets of three ■ Advances counter once for each set completed

482.2 FASTENING PRACTICE SAMPLE: Single Rubber Banding

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 498 index cards (3" x 5") • 166 rubber bands (#16) • 2 containers (1 one-quart and 1 three-quart) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Index cards are divided in 3 equal stacks and arranged on table in front of client. Containers (one-quart with rubber bands and empty three-quart for completed items) are placed on table within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 card from each stack, align all 4 corners, and place rubber band widthwise once around the set of cards. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. 4 or more cards in set, rubber band is lengthwise, set not aligned)

NORMS: 166 sets in 20 minutes without use of counter • 153 sets in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

COLLATING PRACTICE SAMPLE: Four Sheets (Cont.)

INSTRUCTIONS: Client is seated at table. Mark all paper so "face up" and "right side up" can be determined. Arrange stacks of paper on table in front of client in the following order: 1st color in upper left, 2nd color in upper right, 3rd color in lower right, and 4th color in lower left. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 sheet from each stack beginning with upper left and proceeding clockwise, keep each sheet face up and right side up, and cross stack each set of 4 colors. Instruct client each set must contain all 4 colors and in identical order. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. sheet is face down, sheet is upside down, set is not in correct order)

NORMS: 154 sets in 20 minutes without use of counter • 150 sets in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

481.1 COLLATING: Eight Sheets

MATERIAL SPECIFICATIONS: 80 sheets of paper (8-1/2" x 11" 20 lb.) • 1 table (6'0" minimum length) • 1 counter

INSTRUCTIONS: Client is standing. Divide paper in 8 equal stacks. Number all paper in a stack with the same number, and give each stack a different number from 1—8. Arrange stacks in numerical order in a single row on table. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 sheet from each stack beginning with #1, maintain them in numerical order with #1 on top, keep each sheet face up and right side up, and cross stack each set of 8 sheets. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until all paper is collated.

■ Picks up 1 sheet ■ From each of the 8 stacks ■ And places them in numerical order with #1 on top

■ All sheets are face up ■ And right side up

■ Taps set on table to align 4 corners ■ Places set on table ■ Keeping sheets aligned

■ Cross stacks second collated set ■ Cross stacks each successive set

■ Collates all paper ■ Advances counter once for each set completed

481.2 COLLATING PRACTICE SAMPLE: Eight Sheets

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 800 sheets of paper (8-1/2" x 11" 20 lb.) • 1 table (6'0" minimum length) • 1 timer • 1 counter

INSTRUCTIONS: Client is standing. Divide paper in 8 equal stacks. Number all paper in a stack with the same number, and give each stack a different number from 1—8. Arrange stacks in numerical order in a single row on table. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 sheet from each stack beginning with #1, maintain them in numerical order with #1 on top, keep each sheet face up and right side up, and cross stack each set of 8 sheets. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. sheet is face down, sheet is upside down, set is not in numerical order)

NORMS: 100 sets in 20 minutes without use of counter • 93 sets in 20 minutes with use of counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

FASTENING PRACTICE SAMPLE: Single Rubber Banding (Cont.)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

483.1 FASTENING: Double Rubber Banding

MATERIAL SPECIFICATIONS: 50 index cards (3" x 5" folded in half to measure 3"L x 2-1/2"W) • 10 rubber bands (#16)
 • 2 one-quart containers • 1 counter

INSTRUCTIONS: Client is seated at table. Index cards are divided into 5 equal nested stacks and arranged on table in front of client. Containers (1 with rubber bands and 1 empty for completed items) are placed on table within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 card from each stack, nest the 5 cards, align all 4 corners, and place rubber band widthwise twice around the set of cards. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all cards are banded in sets of 5.

- Takes one card ■ From each stack
- Nests set ■ Aligns all four corners of set
- Places rubber band around set ■ Twice ■ Widthwise
- Double rubber bands all cards in sets of five ■ Advances counter once for each set completed

483.2 FASTENING PRACTICE SAMPLE: Double Rubber Banding

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 545 index cards (3" x 5" folded in half to measure 3"L x 2-1/2"W) • 109 rubber bands (#16)
 • 2 containers (1 one-quart and one 8" x 10" x 2-1/2") • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Index cards are divided into 5 equal nested stacks and arranged on table in front of client. Containers (small one with rubber bands and large empty one for completed items) are placed on table within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 card from each stack, nest the 5 cards, align all 4 corners, and place rubber band widthwise twice around the set of cards. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. 6 or more cards in set, cards not nested, set is single rubber banded)

NORMS: 109 sets in 20 minutes without use of counter • 104 sets in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

483.3 FASTENING: Paper Clipping

MATERIAL SPECIFICATIONS: 40 index cards (3" x 5") • 20 paper clips (#1) • 2 one-quart containers • 1 counter

INSTRUCTIONS: Client is seated at table. Index cards are divided in 2 equal stacks and arranged on table in front of client. Containers (1 with paper clips and 1 empty for completed items) are placed on table within easy reach. *If counter is used, place it*

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

FASTENING: Paper Clipping (Cont.)

next to area established for completed items. Instruct client to take 1 card from each stack, align all 4 corners, and paper clip cards together approximately 1/2" from upper left corner. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all cards are paper clipped in sets of 2.

- Takes one card ■ From each stack
- Aligns all four corners of set
- Paper clips set ■ In upper left corner ■ Approximately 1/2" from corner
- Paper clips all cards in sets of two ■ Advances counter once for each set completed

484.1 FASTENING PRACTICE SAMPLE: Paper Clipping

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 400 index cards (3" x 5") • 200 paper clips (#1) • 2 containers (1 one-quart and 1 three-quart) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Index cards are divided in 2 equal stacks and arranged on table in front of client. Containers (small one with paper clips and large empty one for completed items) are placed on table within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 card from each stack, align all 4 corners, and paper clip cards together approximately 1/2" from upper left corner. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. 3 or more cards in set, paper clip placed incorrectly, card damaged)

NORMS: 200 sets in 20 minutes without use of counter • 180 sets in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items
 _____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

484.2 FASTENING: Stapling

MATERIAL SPECIFICATIONS: 52 sheets of paper (8-1/2" x 11" 20 lb.) • 1 desk model stapler loaded with standard staples • 1 counter

INSTRUCTIONS: Client is seated at table. Paper is divided in 2 equal stacks with all sheets in one stack marked "page 1" and all sheets in the other stack marked "page 2." Stacks of paper and stapler are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 sheet from each stack, place page 1 on top, align all 4 corners of both pages, and staple pages within approximately 1/2" of upper left corner. *If counter is used, instruct client to advance it once for each item completed.* Instruct client to continue working until all pages are stapled.

- Takes one sheet from each stack ■ Places page 1 on top
- Page 1 is face up ■ And right side up
- Page 2 is face up ■ And right side up
- Aligns all four corners of both pages
- Staples pages together ■ In upper left corner ■ Within approximately 1/2" of corner
- Staples all pages ■ Advances counter once for each item completed

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

485.1 FASTENING PRACTICE SAMPLE: Stapling

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 528 sheets of paper (8-1/2" x 11" 20 lb.) • 1 desk model stapler loaded with standard staples
• 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Paper is divided in 2 equal stacks with all sheets in one stack marked "page 1" and all sheets in the other stack marked "page 2." Stacks of paper and stapler are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to take 1 sheet from each stack, place page 1 on top, align all 4 corners of both pages, and staple pages within approximately 1/2" of upper left corner. *If counter is used, instruct client to advance it once for each item completed.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. page upside down, page 2 on top, staple placed incorrectly)

NORMS: 264 in 20 minutes without use of counter • 230 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

485.2 TAPING: Transparent Tape

MATERIAL SPECIFICATIONS: 20 plastic tubes (5" long with 5/8" outside diameter opening in one end) • 20 tapered cork stoppers (#4, 5/8" x 3/16") • 1 roll transparent tape (1/2" wide x 50" long minimum) • 1 desk model tape dispenser • 3 containers (2 three-quart and 1 one-quart) • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 large with all tubes, 1 small with all stoppers, and 1 large empty for completed items), and tape in dispenser are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place stopper in tube and secure stopper by placing piece of tape approximately 2-1/2" long across top of stopper and down sides of tube. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all stoppers are taped in tubes.

■ Grasps tube with one hand ■ Grasps stopper with other hand ■ Inserts stopper in tube

■ Tears off tape ■ Of appropriate length

■ Places tape across top of stopper ■ And down sides of tube

■ Tapes all stoppers in tubes ■ Advances counter once for each item completed

485.3 TAPING PRACTICE SAMPLE: Transparent Tape

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 196 plastic tubes (5" long with 5/8" outside diameter opening in one end) • 196 tapered cork stoppers (#4, 5/8" x 3/16") • 1 roll transparent tape (1/2" wide x 490" long minimum) • 1 desk model tape dispenser • 3 containers (two 18-1/2" x 14" x 3-3/8" and one 3-quart) • 1 timer • 1 counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

TAPING PRACTICE SAMPLE: Transparent Tape (Cont.)

INSTRUCTIONS: Client is seated at table. Containers (1 large with all tubes, 1 small with all stoppers, and 1 large empty for completed items), and tape in dispenser are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place stopper in tube and secure stopper by placing piece of tape approximately 2-1/2" long across top of stopper and down sides of tube. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. tube without stopper, tape does not extend down sides of tube, no tape on stopper)

NORMS: 196 in 20 minutes without use of counter • 176 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

486.1 TAPING: Double Sided Tape

MATERIAL SPECIFICATIONS: 1 piece of plywood (9" x 12" x 1/4") with lines drawn vertically and horizontally to divide it in 12 squares (3" x 3") and with a dot drawn in the center of each square • 12 buttons (11/16" diameter) • 1 roll double sided tape (1/2" wide x 6" long minimum) in dispenser • 1 one-quart container • 1 counter

INSTRUCTIONS: Client is seated at table. Plywood, container with all buttons, and tape in dispenser are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to tear off approximately 1/2" piece of tape, place tape on back of button, and place button face up on plywood so it covers dot. *If counter is used, instruct client to advance it once each time client tapes button on plywood.* Instruct client to continue working until all buttons are taped on plywood.

■ Tears off piece of tape ■ Approximately 1/2" long

■ Applies tape ■ To back of button

■ Places button on plywood ■ So dot is covered ■ And button is face up

■ Tapes all buttons on plywood ■ Advances counter once for each button taped on plywood

486.2 TAPING PRACTICE SAMPLE: Double Sided Tape

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 11 pieces of plywood (9" x 12" x 1/4") with lines drawn vertically and horizontally to divide each piece in 12 squares (3" x 3") and with a dot drawn in the center of each square • 129 buttons (11/16" diameter) • 1 roll double sided tape (1/2" wide x 64-1/2" long minimum) in dispenser • 1 one-quart container • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Plywood, container with all buttons, and tape in dispenser are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to tear off approximately 1/2" piece of tape, place tape on back of button, and place button face up on plywood so it covers dot. Instruct client to tape button in each of the 12 squares before beginning another piece of plywood. *If counter is used, instruct client to advance it once each time client tapes button on plywood.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

TAPING PRACTICE SAMPLE: Double Sided Tape (Cont.)

REJECT: An incorrectly completed item (e.g. button does not cover dot, tape protrudes beyond edge of button, button taped face down)

NORMS: 129 buttons in 20 minutes without use of counter • 120 buttons in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

487.1 GLUING: Glue Stick

MATERIAL SPECIFICATIONS: 1 sheet of paper (8-1/2" x 11" 20 lb.) with lines drawn vertically and horizontally to divide it in 16 boxes (2-1/8" x 2-3/4") and with a dot centered in the 1st and 3rd boxes of the 1st and 3rd rows and the 2nd and 4th boxes of the 2nd and 4th rows • 8 rectangles of construction paper (2-1/8" x 2-3/4" 60 lb.) • 1 glue stick • 1 counter

INSTRUCTIONS: Client is seated at table. Sheet of 8-1/2" x 11" paper, stack of construction paper rectangles, and glue stick are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to apply glue to all 4 edges of construction paper rectangle and affix it to dotted box keeping perimeter of rectangle aligned with vertical and horizontal borders of box. *If counter is used, instruct client to advance it once each time client affixes rectangle in box.* Instruct client to continue working until all rectangles are affixed in boxes.

- Applies glue to construction paper rectangle ■ On all four edges
- Aligns rectangle with horizontal borders ■ And vertical borders
- Affixes rectangle to 8-1/2" x 11" paper ■ In dotted box
- Advances glue stick ■ An appropriate amount ■ When necessary
- Affixes all rectangles ■ Advances counter once for each rectangle affixed

487.2 GLUING PRACTICE SAMPLE: Glue Stick

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 10 sheets of paper (8-1/2" x 11" 20 lb.) with lines drawn vertically and horizontally to divide each sheet in 16 boxes (2-1/8" x 2-3/4") and with a dot centered in the 1st and 3rd boxes of the 1st and 3rd rows and the 2nd and 4th boxes of the 2nd and 4th rows • 80 rectangles of construction paper (2-1/8" x 2-3/4" 60 lb.) • 1 glue stick • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of 8-1/2" x 11" paper, stack of construction paper rectangles, and glue stick are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to apply glue to all 4 edges of construction paper rectangle and affix it to dotted box keeping perimeter of rectangle aligned with vertical and horizontal borders of box. Instruct client to glue rectangle in each of the 8 dotted boxes before beginning another 8-1/2" x 11" paper. *If counter is used, instruct client to advance it once each time client affixes rectangle in box.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. rectangle not glued on all edges, rectangle not aligned with borders of box, rectangle glued in box without dot)

NORMS: 74 rectangles in 20 minutes without use of counter • 62 rectangles in 20 minutes with use of counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

GLUING PRACTICE SAMPLE: Glue Stick (Cont.)

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

488.1 GLUING: Liquid Glue

MATERIAL SPECIFICATIONS: 1 sheet of paper (8-1/2" x 11" 20 lb.) with lines drawn vertically and horizontally to divide it in 16 boxes (2-1/8" x 2-3/4") and with a dot centered in the 1st and 3rd boxes of the 1st and 3rd rows and the 2nd and 4th boxes of the 2nd and 4th rows • 8 rectangles of construction paper (2-1/8" x 2-3/4" 60 lb.) • Liquid glue in 1-1/4 oz. dispenser • 1 counter

INSTRUCTIONS: Client is seated at table. Sheet of 8-1/2" x 11" paper, stack of construction paper rectangles, and glue in dispenser are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to apply glue along one 2-1/8" edge of construction paper rectangle and affix it to top of dotted box keeping perimeter of rectangle aligned with vertical and horizontal borders of box. *If counter is used, instruct client to advance it once each time client affixes rectangle in box.* Instruct client to continue working until all rectangles are affixed in boxes.

- Applies glue to construction paper rectangle
- On one 2-1/8" edge
- Aligns rectangle with horizontal borders
- And vertical borders
- Affixes rectangle to 8-1/2" x 11" paper
- In dotted box
- And at top of box only
- Affixes all rectangles
- Advances counter once for each rectangle affixed

488.2 GLUING PRACTICE SAMPLE: Liquid Glue

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 14 sheets of paper (8-1/2" x 11" 20 lb.) with lines drawn vertically and horizontally to divide each sheet in 16 boxes (2-1/8" x 2-3/4") and with a dot centered in the 1st and 3rd boxes of the 1st and 3rd rows and the 2nd and 4th boxes of the 2nd and 4th rows • 112 rectangles of construction paper (2-1/8" x 2-3/4" 60 lb.) • Liquid glue in 1-1/4 oz. dispenser • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of 8-1/2" x 11" paper, stack of construction paper rectangles, and glue in dispenser are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to apply glue along one 2-1/8" edge of construction paper rectangle and affix it to top of dotted box keeping perimeter of rectangle aligned with vertical and horizontal borders of box. Instruct client to glue rectangle in each of the 8 dotted boxes before beginning another 8-1/2" x 11" paper. *If counter is used, instruct client to advance it once each time client affixes rectangle in box.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. glue is visible, 2 or more edges glued, rectangle glued at bottom edge)

NORMS: 109 rectangles in 20 minutes without use of counter • 83 rectangles in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

GLUING PRACTICE SAMPLE: Liquid Glue (Cont.)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

489.1 CUTTING: Paper With Scissors

MATERIAL SPECIFICATIONS: 1 sheet of paper (8-1/2" x 11" 20 lb.) with 12 equilateral triangles (2-1/2") drawn on it • 1 pair of scissors • 1 one-quart container • 1 counter

INSTRUCTIONS: Client is seated at table. Paper, scissors, and empty container for completed items are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to cut out each triangle by cutting on the lines. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all triangles are cut out.

- Holds scissors with proper grasp for cutting
- Aligns open scissor blades with side of triangle
- Cuts out triangle
- On lines
- Cuts out all triangles
- Advances counter once for each item completed

489.2 CUTTING PRACTICE SAMPLE: Paper With Scissors

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 9 sheets of paper (8-1/2" x 11" 20 lb.) with 12 equilateral triangles (2-1/2") drawn on each sheet • 1 pair of scissors • 1 one-quart container • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Paper, scissors, and empty container for completed items are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to cut out each triangle by cutting on the lines. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. sides are not straight, triangle is torn, cut within triangle)

NORMS: 105 triangles in 20 minutes without use of counter • 102 triangles in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

489.3 CUTTING: Lengths Of String With Scissors

MATERIAL SPECIFICATIONS: 1 cone 6-ply string (120" minimum length) • 1 pair of scissors • 1 one-quart container • 1 counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

CUTTING: Lengths Of String With Scissors (Cont.)

INSTRUCTIONS: Client is seated at table. A 4" length is marked on table edge in front of client. String, scissors, and empty container for completed items are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Mark string at 120" (e.g. wrap with tape) and rewind string on cone. Instruct client to measure 4" of string using mark on table edge as guide and to cut string with scissors. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all string up to 120" indicator is cut (i.e. client has cut thirty 4" pieces).

- Holds scissors with proper grasp for cutting
- While holding end of string on one end of 4" mark
- Pulls string taut to other end of 4" mark
- Cuts string at 4" mark
- Cuts all string up to 120" indicator
- Advances counter once for each item completed

490.1 CUTTING PRACTICE SAMPLE: Lengths Of String With Scissors

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1 cone 6-ply string (33 yards minimum length) • 1 pair of scissors • 1 one-quart container • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. A 4" length is marked on table edge in front of client. String, scissors, and empty container for completed items are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to measure 4" of string using mark on table edge as guide and to cut string with scissors. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. piece of string shorter than 3-3/4", piece of string longer than 4-1/4")

NORMS: 297 pieces in 20 minutes without use of counter • 281 pieces in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

490.2 CUTTING: Lengths Of Wire With Wire Cutters

MATERIAL SPECIFICATIONS: 1 spool 16 gauge wire (80" minimum length) • 1 pair of wire cutters • 1 one-quart container • 1 counter

INSTRUCTIONS: Client is seated at table. A 4" length is marked on table edge in front of client. Wire, wire cutters, and empty container for completed items are arranged on table and within easy reach. *If counter is used, place it next to area established for completed items.* Mark wire at 80" (e.g. wrap with tape) and rewind wire on spool. Instruct client to measure 4" of wire using mark on table edge as guide and to cut wire with wire cutters. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all wire up to 80" indicator is cut (i.e. client has cut twenty 4" pieces).

- Holds wire cutters with proper grasp for cutting
- While holding end of wire on one end of 4" mark
- Pulls wire taut to other end of 4" mark
- Cuts wire at 4" mark
- Cuts all wire up to 80" indicator
- Advances counter once for each item completed

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

491.1 CUTTING PRACTICE SAMPLE: Lengths Of Wire With Wire Cutters

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1 spool 16 gauge wire (22 yards 8" minimum length) • 1 pair of wire cutters • 1 one-quart container • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. A 4" length is marked on table edge in front of client. Wire, wire cutters, and empty container for completed items are arranged on table and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to measure 4" of wire using mark on table edge as guide and to cut wire with wire cutters. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. piece of wire shorter than 3-7/8", piece of wire longer than 4-1/8", wire damaged)

NORMS: 200 pieces in 20 minutes without use of counter • 198 pieces in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

491.2 COUNTING: Five Items (And Cross Stacking)

MATERIAL SPECIFICATIONS: 150 sheets of paper (8-1/2" x 11" 20 lb.) • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of paper is arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to count paper in sets of 5 sheets and cross stack each set. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until all paper is counted.

■ Counts out five sheets of paper

■ Taps set on table to align four corners ■ Places set on table ■ Keeping sheets aligned

■ Cross stacks second set ■ Cross stacks each successive set

■ Counts all paper ■ Advances counter once for each set completed

491.3 COUNTING PRACTICE SAMPLE: Five Items (And Cross Stacking)

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1,525 sheets of paper (8-1/2" x 11" 20 lb.) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of paper is arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to count paper in sets of 5 sheets and cross stack each set. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. 6 or more sheets in set, 4 or less sheets in set, sets not cross stacked)

NORMS: 305 sets in 20 minutes without use of counter • 280 sets in 20 minutes with use of counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

COUNTING PRACTICE SAMPLE: Five Items (And Cross Stacking) (Cont.)

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

492.1 COUNTING: Twenty-Five Items (And Inserting Marker)

MATERIAL SPECIFICATIONS: 1 box of 200 envelopes (#10) • 8 index cards (3" x 5") • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of index cards and open box of envelopes are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to count envelopes without removing them from box in sets of 25 and to insert index card lengthwise after each set. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until all envelopes are counted.

- Counts out twenty-five envelopes
- Without removing envelopes from box
- Inserts index card
- Lengthwise
- After each set
- Counts out all envelopes
- Advances counter once for each set completed

492.2 COUNTING PRACTICE SAMPLE: Twenty-Five Items (And Inserting Marker)

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 4 boxes of 500 envelopes (#10) • 80 index cards (3" x 5") • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Stack of index cards and open boxes of envelopes are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to count envelopes without removing them from boxes in sets of 25, to insert index card lengthwise after each set, and to complete each box before beginning another. *If counter is used, instruct client to advance it once each time client completes set.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. 26 or more envelopes in set, 24 or less envelopes in set, no index cards between sets)

NORMS: 73 sets in 20 minutes without use of counter • 69 sets in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

493.1 PACKAGING: By Weight

MATERIAL SPECIFICATIONS: 10 oz. of rubber bands (#8) • 10 plastic bags (4" x 8" x 1.5 mil) • 1 counting scale • 3 containers (two 8" x 10" x 2-1/2" and one 3-quart) • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 large with all rubber bands, 1 small with all bags, and 1 large empty for completed items), and scale are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place handful of rubber bands in plastic bag, place bag on scale, and add or delete rubber bands so completed item weighs 1 oz. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all rubber bands are packaged.

- Spreads opening of plastic bag
- Places handful of rubber bands in bag ■ While holding bag over container of rubber bands
- Places bag of rubber bands on scale ■ Adds or deletes rubber bands so completed item weighs 1 oz.
- Packages all rubber bands ■ Advances counter once for each item completed

493.2 PACKAGING PRACTICE SAMPLE: By Weight

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 7 lbs. of rubber bands (#8) • 112 plastic bags (4" x 8" x 1.5 mil) • 1 counting scale • 3 containers (two 18-1/2" x 14" x 3" and one 3-quart) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 large with all rubber bands, 1 small with all bags, and 1 large empty for completed items), and scale are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to place handful of rubber bands in plastic bag, place bag on scale, and add or delete rubber bands so completed item weighs 1 oz. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. more than 1 oz. in bag, less than 1 oz. in bag, bag damaged)

NORMS: 109 bags in 20 minutes without use of counter • 98 bags in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

493.3 PACKAGING: Nine Loose Fitting Items

MATERIAL SPECIFICATIONS: 45 screw hooks (#14) • 27 screw eyes (#14) • 9 square bend screw hooks (#114) • 9 plastic bags (4" x 8" x 1.5 mil) • 5 containers (3 one-quart and 2 three-quart) • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (3 small with all hooks, eyes, and square bend hooks respectively; 1 large with all bags; and 1 large empty for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to count out 5 screw hooks, 3 screw eyes, and 1 square bend screw hook and place the 9 pieces in plastic bag. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all pieces are counted and packaged.

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

PACKAGING: Nine Loose Fitting Items (Cont.)

- Counts out five screw hooks ■ Counts out three screw eyes ■ Counts out one square bend screw hook
- Places the nine pieces in plastic bag
- Counts out and packages all pieces ■ *Advances counter once for each item completed*

494.1 PACKAGING PRACTICE SAMPLE: Nine Loose Fitting Items

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 455 screw hooks (#14) • 273 screw eyes (#14) • 91 square bend screw hooks (#114) • 91 plastic bags (4" x 8" x 1.5 mil) • 5 containers (3 one-quart and 2 three-quart) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (3 small with all hooks, eyes, and square bend hooks respectively; 1 large with all bags; and 1 large empty for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to count out 5 screw hooks, 3 screw eyes, and 1 square bend screw hook and place the 9 pieces in plastic bag. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. incorrect number of hooks, eyes, or square bend hooks in bag; bag damaged)

NORMS: 91 bags in 20 minutes without use of counter • 83 bags in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

- Number of client's correctly completed items (#)
- Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

- Client's reject rate (%)

Counter accuracy (100%)

Record each training session

- Whether or not client's use of counter was with 100% accuracy

494.2 PACKAGING: One Tight Fitting Item

MATERIAL SPECIFICATIONS: 28 manilla envelopes (4-1/4" x 2-1/2") • 28 pieces of cardboard (4-1/8" x 2-3/8") • 3 containers (2 one-quart and 1 three-quart) • 1 counter

INSTRUCTIONS: Client is seated at table. Containers (1 small with all envelopes, 1 small with all cardboard, and 1 large empty for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to insert 1 piece of cardboard completely in each envelope. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until all pieces of cardboard are inserted in envelopes.

- Grasps envelope with one hand ■ And piece of cardboard with other hand
- Aligns appropriate edge of cardboard with envelope opening
- Inserts cardboard in envelope ■ Completely
- Inserts all pieces of cardboard in envelopes ■ *Advances counter once for each item completed*

494.3 PACKAGING PRACTICE SAMPLE: One Tight Fitting Item

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 278 manilla envelopes (4-1/4" x 2-1/2") • 278 pieces of cardboard (4-1/8" x 2-3/8") • 3 containers (two 3-quart and one 8" x 10" x 2-1/2") • 1 timer • 1 counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

PACKAGING PRACTICE SAMPLE: One Tight Fitting Item (Cont.)

INSTRUCTIONS: Client is seated at table. Containers (1 small with all envelopes, 1 small with all cardboard, and 1 large empty for completed items) are arranged on table in front of client and within easy reach. *If counter is used, place it next to area established for completed items.* Instruct client to insert 1 piece of cardboard completely in each envelope. *If counter is used, instruct client to advance it once each time client places completed item in appropriate container.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. cardboard not inserted completely, 2 or more pieces of cardboard in envelope, envelope damaged)

NORMS: 278 in 20 minutes without use of counter • 230 in 20 minutes with use of counter

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy

495.1 PACKAGING: In Mailing Tubes

MATERIAL SPECIFICATIONS: 8 mailing tubes (24" x 1-1/2") • 8 sheets offset book velum finish paper (17-1/2" x 23" 60 lb.)

• 1 counter

INSTRUCTIONS: Client is seated at table. Carton with mailing tubes standing vertically is placed on floor next to client. Paper is arranged with long side parallel to table edge in front of client. *If counter is used, place it next to area established for completed items.* Instruct client to roll each paper and insert it completely in mailing tube without removing mailing tube from carton. *If counter is used, instruct client to advance it once each time client completes item.* Instruct client to continue working until all paper is rolled and inserted in mailing tubes.

■ Grasps long edge of paper ■ With both hands

■ Rolls paper ■ Completely ■ And evenly

■ Rolls paper tightly enough to fit mailing tube

■ Inserts paper in mailing tube ■ Completely ■ While maintaining tightness

■ Rolls and inserts all paper ■ Advances counter once for each item completed

495.2 PACKAGING PRACTICE SAMPLE: In Mailing Tubes

PLEASE READ PAGES 467–471 BEFORE PROCEEDING

MATERIAL SPECIFICATIONS: 1 carton of 100 mailing tubes (24" x 1-1/2") • 100 sheets offset book velum finish paper (17-1/2" x 23" 60 lb.) • 1 timer • 1 counter

INSTRUCTIONS: Client is seated at table. Carton with mailing tubes standing vertically is placed on floor next to client. Paper is arranged with long side parallel to table edge in front of client. *If counter is used, place it next to area established for completed items.* Instruct client to roll each paper and insert it completely in mailing tube without removing mailing tube from carton. *If counter is used, instruct client to advance it once each time client completes item.* Instruct client to continue working until told to stop. Time client for 20 minutes. Compute client's **productivity, quality, and counter accuracy**, and record data as indicated below.

REJECT: An incorrectly completed item (e.g. 2 or more papers in mailing tube, paper not inserted completely, paper damaged)

NORMS: 83 in 20 minutes without use of counter • 78 in 20 minutes with use of counter

VOCATIONAL SKILLS

I. WORK PRODUCTION SKILLS DEVELOPMENT

PACKAGING PRACTICE SAMPLE: In Mailing Tubes (Cont.)

Productivity

_____ # = Client's productivity goal in number of correctly completed items

_____ % = Client's productivity goal in percentage of norm

Record each training session

■ Number of client's correctly completed items (#)

■ Client's productivity (%)

Quality

_____ % = Maximum acceptable reject rate in percentage

Record each training session

■ Client's reject rate (%)

Counter accuracy (100%)

Record each training session

■ Whether or not client's use of counter was with 100% accuracy