



**GRAPHIC COMMUNICATIONS
BINDERY OPERATOR
SKILLS STANDARDS
OD44104**

Competency-Based Education: OKLAHOMA'S RECIPE FOR SUCCESS

BY THE INDUSTRY FOR THE INDUSTRY

Oklahoma's *CareerTech* system of competency-based education uses industry professionals and certification standards to identify the knowledge and abilities needed to master an occupation. This industry input provides the foundation for development of instructional materials that help prepare the comprehensively trained, highly skilled employees demanded by our workplace partners.

TOOLS FOR SUCCESS

CareerTech relies on three basic instructional components to deliver competency-based instruction: skills standards, curriculum materials, and competency assessments.

Skills standards provide the foundation for competency-based instruction in Oklahoma's *CareerTech* system. The skills standards outline the knowledge, skills, and abilities needed to perform related jobs within an industry. Skills standards are aligned with national skills standards; therefore, a student trained to the skills standards possesses technical skills that make him/her employable in both state and national job markets.

Curriculum materials contain information and activities that teach students the knowledge and skills outlined in the skills standards. In addition to complementing classroom instruction, curriculum resources provide supplemental activities to enhance learning and provide hands-on training experiences.

Competency Assessments test the student over material outlined in the skills standards and taught using the curriculum materials. When used with classroom performance evaluations, written competency assessments provide a means of measuring occupational readiness.

Although each of these components satisfy a unique purpose in competency-based education, they work together to reinforce the skills and abilities students need to gain employment and succeed on the job.

MEASURING SUCCESS

Written competency assessments are used to evaluate student performance. Results reports communicate competency assessment scores to students and provide a breakdown of assessment results by duty area. The results breakdown shows how well the student has mastered skills needed to perform major job functions and identifies areas of job responsibility that may require additional instruction and/or training.

Group analysis of student results also provides feedback to instructors seeking to improve the effectiveness of career and technology training. Performance patterns in individual duties indicate opportunities to evaluate training methods and customize instruction.

TRUE TO OUR PURPOSE

"We prepare Oklahomans to succeed in the workplace, in education, and in life" defines the mission of Oklahoma *CareerTech* and its competency-based system of instruction. Skills standards, curriculum, and assessments that identify and reinforce industry expectations provide accountability for programs and assure *CareerTech*'s continued role in preparing skilled workers for a global job market

Copyright 2006
Oklahoma Department of Career and Technology Education
All rights reserved

Printed in the United States of America by the
Oklahoma Department of Career and Technology Education
Stillwater, Oklahoma

The Oklahoma Department of Career and Technology Education does not discriminate on the basis of race, creed, color, national origin, sex, age, veteran status, or qualified handicap.

**GRAPHIC COMMUNICATIONS
BINDERY OPERATOR
SKILLS STANDARDS
Frequency and Criticality Ratings**

Duty P: Perform Bindery Operations

Frequency: represents how often the task is performed on the job. Frequency rating scales vary for different occupations. The rating scale used in this publication is presented below:

- 1 = less than once a week
- 2 = at least once a week
- 3 = once or more a day

Criticality: denotes the level of consequence associated with performing a task incorrectly. The rating scale used in this publication is presented below:

- 1 = slight
 - 2 = moderate
 - 3 = extreme
-

DUTY P: Perform Bindery Operations

CODE	TASK	F/C
P.01	Utilize safe work habits in bindery operations	3/3
P.02	Read and comprehend production information on job jacket/ticket	3/3
P.03	Create a bindery make-ready example for common jobs	3/3
P.04	Manually and/or machine jogging stock	3/3
P.05	Perform stock cutting calculations	2/3
P.06	Set-up and use a programmable paper-cutter	3/3
P.07	Produce pads of paper <ul style="list-style-type: none"> • Pad #20 stock • Pad carbonless paper 	3/3
P.08	Perform multiple folds using an automatic folding machine	3/3
P.09	Make sets of paper using collating equipment in proper sequence	2/2
P.10	Produce side and saddle stitched products	3/3
P.11	Measure and punch/drill holes for 3-ring notebook pages	3/3
P.12	Perform numbering operations	2/3
P.13	Perform perforation and scoring operations	2/3
P.14	Perform book-binding operations	3/3
P.15	Perform packaging and shrink wrapping operations	3/3
P.16	Identify binding and finishing techniques (i.e. die cutting, laminating, embossing, foil stamping, flocking, etc.)	1/3