

DOCUMENT RESUME

ED 336 586

CE 058 970

AUTHOR Dimmlich, David
 TITLE Task Lists for Industrial Occupations. Education for Employment Task Lists.
 INSTITUTION Lake County Area Vocational Center, Grayslake, IL.
 SPONS AGENCY Illinois State Board of Education, Springfield. Dept. of Adult, Vocational and Technical Education.
 PUB DATE 88
 CONTRACT PS-10-130
 NOTE 71p.; For related cluster matrices, see CE 058 969.
 PUB TYPE Guides - Classroom Use - Teaching Guides (For Teacher) (052)

EDRS PRICE MF01/PC03 Plus Postage.
 DESCRIPTORS Adult Education; *Appliance Repair; Behavioral Objectives; *Commercial Art; Employment Potential; *Equipment Maintenance; Industrial Arts; *Industrial Education; Job Analysis; *Job Skills; Machine Repairers; *Photography; Postsecondary Education; Secondary Education; Skill Analysis; Task Analysis; Television Radio Repairers
 IDENTIFIERS Correctional Officers; *Illinois

ABSTRACT

These cluster matrices provide duties and tasks that form the basis of instructional content for secondary, postsecondary, and adult occupational training programs for industrial occupations. Duties and skills are presented for the following: (1) electric home appliance and power tool repairers; (2) office machine/cash register repairer; (3) correction officers and jailers; (4) commercial artists; (5) photographers; and (6) telephone and cable television line installers/repairers. Each set of duties and skills begins with employability skills. (YLB)

 * Reproductions supplied by EDRS are the best that can be made *
 * from the original document. *

IL88CD04

019097

Education
For
Employment
Task Lists

Illinois
State Board of
Education

Adult
Vocational and
Technical Education

ED336586

1988
TASK LISTS
FOR
INDUSTRIAL OCCUPATIONS

U S DEPARTMENT OF EDUCATION
Office of Educational Research and Improvement
EDUCATIONAL RESOURCES INFORMATION
CENTER (ERIC)

This document has been reproduced as
received from the person or organization
originating it.
Minor changes have been made to improve
reproduction quality.

Points of view or opinions stated in this docu-
ment do not necessarily represent official
OERI position or policy.

PERMISSION TO REPRODUCE THIS
MATERIAL HAS BEEN GRANTED BY

[Signature]

TO THE EDUCATIONAL RESOURCES
INFORMATION CENTER (ERIC).

0168502





Illinois Competency Based Vocational
Education Project
Housed At: Lake County Area
Vocational Center
19525 West Washington Street
Grayslake, IL 60030-1194
(312) 223-6681 or 620-8770

Task Lists Developed by CBVE
Industrial Occupations Consultant

CBVE Project Director

Dave Dimmlich

Urban T. Oen, Ph.D.



**Education
For
Employment
Task Lists**

**Illinois
State Board of
Education**

**Adult
Vocational and
Technical Education**

INDUSTRIAL OCCUPATIONS

Electric Home Appliance and Power Tool Repairer
***Employability Skills**

***Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list**

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number FS-10-130).

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

- SKILLS:
- 1 Identify requirements for job
 - 2 Investigate educational opportunities
 - 3 Investigate occupational opportunities
 - 4 Locate resources for finding employment
 - 5 Confer with prospective employers
 - 6 Identify job trends

DUTY B: Applying Employment Seeking Skills

- SKILLS:
- 1 Locate job openings
 - 2 Document skills and abilities (resume)
 - 3 Prepare for interview
 - 4 Participate in interview
 - 5 Complete required tests
 - 6 Complete required forms
 - 7 Write application letter
 - 8 Write follow-up letter
 - 9 Write acceptance letter
 - 10 Evaluate job offer
 - 11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

- SKILLS:
- 1 Match interest to job area
 - 2 Match aptitudes to job area
 - 3 Verify abilities
 - 4 Identify immediate work goal
 - 5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

- SKILLS:
- 1 Exhibit dependability
 - 2 Demonstrate punctuality
 - 3 Follow rules and regulations
 - 4 Recognize the consequences of dishonesty
 - 5 Complete assignments in accurate and timely manner
 - 6 Control emotions
 - 7 Assume responsibility for own decisions and actions
 - 8 Exhibit pride and loyalty
 - 9 Exhibit ability to handle pressures and tensions
 - 10 Demonstrate ability to set priorities
 - 11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

- SKILLS:
- 1 Comply with safety and health rules
 - 2 Select correct tools and equipment
 - 3 Utilize equipment correctly

EMPLOYABILITY SKILLS

- 4 Use appropriate action during emergencies
- 5 Maintain clean and orderly work area
- 6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

- SKILLS:
- 1 Participate in company or agency orientation
 - 2 Demonstrate knowledge of company or agency products and services
 - 3 Exhibit positive behavior
 - 4 Read current job-related publications
 - 5 Support and promote employer's company image and purpose
 - 6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

- SKILLS:
- 1 Work productively with others
 - 2 Show empathy, respect and support for others
 - 3 Demonstrate procedures and assist others when necessary
 - 4 Recognize, analyze and solve or refer problems
 - 5 Minimize occurrence of problems
 - 6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

- SKILLS:
- 1 Read and comprehend written communications and information
 - 2 Use correct grammar
 - 3 Speak effectively with others
 - 4 Use job-related terminology
 - 5 Listen attentively
 - 6 Write legibly
 - 7 Use telephone etiquette
 - 8 Follow written and oral directions
 - 9 Ask questions
 - 10 Locate information in order to accomplish task
 - 11 Prepare written communication
 - 12 Utilize keyboarding skills
 - 13 Utilize computer skills

DUTY I: Adapting to Change

- SKILLS:
- 1 Recognize need to change
 - 2 Demonstrate willingness to learn
 - 3 Demonstrate flexibility
 - 4 Participate in continuing education
 - 5 Seek work challenges
 - 6 Adjust career goals/plan as needed

EMPLOYABILITY SKILLS

DUTY J: Understanding How a Business Works

- SKILLS:
- 1 Recognize the role of business in the enterprise system
 - 2 Identify general responsibilities of employees
 - 3 Identify general responsibilities of management/employers
 - 4 Investigate opportunities and options for business ownership
 - 5 Identify planning processes needed to open a business
 - 6 Participate in meetings

DUTY K: Performing Mathematical Skills

- SKILLS:
- 1 Apply mathematics for problem solving
 - 2 Add and subtract whole numbers, decimals and fractions
 - 3 Multiply and divide whole numbers, decimals and fractions
 - 4 Convert numbers between forms expressed as fractions, decimals and percents
 - 5 Convert between standard American units of measure
 - 6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRER

DUTY A: Applying Safety Practices

- TASKS:
- 1 Apply basic emergency first aid techniques
 - 2 Complete accident report
 - 3 Inspect work area and equipment for safe working environment
 - 4 Report shop, environmental and equipment safety violations
 - 5 Demonstrate use of fire extinguishers
 - 6 Participate in shop safety committee
 - 7 Correct safety hazards
 - 8 Demonstrate cardiopulmonary resuscitation (CPR) techniques

DUTY B: Analyzing DC Circuits

- TASKS:
- 1 Read and interpret color codes
 - 2 Analyze, construct and troubleshoot series circuits
 - 3 Analyze, construct and troubleshoot parallel circuits
 - 4 Analyze, construct and troubleshoot series-parallel circuits
 - 5 Analyze, construct and troubleshoot voltage dividers
 - 6 Analyze, construct and verify maximum power theory
 - 7 Analyze, construct and troubleshoot resistance x capacitance (RC) and resistance x inductance (RL) circuits

DUTY C: Analyzing AC Circuits

- TASKS:
- 1 Set up and operate frequency counters and signal generators for AC circuits
 - 2 Analyze, construct and troubleshoot AC capacitive circuits using a schematic
 - 3 Analyze, construct and troubleshoot AC inductive circuits using a schematic
 - 4 Analyze and apply principles of transformers to AC circuits using a schematic
 - 5 Analyze, construct and troubleshoot resistor, capacitor and inductor (RCL) circuits using a schematic
 - 6 Analyze, construct and troubleshoot series and parallel resonant circuits using a schematic
 - 7 Analyze, construct and troubleshoot filter circuits using a schematic

DUTY D: Performing Precision Measurement

- TASKS:
- 1 Measure parts with semiprecision measuring tools
 - 2 Inspect parts with precision measuring tools
 - 3 Clean and store precision measuring tools
 - 4 Verify dimensions
 - 5 Verify alignments
 - 6 Verify clearances
 - 7 Inspect assemblies
 - 8 Inspect parts with metric measuring instruments

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRER

DUTY E: Operating Drilling Machines

- TASKS:
- 1 Select drills using drill chart
 - 2 Change drills and tool holders
 - 3 Center drill and drill holes to size
 - 4 Perform basic drilling machine maintenance
 - 5 Set up precision drills

DUTY F: Operating Bench Grinders

- TASKS:
- 1 Change and dress bench grinding wheels
 - 2 Sharpen and recondition hand tools
 - 3 Rough grind materials
 - 4 Perform basic bench grinder maintenance

DUTY G: Performing Benchwork Operations

- TASKS:
- 1 Cut threads with taps and dies
 - 2 Remove threaded fasteners and repair threads
 - 3 Finish parts with hand grinders
 - 4 Disassemble, assemble and straighten parts using arbor press
 - 5 Disassemble, fit and reassemble parts
 - 6 Repair hand tools
 - 7 Plan assembly operations
 - 8 Work materials with hand tools
 - 9 Work materials with portable power tools

DUTY H: Conducting Shop Operations

- TASKS:
- 1 Answer customer questions
 - 2 Troubleshoot customer problems
 - 3 Maintain records of service tools and equipment
 - 4 Maintain equipment inventory
 - 5 Maintain call record report
 - 6 Update service manuals
 - 7 Update parts catalogs
 - 8 Modify wiring diagrams to reflect repair changes
 - 9 Order parts and supplies
 - 10 Receive and store parts and supplies
 - 11 Unpack and inspect new equipment
 - 12 Demonstrate appliance functions
 - 13 Instruct customer in operation and care of appliance
 - 14 Complete warranty cards/records
 - 15 Read maps to locate business
 - 16 Call for and deliver appliances
 - 17 Obtain and check work order to determine problem
 - 18 Determine repair method
 - 19 Estimate time, cost and feasibility of appliance repair
 - 20 Estimate time, cost and feasibility of power tool repair
 - 21 Obtain parts from inventory
 - 22 Make out materials lists used on each job
 - 23 Calculate repair costs

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRER

- 24 Prepare service bill
- 25 Complete work orders
- 26 Call office for assistance or next job
- 27 Make service calls

DUTY I: Performing Housekeeping and Recordkeeping

- TASKS:
- 1 Clean and maintain work area and leave in safe condition
 - 2 Follow tool crib procedures
 - 3 Report problems to supervisor
 - 4 Complete time cards
 - 5 Complete job status reports
 - 6 Make equipment failure reports
 - 7 Use manuals to determine basic maintenance procedures
 - 8 Participate in participation management program (Quality Circles)
 - 9 Complete logs

DUTY J: Troubleshooting and Repairing Precision Mechanisms

- TASKS:
- 1 Align and adjust tension of belt drives
 - 2 Troubleshoot and repair belt drives
 - 3 Remove and replace belt drive pulleys
 - 4 Remove and replace drive belts
 - 5 Clean and lubricate drive systems
 - 6 Remove and replace gear drives
 - 7 Troubleshoot and repair gear drives
 - 8 Align and adjust gear drives
 - 9 Remove and replace variable speed drives
 - 10 Troubleshoot and repair variable speed drives
 - 11 Align and adjust variable speed drives
 - 12 Remove and replace clutch assemblies
 - 13 Troubleshoot and repair clutches
 - 14 Adjust clutches
 - 15 Remove and replace transmissions
 - 16 Troubleshoot and repair transmissions
 - 17 Align and adjust transmissions
 - 18 Troubleshoot and repair couplings
 - 19 Align and adjust couplings
 - 20 Remove and replace packings and seals
 - 21 Troubleshoot and repair bearing assemblies
 - 22 Remove and replace bearing assemblies
 - 23 Remove and replace shaft assemblies
 - 24 Troubleshoot and repair shaft assemblies
 - 25 Align and adjust shaft assemblies
 - 26 Remove and replace universal joints
 - 27 Troubleshoot and repair universal joints
 - 28 Remove and replace linkages and lever mechanisms
 - 29 Troubleshoot and repair linkages and lever mechanisms
 - 30 Align and adjust linkages and lever mechanisms
 - 31 Remove and replace cam assemblies
 - 32 Troubleshoot and repair cam assemblies
 - 33 Align and adjust cam assemblies
 - 34 Remove and replace door-latch assemblies

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRER

- 35 Align and adjust door-latch assemblies
- 36 Remove and replace door hardware
- 37 Align and adjust door hardware
- 38 Remove and replace door gaskets
- 39 Adjust appliance brake system
- 40 Remove and replace appliance brake system
- 41 Troubleshoot and repair appliance brake system
- 42 Remove and replace appliance drum rollers
- 43 Adjust appliance drum rollers
- 44 Remove and replace appliance drums
- 45 Troubleshoot and repair appliance drums
- 46 Align and adjust appliance drums
- 47 Remove and replace appliance fan blades and impellers
- 48 Clean appliances
- 49 Touch up appliance cabinets
- 50 Troubleshoot appliance mechanical problems
- 51 Lubricate appliances

DUTY K: Maintaining and Repairing Appliance Plumbing Systems

- TASKS:
- 1 Bend copper tubing with spring bender
 - 2 Braze pipes with gas torch and filler metal
 - 3 Cut copper tubing and pipes with hacksaw
 - 4 Cut copper tubing and pipes with tubing cutter
 - 5 Join copper tubing to steel pipes
 - 6 Remove and replace copper tubing connectors
 - 7 Repair copper tubing connectors
 - 8 Remove and replace hoses, couplings and gaskets
 - 9 Remove and replace appliance water valves
 - 10 Troubleshoot and repair appliance water valves
 - 11 Remove and replace appliance water pumps
 - 12 Troubleshoot and repair appliance water pumps
 - 13 Remove and replace appliance float sensors and switches
 - 14 Troubleshoot and repair appliance float sensors and switches
 - 15 Remove and replace appliance pressure sensors and switches
 - 16 Troubleshoot and repair appliance pressure sensors and switches
 - 17 Repair appliance watertight containers or units
 - 18 Troubleshoot appliance plumbing systems
 - 19 Remove and replace appliance plumbing system filters

DUTY L: Maintaining and Repairing Appliance Heating and Cooling Systems

- TASKS:
- 1 Calibrate and adjust appliance thermostat
 - 2 Remove and replace appliance thermostat
 - 3 Troubleshoot and repair appliance thermostat
 - 4 Calibrate and adjust appliance thermocouple
 - 5 Remove and replace appliance thermocouple
 - 6 Troubleshoot and repair appliance thermocouple
 - 7 Lubricate appliance air compressor
 - 8 Adjust appliance air compressor
 - 9 Remove and replace appliance air compressor
 - 10 Troubleshoot and repair appliance air compressor
 - 11 Clean appliance condenser/evaporator

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRER

- 12 Remove and replace appliance condenser
- 13 Troubleshoot and repair appliance condenser
- 14 Remove and replace appliance evaporator
- 15 Troubleshoot and repair appliance evaporator
- 16 Drain and charge window air-conditioning system
- 17 Perform seasonal maintenance on window air conditioner
- 18 Remove and replace appliance dryer/strainer
- 19 Troubleshoot and repair appliance dryer/strainer
- 20 Flush, dehydrate and charge appliance refrigeration system
- 21 Remove and replace appliance refrigeration system valves
- 22 Remove and replace appliance refrigeration system lines
- 23 Clean appliance cooling coils
- 24 Remove and replace appliance cooling coils
- 25 Test appliance refrigeration system for leaks
- 26 Repair appliance refrigeration system leaks
- 27 Troubleshoot and repair appliance refrigeration system
- 28 Calibrate and adjust appliance airflow controls
- 29 Calibrate and adjust appliance temperature controls
- 30 Remove and replace appliance air filters and air bags
- 31 Remove and replace appliance fan
- 32 Troubleshoot and repair appliance fan
- 33 Remove and replace appliance burner controls
- 34 Remove and replace appliance heating elements
- 35 Remove and replace appliance ignition controls
- 36 Remove and replace appliance ignitors
- 37 Troubleshoot and repair appliance ignition systems
- 38 Adjust appliance gas burners
- 39 Remove and replace appliance gas burner assembly
- 40 Clean appliance gas burners
- 41 Remove and replace appliance gas lines
- 42 Remove and replace appliance gas valves
- 43 Remove and replace appliance safety valves
- 44 Remove and replace appliance pressure regulators
- 45 Troubleshoot and repair appliance pressure regulators
- 46 Remove and replace appliance standing pilots
- 47 Troubleshoot and repair appliance standing pilots
- 48 Remove and replace appliance flame sensors
- 49 Test appliance gas lines, connections and valves for leaks
- 50 Repair appliance gas leaks
- 51 Troubleshoot and repair appliance gas burner system
- 52 Remove and replace appliance insulation
- 53 Remove and replace appliance vents
- 54 Install appliance vents
- 55 Install range hood
- 56 Remove and replace range hood

DUTY M: Maintaining and Repairing Electrical Systems

- TASKS:
- 1 Replace fuses
 - 2 Troubleshoot and repair fuse system
 - 3 Troubleshoot electrical control components
 - 4 Replace faulty electrical cords and plugs
 - 5 Remove and replace motor controls
 - 6 Troubleshoot and repair motor controls
 - 7 Lubricate electric motor

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRER

- 8 Remove and replace electric motor
- 9 Troubleshoot and repair electric motor
- 10 Remove and replace electric motor starter circuit
- 11 Calibrate and adjust sensors
- 12 Remove and replace sensors
- 13 Troubleshoot and repair sensors
- 14 Remove and replace microwave oven magnetron tube
- 15 Troubleshoot and repair microwave oven magnetron tube
- 16 Remove and replace power supply
- 17 Troubleshoot and repair power supply
- 18 Remove and replace solenoid
- 19 Remove and replace condenser
- 20 Remove and replace power transformer
- 21 Troubleshoot and repair power transformer
- 22 Remove and replace panel lights
- 23 Remove and replace appliance buzzers and chimes
- 24 Troubleshoot and repair appliance light and sound systems
- 25 Remove and replace relays and timers
- 26 Troubleshoot and repair relays and timers
- 27 Remove and replace circuit breakers
- 28 Check for overloaded circuits
- 29 Wire parallel circuits
- 30 Wire series circuits
- 31 Wire series-parallel circuits
- 32 Connect single pole switches
- 33 Install single pole switches with pilot light
- 34 Install timer or delayed action switches
- 35 Remove and replace switches
- 36 Troubleshoot and repair switches
- 37 Remove and replace defective wiring
- 38 Clean electrical connections
- 39 Determine adequacy of home wiring
- 40 Determine electrical problems using available troubleshooting techniques
- 41 Interpret control diagrams for electrical systems
- 42 Diagnose malfunctions of electrical systems using test and measurement equipment

DUTY N: Maintaining and Repairing Electronic Systems

- TASKS:
- 1 Determine electronic problems using available troubleshooting techniques
 - 2 Interpret control diagrams for electronic systems
 - 3 Diagnose malfunctions of electronic systems using available test and measurement equipment
 - 4 Remove and replace printed circuit boards
 - 5 Remove and replace chips
 - 6 Remove and replace transistors
 - 7 Remove and replace electronic components
 - 8 Clean connections on electronic components
 - 9 Set user switches
 - 10 Troubleshoot and repair electronic components

DUTY O: Installing Major Appliances

- TASKS:
- 1 Install dishwasher
 - 2 Install electric washing machine
 - 3 Install electric clothes dryer
 - 4 Install gas clothes dryer
 - 5 Install window air conditioner
 - 6 Install electric range
 - 7 Install gas range
 - 8 Install refrigerator
 - 9 Install freezer
 - 10 Install trash compactor
 - 11 Install garbage disposal
 - 12 Install microwave oven
 - 13 Install icemaker
 - 14 Install other major appliances
 - 15 Level major appliance
 - 16 Adjust doors and latches
 - 17 Adjust appliance to specifications
 - 18 Inspect appliance to verify operation

DUTY P: Troubleshooting and Repairing Major Appliances

- TASKS:
- 1 Troubleshoot and repair dishwasher
 - 2 Troubleshoot and repair electric washing machine
 - 3 Troubleshoot and repair electric clothes dryer
 - 4 Troubleshoot and repair gas clothes dryer
 - 5 Troubleshoot and repair window air conditioner
 - 6 Troubleshoot and repair electric range
 - 7 Troubleshoot and repair gas range
 - 8 Troubleshoot and repair refrigerator
 - 9 Troubleshoot and repair freezer
 - 10 Troubleshoot and repair trash compactor
 - 11 Troubleshoot and repair garbage disposal
 - 12 Troubleshoot and repair microwave oven
 - 13 Troubleshoot and repair other major appliances

DUTY Q: Troubleshooting and Repairing Small Appliances

- TASKS:
- 1 Troubleshoot and repair vacuum cleaner
 - 2 Troubleshoot and repair humidifier
 - 3 Troubleshoot and repair dehumidifier
 - 4 Troubleshoot and repair other small appliances

DUTY R: Troubleshooting and Repairing Bench Power Tools

- TASKS:
- 1 Troubleshoot and repair table saw
 - 2 Troubleshoot and repair radial arm saw
 - 3 Troubleshoot and repair band saw
 - 4 Troubleshoot and repair scroll saw
 - 5 Troubleshoot and repair bench lathe
 - 6 Troubleshoot and repair bench grinder
 - 7 Troubleshoot and repair planer

ELECTRIC HOME APPLIANCE AND POWER TOOL REPAIRER

- 8 Troubleshoot and repair joiner
- 9 Troubleshoot and repair bench drill press
- 10 Troubleshoot and repair shop vac
- 11 Troubleshoot and repair power miter box
- 12 Troubleshoot and repair disk and belt sander
- 13 Troubleshoot and repair other bench power tools

DUTY S: Troubleshooting and Repairing Hand Power Tools

- TASKS:
- 1 Troubleshoot and repair circular saws
 - 2 Troubleshoot and repair drills
 - 3 Troubleshoot and repair jig saw
 - 4 Troubleshoot and repair router
 - 5 Troubleshoot and repair rotary sander
 - 6 Troubleshoot and repair belt sander
 - 7 Troubleshoot and repair reciprocating sander
 - 8 Troubleshoot and repair power screwdrivers
 - 9 Troubleshoot and repair staple guns
 - 10 Troubleshoot and repair other hand power tools

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.



**Education
For
Employment
Task Lists**

Illinois
State Board of
Education

Adult
Vocational and
Technical Education

INDUSTRIAL OCCUPATIONS

Office Machine/Cash Register Repairer
*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

- SKILLS:
- 1 Identify requirements for job
 - 2 Investigate educational opportunities
 - 3 Investigate occupational opportunities
 - 4 Locate resources for finding employment
 - 5 Confer with prospective employers
 - 6 Identify job trends

DUTY B: Applying Employment Seeking Skills

- SKILLS:
- 1 Locate job openings
 - 2 Document skills and abilities (resume)
 - 3 Prepare for interview
 - 4 Participate in interview
 - 5 Complete required tests
 - 6 Complete required forms
 - 7 Write application letter
 - 8 Write follow-up letter
 - 9 Write acceptance letter
 - 10 Evaluate job offer
 - 11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

- SKILLS:
- 1 Match interest to job area
 - 2 Match aptitudes to job area
 - 3 Verify abilities
 - 4 Identify immediate work goal
 - 5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

- SKILLS:
- 1 Exhibit dependability
 - 2 Demonstrate punctuality
 - 3 Follow rules and regulations
 - 4 Recognize the consequences of dishonesty
 - 5 Complete assignments in accurate and timely manner
 - 6 Control emotions
 - 7 Assume responsibility for own decisions and actions
 - 8 Exhibit pride and loyalty
 - 9 Exhibit ability to handle pressures and tensions
 - 10 Demonstrate ability to set priorities
 - 11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

- SKILLS:
- 1 Comply with safety and health rules
 - 2 Select correct tools and equipment
 - 3 Utilize equipment correctly

EMPLOYABILITY SKILLS

- 4 Use appropriate action during emergencies
- 5 Maintain clean and orderly work area
- 6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

- SKILLS:
- 1 Participate in company or agency orientation
 - 2 Demonstrate knowledge of company or agency products and services
 - 3 Exhibit positive behavior
 - 4 Read current job-related publications
 - 5 Support and promote employer's company image and purpose
 - 6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

- SKILLS:
- 1 Work productively with others
 - 2 Show empathy, respect and support for others
 - 3 Demonstrate procedures and assist others when necessary
 - 4 Recognize, analyze and solve or refer problems
 - 5 Minimize occurrence of problems
 - 6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

- SKILLS:
- 1 Read and comprehend written communications and information
 - 2 Use correct grammar
 - 3 Speak effectively with others
 - 4 Use job-related terminology
 - 5 Listen attentively
 - 6 Write legibly
 - 7 Use telephone etiquette
 - 8 Follow written and oral directions
 - 9 Ask questions
 - 10 Locate information in order to accomplish task
 - 11 Prepare written communication
 - 12 Utilize keyboarding skills
 - 13 Utilize computer skills

DUTY I: Adapting to Change

- SKILLS:
- 1 Recognize need to change
 - 2 Demonstrate willingness to learn
 - 3 Demonstrate flexibility
 - 4 Participate in continuing education
 - 5 Seek work challenges
 - 6 Adjust career goals/plan as needed

EMPLOYABILITY SKILLS

DUTY J: Understanding How a Business Works

- SKILLS:
- 1 Recognize the role of business in the enterprise system
 - 2 Identify general responsibilities of employees
 - 3 Identify general responsibilities of management/employers
 - 4 Investigate opportunities and options for business ownership
 - 5 Identify planning processes needed to open a business
 - 6 Participate in meetings

DUTY K: Performing Mathematical Skills

- SKILLS:
- 1 Apply mathematics for problem solving
 - 2 Add and subtract whole numbers, decimals and fractions
 - 3 Multiply and divide whole numbers, decimals and fractions
 - 4 Convert numbers between forms expressed as fractions, decimals and percents
 - 5 Convert between standard American units of measure
 - 6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

OFFICE MACHINE/CASH REGISTER REPAIRER

DUTY A: Applying Safety Practices

- TASKS:
- 1 Apply basic emergency first aid techniques
 - 2 Complete accident report
 - 3 Inspect work area and equipment for safe working environment
 - 4 Report shop, environmental and equipment safety violations
 - 5 Demonstrate use of fire extinguishers
 - 6 Participate in shop safety committee
 - 7 Correct safety hazards
 - 8 Demonstrate cardiopulmonary resuscitation (CPR) techniques

DUTY B: Analyzing DC Circuits

- TASKS:
- 1 Read and interpret color codes
 - 2 Analyze, construct and troubleshoot series circuits
 - 3 Analyze, construct and troubleshoot parallel circuits
 - 4 Analyze, construct and troubleshoot series-parallel circuits
 - 5 Analyze, construct and troubleshoot voltage dividers
 - 6 Analyze, construct and verify maximum power theory
 - 7 Analyze, construct and troubleshoot resistance x capacitance (RC) and resistance x inductance (RL) circuits

DUTY C: Analyzing AC Circuits

- TASKS:
- 1 Set up and operate frequency counters and signal generators for AC circuits
 - 2 Analyze, construct and troubleshoot AC capacitive circuits using a schematic
 - 3 Analyze, construct and troubleshoot AC inductive circuits using a schematic
 - 4 Analyze and apply principles of transformers to AC circuits using a schematic
 - 5 Analyze, construct and troubleshoot resistor, capacitor and inductor (RCL) circuits using a schematic
 - 6 Analyze, construct and troubleshoot series and parallel resonant circuits using a schematic
 - 7 Analyze, construct and troubleshoot filter circuits using a schematic

DUTY D: Analyzing Solid State Devices

- TASKS:
- 1 Analyze, construct and troubleshoot simple common base amplifiers using a schematic
 - 2 Analyze, construct and troubleshoot simple common emitters using a schematic
 - 3 Analyze, construct and troubleshoot simple common collectors using a schematic
 - 4 Examine field effect transistor (FET) characteristics
 - 5 Analyze, construct and troubleshoot simple common sources using a schematic
 - 6 Analyze, construct and troubleshoot simple common drains using a schematic

OFFICE MACHINE/CASH REGISTER REPAIRER

- 7 Analyze, construct and troubleshoot simple common gains using a schematic
- 8 Analyze, construct and troubleshoot thyristors using a schematic
- 9 Analyze, construct and troubleshoot integrated circuit operational amplifiers using a schematic
- 10 Analyze, construct and troubleshoot optoelectronic devices using a schematic

DUTY E: Conducting Shop Operations

- TASKS:
- 1 Answer customer questions
 - 2 Troubleshoot customer problems
 - 3 Perform public relations activities
 - 4 Establish customer and equipment history file
 - 5 Establish customer files
 - 6 Maintain records of service tools and equipment
 - 7 Maintain equipment inventory
 - 8 Maintain call record report
 - 9 Update service manuals
 - 10 Update parts catalogs
 - 11 Update on-site maintenance log
 - 12 Order parts and supplies
 - 13 Receive and store parts and supplies
 - 14 Unpack and inspect new equipment
 - 15 Prepare items for shipping
 - 16 Demonstrate office equipment functions
 - 17 Instruct customer in operation and care of office equipment
 - 18 Complete warranty cards/records
 - 19 Read maps to locate business
 - 20 Call for and deliver office machines
 - 21 Obtain and check work order to determine problem
 - 22 Determine repair method
 - 23 Estimate time and cost of office equipment repair
 - 24 Obtain parts from inventory
 - 25 Obtain loaner item from inventory
 - 26 Make out materials lists used on each job
 - 27 Calculate repair costs
 - 28 Complete a sales slip
 - 29 Prepare service bill
 - 30 Complete work orders
 - 31 Call office for assistance or next job
 - 32 Make service calls

DUTY F: Performing Housekeeping and Recordkeeping

- TASKS:
- 1 Clean and maintain work area and leave in safe condition
 - 2 Follow tool crib procedures
 - 3 Report problems to supervisor
 - 4 Complete time cards
 - 5 Complete job status reports
 - 6 Make equipment failure reports
 - 7 Use manuals to determine basic maintenance procedures

OFFICE MACHINE/CASH REGISTER REPAIRER

- 8 Participate in participation management program (Quality Circles)
- 9 Complete logs

DUTY G: Troubleshooting and Repairing Precision Mechanisms

- TASKS:
- 1 Align and adjust tension of belt drives
 - 2 Troubleshoot and repair belt drives
 - 3 Remove and replace belt drive pulleys
 - 4 Remove and replace drive belts
 - 5 Clean and lubricate drive systems
 - 6 Remove and replace gear drives
 - 7 Troubleshoot and repair gear drives
 - 8 Align and adjust gear drives
 - 9 Remove and replace variable speed drives
 - 10 Troubleshoot and repair variable speed drives
 - 11 Align and adjust variable speed drives
 - 12 Remove and replace cycle clutch drives
 - 13 Troubleshoot and repair cycle clutch drives
 - 14 Align and adjust cycle clutch drives
 - 15 Remove and replace chain drives
 - 16 Troubleshoot and repair chain drives
 - 17 Align and adjust chain drives
 - 18 Remove and replace clutch assemblies
 - 19 Troubleshoot and repair clutches
 - 20 Adjust clutches
 - 21 Remove and replace transmissions
 - 22 Troubleshoot and repair transmissions
 - 23 Align and adjust transmissions
 - 24 Troubleshoot and repair couplings
 - 25 Align and adjust couplings
 - 26 Remove and replace packings and seals
 - 27 Troubleshoot and repair bearing assemblies
 - 28 Remove and replace bearing assemblies
 - 29 Remove and replace shaft assemblies
 - 30 Troubleshoot and repair shaft assemblies
 - 31 Align and adjust shaft assemblies
 - 32 Remove and replace universal joints
 - 33 Troubleshoot and repair universal joints
 - 34 Remove and replace linkages and lever mechanisms
 - 35 Troubleshoot and repair linkages and lever mechanisms
 - 36 Align and adjust linkages and lever mechanisms
 - 37 Remove and replace cam assemblies
 - 38 Troubleshoot and repair cam assemblies
 - 39 Align and adjust cam assemblies
 - 40 Remove and replace door-latch assemblies
 - 41 Align and adjust door-latch assemblies
 - 42 Remove and replace door hardware
 - 43 Align and adjust door hardware
 - 44 Remove and replace door gaskets
 - 45 Lubricate office machines
 - 46 Remove and replace platens
 - 47 Troubleshoot and repair platens
 - 48 Align and adjust platens
 - 49 Remove and replace rollers

OFFICE MACHINE/CASH REGISTER REPAIRER

- 50 Troubleshoot and repair rollers
- 51 Align and adjust rollers
- 52 Remove and replace escapement mechanisms
- 53 Troubleshoot and repair escapement mechanisms
- 54 Align and adjust escapement mechanisms
- 55 Remove and replace print carriers
- 56 Troubleshoot and repair print carriers
- 57 Align and adjust print carriers
- 58 Remove and replace print wheels
- 59 Remove and replace print unit
- 60 Remove and replace print head
- 61 Remove and replace ribbons or cartridge
- 62 Remove and replace keyboards
- 63 Troubleshoot and repair keyboards
- 64 Remove and replace switches on keyboards
- 65 Clean keyboards

DUTY H: Maintaining and Repairing Electrical Systems

- TASKS:
- 1 Replace fuses
 - 2 Troubleshoot and repair fuse system
 - 3 Troubleshoot electrical control components
 - 4 Replace faulty electrical cords and plugs
 - 5 Remove and replace motor controls
 - 6 Troubleshoot and repair motor controls
 - 7 Lubricate electric motor
 - 8 Remove and replace electric motor
 - 9 Troubleshoot and repair electric motor
 - 10 Remove and replace electric motor starter circuit
 - 11 Calibrate and adjust sensors
 - 12 Remove and replace sensors
 - 13 Troubleshoot and repair sensors
 - 14 Remove and replace power supply
 - 15 Troubleshoot and repair power supply
 - 16 Remove and replace solenoid
 - 17 Remove and replace condensor
 - 18 Remove and replace power transformer
 - 19 Troubleshoot and repair power transformer
 - 20 Remove and replace panel lights
 - 21 Remove and replace relays and timers
 - 22 Troubleshoot and repair relays and timers
 - 23 Remove and replace circuit breakers
 - 24 Check for overloaded circuits
 - 25 Wire parallel circuits
 - 26 Wire series circuits
 - 27 Wire series-parallel circuits
 - 28 Connect single pole switches
 - 29 Install timer or delayed action switches
 - 30 Remove and replace switches
 - 31 Troubleshoot and repair switches
 - 32 Remove and replace defective wiring
 - 33 Clean electrical connections
 - 34 Determine adequacy of office wiring
 - 35 Determine electrical problems using available troubleshooting techniques

OFFICE MACHINE/CASH REGISTER REPAIRER

- 36 Interpret control diagrams for electrical systems
- 37 Diagnose malfunctions of electrical systems using test and measurement equipment

DUTY I: Maintaining and Repairing Electronic Systems

- TASKS:
- 1 Determine electronic problems using available troubleshooting techniques
 - 2 Interpret control diagrams for electronic systems
 - 3 Diagnose malfunctions of electronic systems using available test and measurement equipment
 - 4 Remove and replace printed circuit boards
 - 5 Troubleshoot and repair printed circuit boards
 - 6 Remove and replace logic boards
 - 7 Troubleshoot and repair logic boards
 - 8 Remove and replace memory boards
 - 9 Troubleshoot and repair memory boards
 - 10 Remove and replace chips
 - 11 Remove and replace transistors
 - 12 Remove and replace electronic components
 - 13 Clean connections on electronic components
 - 14 Set configuration switches
 - 15 Set user switches
 - 16 Troubleshoot and repair electronic components

DUTY J: Maintaining and Repairing Mechanical Typewriters

- TASKS:
- 1 Diagnose mechanical typewriter problems
 - 2 Operate mechanical typewriter to determine if problem is equipment or operator related
 - 3 Clean mechanical typewriters
 - 4 Disassemble mechanical typewriters
 - 5 Remove and replace worn parts on mechanical typewriters
 - 6 Lubricate mechanical typewriters
 - 7 Assemble mechanical typewriters
 - 8 Adjust mechanical typewriters
 - 9 Perform minor maintenance on mechanical typewriters
 - 10 Troubleshoot and repair mechanical typewriters

DUTY K: Maintaining and Repairing Electromechanical Typewriters

- TASKS:
- 1 Diagnose electromechanical typewriter problems using schematic and block diagrams and test equipment
 - 2 Operate electromechanical typewriter to determine if problem is equipment or operator related
 - 3 Troubleshoot and repair op-cam shaft problems on electromechanical typewriters
 - 4 Remove and replace op-cam shafts on electromechanical typewriters
 - 5 Adjust op-cam shafts on electromechanical typewriters
 - 6 Perform preventive maintenance on electromechanical typewriters
 - 7 Troubleshoot and repair electromechanical typewriters

OFFICE MACHINE/CASH REGISTER REPAIRER

DUTY L: Maintaining and Repairing Electronic Typewriters

- TASKS:
- 1 Diagnose electronic typewriter problems using schematic and block diagrams and test equipment
 - 2 Operate electronic typewriter to determine if problem is equipment or operator related
 - 3 Troubleshoot and repair electronic typewriter displays
 - 4 Remove and replace electronic typewriter displays
 - 5 Clean electronic typewriter
 - 6 Perform preventive maintenance on electronic typewriter
 - 7 Troubleshoot and repair electronic typewriters

DUTY M: Maintaining and Repairing Printing Calculators

- TASKS:
- 1 Diagnose printing calculator problems using schematic and block diagrams and test equipment
 - 2 Operate printing calculator to determine if problem is equipment, software or operator related
 - 3 Clean electronic printing calculator
 - 4 Troubleshoot and repair electronic printing calculator

DUTY N: Maintaining and Repairing Cash Registers

- TASKS:
- 1 Diagnose cash register problems using schematic and block diagrams and test equipment
 - 2 Operate cash register to determine if problem is equipment, software or operator related
 - 3 Troubleshoot and repair cash registers
 - 4 Remove and replace cash register cash drawers
 - 5 Adjust cash register cash drawers
 - 6 Perform preventive maintenance on cash registers

DUTY O: Maintaining and Repairing Copy Machines

- TASKS:
- 1 Diagnose copy machine problems using schematic and block diagrams and test equipment
 - 2 Operate copy machine to determine if problem is equipment or operator related
 - 3 Perform preventive maintenance on copy machine
 - 4 Troubleshoot and repair copy machine optic system
 - 5 Remove and replace copy machine optic system
 - 6 Adjust copy machine optic system
 - 7 Perform preventive maintenance on copy machine optic system
 - 8 Clean copy machine optic system
 - 9 Replace copy machine developer and toner
 - 10 Clean copy machine mirrors
 - 11 Troubleshoot and repair copy machine rollers
 - 12 Remove and replace copy machine rollers
 - 13 Remove and replace copy machine wiper blades
 - 14 Remove and replace copy machine lamps
 - 15 Troubleshoot and repair copy machine wiring
 - 16 Remove and replace copy machine wiring harness

OFFICE MACHINE/CASH REGISTER REPAIRER

- 17 Clear copy machine paper jams
- 18 Troubleshoot and repair copy machine paper feed mechanism
- 19 Remove and replace copy machine paper feed mechanism
- 20 Troubleshoot and repair copy machine sorters/collator
- 21 Remove and replace copy machine sorters/collator
- 22 Remove and replace copy machine drums
- 23 Troubleshoot and repair copy machine document feeders
- 24 Remove and replace copy machine document feeders
- 25 Replace copy machine defuser oil
- 26 Remove and replace copy machine stapler
- 27 Troubleshoot and repair copy machine stapler
- 28 Replace copy machine staples

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.



**Education
For
Employment
Task Lists**

Illinois
State Board of
Education

Adult
Vocational and
Technical Education

INDUSTRIAL OCCUPATIONS

Correction Officers and Jailers
*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

- SKILLS:
- 1 Identify requirements for job
 - 2 Investigate educational opportunities
 - 3 Investigate occupational opportunities
 - 4 Locate resources for finding employment
 - 5 Confer with prospective employers
 - 6 Identify job trends

DUTY B: Applying Employment Seeking Skills

- SKILLS:
- 1 Locate job openings
 - 2 Document skills and abilities (resume)
 - 3 Prepare for interview
 - 4 Participate in interview
 - 5 Complete required tests
 - 6 Complete required forms
 - 7 Write application letter
 - 8 Write follow-up letter
 - 9 Write acceptance letter
 - 10 Evaluate job offer
 - 11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

- SKILLS:
- 1 Match interest to job area
 - 2 Match aptitudes to job area
 - 3 Verify abilities
 - 4 Identify immediate work goal
 - 5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

- SKILLS:
- 1 Exhibit dependability
 - 2 Demonstrate punctuality
 - 3 Follow rules and regulations
 - 4 Recognize the consequences of dishonesty
 - 5 Complete assignments in accurate and timely manner
 - 6 Control emotions
 - 7 Assume responsibility for own decisions and actions
 - 8 Exhibit pride and loyalty
 - 9 Exhibit ability to handle pressures and tensions
 - 10 Demonstrate ability to set priorities
 - 11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

- SKILLS:
- 1 Comply with safety and health rules
 - 2 Select correct tools and equipment
 - 3 Utilize equipment correctly

EMPLOYABILITY SKILLS

- 4 Use appropriate action during emergencies
- 5 Maintain clean and orderly work area
- 6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

- SKILLS:
- 1 Participate in company or agency orientation
 - 2 Demonstrate knowledge of company or agency products and services
 - 3 Exhibit positive behavior
 - 4 Read current job-related publications
 - 5 Support and promote employer's company image and purpose
 - 6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

- SKILLS:
- 1 Work productively with others
 - 2 Show empathy, respect and support for others
 - 3 Demonstrate procedures and assist others when necessary
 - 4 Recognize, analyze and solve or refer problems
 - 5 Minimize occurrence of problems
 - 6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

- SKILLS:
- 1 Read and comprehend written communications and information
 - 2 Use correct grammar
 - 3 Speak effectively with others
 - 4 Use job-related terminology
 - 5 Listen attentively
 - 6 Write legibly
 - 7 Use telephone etiquette
 - 8 Follow written and oral directions
 - 9 Ask questions
 - 10 Locate information in order to accomplish task
 - 11 Prepare written communication
 - 12 Utilize keyboarding skills
 - 13 Utilize computer skills

DUTY I: Adapting to Change

- SKILLS:
- 1 Recognize need to change
 - 2 Demonstrate willingness to learn
 - 3 Demonstrate flexibility
 - 4 Participate in continuing education
 - 5 Seek work challenges
 - 6 Adjust career goals/plan as needed

EMPLOYABILITY SKILLS

DUTY J: Understanding How a Business Works

- SKILLS:
- 1 Recognize the role of business in the enterprise system
 - 2 Identify general responsibilities of employees
 - 3 Identify general responsibilities of management/employers
 - 4 Investigate opportunities and options for business ownership
 - 5 Identify planning processes needed to open a business
 - 6 Participate in meetings

DUTY K: Performing Mathematical Skills

- SKILLS:
- 1 Apply mathematics for problem solving
 - 2 Add and subtract whole numbers, decimals and fractions
 - 3 Multiply and divide whole numbers, decimals and fractions
 - 4 Convert numbers between forms expressed as fractions, decimals and percents
 - 5 Convert between standard American units of measure
 - 6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

CORRECTION OFFICERS AND JAILORS

DUTY A: Acquiring and Maintaining a Uniform

- TASKS: 1 Acquire uniform
2 Maintain the uniform in serviceable condition
3 Care for and clean equipment

DUTY B: Patrolling Areas

- TASKS: 1 Demonstrate foot patrol methods
2 Patrol area on foot
3 Inspect patrol vehicle and equipment
4 Demonstrate vehicle patrol methods
5 Patrol area in a vehicle

DUTY C: Handling Misdemeanors

- TASKS: 1 Handle officer-witnessed misdemeanors
2 Handle misdemeanors not witnessed by an officer

DUTY D: Handling Felonies

- TASKS: 1 Manage felony calls
2 Complete a preliminary felony investigation
3 Gather and process physical evidence of a felony

DUTY E: Making Arrests

- TASKS: 1 Assess the arrest situation
2 Make the arrest
3 Inform suspect of their rights

DUTY F: Testifying in Court

- TASKS: 1 Prepare for court
2 Testify in court

DUTY G: Maintaining and Using Weapons

- TASKS: 1 Inspect handguns
2 Care for and maintain handguns
3 Qualify with handguns
4 Use handguns
5 Secure handguns
6 Inspect shotguns
7 Care for and maintain shotguns
8 Qualify with shotguns
9 Use shotguns
10 Secure shotguns
11 Inspect shoulder arms
12 Care for and maintain shoulder arms

CORRECTION OFFICERS AND JAILORS

- 13 Qualify with shoulder arms
- 14 Use shoulder arms
- 15 Secure shoulder arms
- 16 Use chemical agents for control

DUTY H: Handling Fire Scenes

- TASKS:
- 1 Assess the fire scene situation
 - 2 Expedite fire fighting efforts
 - 3 Guard fire lines and property at the fire scene

DUTY I: Handling Disaster Scenes

- TASKS:
- 1 Assess the disaster scene situation
 - 2 Expedite disaster scene rescue efforts
 - 3 Guard disaster scene lines and property

DUTY J: Handling Unlawful Gatherings

- TASKS:
- 1 Assess the situation at the scene of an unlawful gathering
 - 2 Detect persons inciting or agitating a gathering
 - 3 Remove persons inciting or agitating a gathering

DUTY K: Handling Public Service Calls and Inquiries

- TASKS:
- 1 Receive inquiries
 - 2 Respond to inquiries
 - 3 Receive public service calls
 - 4 Respond to public service calls

DUTY L: Handling Mentally Ill Persons

- TASKS:
- 1 Assess the situation and mental condition of the person
 - 2 Determine the safest and best techniques to take the mentally ill person into custody
 - 3 Take the mentally ill person into custody
 - 4 Transport the mentally ill person to evaluation center
 - 5 Check the mentally ill person into mental health facility

DUTY M: Handling the Service and Return of Court Documents

- TASKS:
- 1 Receive document and determine type (civil, criminal)
 - 2 Determine a plan for servicing a service document
 - 3 Return any pertinent information and the document

CORRECTION OFFICERS AND JAILORS

DUTY N: Handling Suspicious Persons

- TASKS: 1 Assess the situation involving a suspicious person
2 Confront and question suspicious person
3 Record and report information on suspicious person

DUTY O: Handling a Dead On Arrival (DOA)

- TASKS: 1 Receive and record information on the DOA
2 Assess the condition of the victim
3 Perform preliminary investigation on the DOA
4 Make arrests if warranted

DUTY P: Conducting Emergency Procedures

- TASKS: 1 Administer first aid to relieve shock
2 Administer first aid for burns
3 Administer cardiopulmonary resuscitation (CPR)
4 Administer back pressure/arm lift artificial resuscitation
5 Administer mouth-to-mouth artificial resuscitation
6 Conduct a fire drill
7 Respond to apparent epileptic seizure
8 Respond to apparent diabetic coma or insulin shock
9 Respond to suicide attempt
10 Respond to escape or escape attempt
11 Respond to hostage situation

DUTY Q: Handling Special Events

- TASKS: 1 Prepare for special events
2 Handle large gatherings

DUTY R: Handling Gambling, Vice and Sex Offenses

- TASKS: 1 Detect gambling offenses
2 Detect sex offenses

DUTY S: Filing Reports and Serving on Committees

- TASKS: 1 Select form and format for report
2 Complete reports
3 Complete a property report
4 Complete a denial of treatment or service form
5 Complete a log
6 Prepare an observation report for confined inmates
7 Complete an incident report form
8 Complete a corrective consultation report
9 Complete a disciplinary report
10 Complete a "use of force" report
11 Conduct a disciplinary report investigation
12 Serve on a classification hearing

CORRECTION OFFICERS AND JAILORS

- 13 Serve on a disciplinary report hearing
- 14 Complete referrals for psychological evaluation
- 15 Review a transfer order for compliance

DUTY T: Dealing with Confidential Informants

- TASKS:
- 1 Develop informant contacts
 - 2 Use informant contacts
 - 3 Protect confidentiality of informants

DUTY U: Booking Prisoners

- TASKS:
- 1 Book prisoners
 - 2 Complete arrest paperwork
 - 3 Evaluate possibility for bonding
 - 4 Oversee exit bonding procedures
 - 5 Fingerprint arrestee
 - 6 Photograph arrestee
 - 7 Conduct prisoner shower/spray
 - 8 Evaluate prisoner for medical screening

DUTY V: Conducting Searches and Seizures

- TASKS:
- 1 Search an open area
 - 2 Search an enclosed area
 - 3 Search a vehicle
 - 4 Search person using a frisk search
 - 5 Search person using a strip search

DUTY W: Restraining Violators

- TASKS:
- 1 Restrain person with hand hold
 - 2 Restrain person with physical methods
 - 3 Restrain person with handcuffs
 - 4 Restrain person with leg irons
 - 5 Restrain inmate with straitjacket

DUTY X: Applying Narcotic Enforcement

- TASKS:
- 1 Determine if narcotic crime is being planned or committed
 - 2 Identify narcotic law violators
 - 3 Obtain information and evidence of narcotic law violation
 - 4 Locate contraband or stolen property

DUTY Y: Handling Alcohol Impaired Persons

- TASKS:
- 1 Assess the situation and condition of the alcohol impaired person
 - 2 Determine the safest and best techniques to take the alcohol impaired person into custody

CORRECTION OFFICERS AND JAILORS

- 3 Take the alcohol impaired person into custody
- 4 Collect information and evidence of liquor violation
- 5 Transport the alcohol impaired person to evaluation center
- 6 Check the alcohol impaired person into appropriate facility

DUTY Z: Handling a Bomb Threat

- TASKS:
- 1 Evacuate threatened premises and surrounding area
 - 2 Conduct preliminary bomb search
 - 3 Call in bomb squad for disposition of suspicious materials

DUTY AA: Performing Guard Duty

- TASKS:
- 1 Escort/guard designated persons
 - 2 Escort/guard money carriers
 - 3 Coordinate guard functions with other agencies
 - 4 Check area of employer's premises
 - 5 Prepare guard plans
 - 6 Determine physical security manpower requirements
 - 7 Develop physical security emergency control plans
 - 8 Issue guard orders
 - 9 Inspect posts
 - 10 Monitor guard operations
 - 11 Monitor prisoners
 - 12 Monitor curfews
 - 13 Relieve guard personnel
 - 14 Guard entry/exit to restricted areas
 - 15 Guard gate or fixed post
 - 16 Guard perimeters of employer's premises
 - 17 Secure housing areas
 - 18 Test intrusion detection systems
 - 19 Investigate intrusions detected by alarms
 - 20 Transport arrestees/persons in custody
 - 21 Transport prisoners
 - 22 Control personnel/vehicle movement in restricted area
 - 23 Conduct vehicle escorts
 - 24 Establish barricades/roadblocks
 - 25 Send and receive radio transmissions
 - 26 Inspect mail
 - 27 Prepare list of confiscated and mailed items
 - 28 Detect and report pilferage incidents
 - 29 Detect and report sabotage incidents
 - 30 Investigate reports of sabotage/pilferage
 - 31 Check and verify passes and badges
 - 32 Maintain ID card/badges log
 - 33 Maintain access list/log
 - 34 Maintain visitor log
 - 35 Provide guidance/information to visitors
 - 36 Maintain lock and key list/log
 - 37 Control locks and keys
 - 38 Investigate lock and key losses
 - 39 Work with guard dogs

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.



**Education
For
Employment
Task Lists**

Illinois
State Board of
Education

Adult
Vocational and
Technical Education

INDUSTRIAL OCCUPATIONS

Commercial Artists
*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

- SKILLS:
- 1 Identify requirements for job
 - 2 Investigate educational opportunities
 - 3 Investigate occupational opportunities
 - 4 Locate resources for finding employment
 - 5 Confer with prospective employers
 - 6 Identify job trends

DUTY B: Applying Employment Seeking Skills

- SKILLS:
- 1 Locate job openings
 - 2 Document skills and abilities (resume)
 - 3 Prepare for interview
 - 4 Participate in interview
 - 5 Complete required tests
 - 6 Complete required forms
 - 7 Write application letter
 - 8 Write follow-up letter
 - 9 Write acceptance letter
 - 10 Evaluate job offer
 - 11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

- SKILLS:
- 1 Match interest to job area
 - 2 Match aptitudes to job area
 - 3 Verify abilities
 - 4 Identify immediate work goal
 - 5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

- SKILLS:
- 1 Exhibit dependability
 - 2 Demonstrate punctuality
 - 3 Follow rules and regulations
 - 4 Recognize the consequences of dishonesty
 - 5 Complete assignments in accurate and timely manner
 - 6 Control emotions
 - 7 Assume responsibility for own decisions and actions
 - 8 Exhibit pride and loyalty
 - 9 Exhibit ability to handle pressures and tensions
 - 10 Demonstrate ability to set priorities
 - 11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

- SKILLS:
- 1 Comply with safety and health rules
 - 2 Select correct tools and equipment
 - 3 Utilize equipment correctly

EMPLOYABILITY SKILLS

- 4 Use appropriate action during emergencies
- 5 Maintain clean and orderly work area
- 6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

- SKILLS:
- 1 Participate in company or agency orientation
 - 2 Demonstrate knowledge of company or agency products and services
 - 3 Exhibit positive behavior
 - 4 Read current job-related publications
 - 5 Support and promote employer's company image and purpose
 - 6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

- SKILLS:
- 1 Work productively with others
 - 2 Show empathy, respect and support for others
 - 3 Demonstrate procedures and assist others when necessary
 - 4 Recognize, analyze and solve or refer problems
 - 5 Minimize occurrence of problems
 - 6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

- SKILLS:
- 1 Read and comprehend written communications and information
 - 2 Use correct grammar
 - 3 Speak effectively with others
 - 4 Use job-related terminology
 - 5 Listen attentively
 - 6 Write legibly
 - 7 Use telephone etiquette
 - 8 Follow written and oral directions
 - 9 Ask questions
 - 10 Locate information in order to accomplish task
 - 11 Prepare written communication
 - 12 Utilize keyboarding skills
 - 13 Utilize computer skills

DUTY I: Adapting to Change

- SKILLS:
- 1 Recognize need to change
 - 2 Demonstrate willingness to learn
 - 3 Demonstrate flexibility
 - 4 Participate in continuing education
 - 5 Seek work challenges
 - 6 Adjust career goals/plan as needed

EMPLOYABILITY SKILLS

DUTY J: Understanding How a Business Works

- SKILLS:
- 1 Recognize the role of business in the enterprise system
 - 2 Identify general responsibilities of employees
 - 3 Identify general responsibilities of management/employers
 - 4 Investigate opportunities and options for business ownership
 - 5 Identify planning processes needed to open a business
 - 6 Participate in meetings

DUTY K: Performing Mathematical Skills

- SKILLS:
- 1 Apply mathematics for problem solving
 - 2 Add and subtract whole numbers, decimals and fractions
 - 3 Multiply and divide whole numbers, decimals and fractions
 - 4 Convert numbers between forms expressed as fractions, decimals and percents
 - 5 Convert between standard American units of measure
 - 6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

COMMERCIAL ARTISTS

DUTY A: Applying Safety Practices

- TASKS:
- 1 Comply with shop and equipment safety rules
 - 2 Apply basic emergency first aid techniques
 - 3 Complete accident report
 - 4 Inspect work area and equipment for safe working environment
 - 5 Report shop, environmental and equipment safety violations
 - 6 Demonstrate use of fire extinguishers
 - 7 Correct safety hazards
 - 8 Demonstrate cardiopulmonary resuscitation (CPR) techniques
 - 9 Participate in safety training program

DUTY B: Performing Housekeeping and Recordkeeping Activities

- TASKS:
- 1 Clean and maintain work area and leave in safe condition
 - 2 Report problems to supervisor
 - 3 Maintain records
 - 4 Coordinate work with other departments
 - 5 Complete time cards
 - 6 Complete job status reports
 - 7 Calculate time and materials
 - 7 Participate in participative management program (Quality Circles)

DUTY C: Conducting Shop Operations

- TASKS:
- 1 Answer customer questions
 - 2 Troubleshoot customer problems
 - 3 Requisition art supplies and materials
 - 4 Order art supplies and materials
 - 5 Store art supplies
 - 6 Inventory supplies
 - 7 Guide and direct the work of graphic design team
 - 8 Prepare estimates and bids on graphic arts jobs
 - 9 Negotiate art and production work with prospective clients
 - 10 Complete graphic art assignment contract
 - 11 Complete expense record
 - 12 Establish and maintain appointment/assignment book
 - 13 Complete customer billing for commercial assignment
 - 14 Maintain art reference files
 - 15 File completed customer orders and negatives
 - 16 Interpret and apply copyright laws
 - 17 Complete business license application
 - 18 Set up a studio
 - 19 Evaluate design team work
 - 20 Control design efforts to meet job requirements and limits
 - 21 Withhold release of inadequate design
 - 22 Present client with alternative designs
 - 23 Prepare portfolio of artwork
 - 24 Maintain presentational portfolio

COMMERCIAL ARTISTS

- 25 Display artwork
- 26 Order prints from lab
- 27 Determine production volume and select production processes
- 28 Plan and schedule work assignments
- 29 Give directions to printers
- 30 Give directions to photographer
- 31 Communicate with free lancers
- 32 Communicate with department heads
- 33 Communicate with media personnel
- 34 Advertise services
- 35 Plan work areas
- 36 Maintain work areas

DUTY D: Producing Comprehensive Layouts

- TASKS:
- 1 Establish visual directions and specifications for layout
 - 2 Make thumbnails of layout
 - 3 Design rough layouts
 - 4 Select mediums for comprehensive layouts
 - 5 Select type styles and illustration styles for layouts
 - 6 Design artwork and placement of elements in layouts
 - 7 Mark color or colors to be used for layouts
 - 8 Mark percentage of enlargements or reductions required on photographs
 - 9 Letter layouts and designs
 - 10 Make dummy layout of multipage printed product for signature specifications
 - 11 Produce rough layouts
 - 12 Mark copy for typesetting
 - 13 Prepare layout for presentation
 - 14 Prepare comprehensive layouts
 - 15 Revise layout to customer specifications

DUTY E: Analyzing and Defining Design Problems

- TASKS:
- 1 Interpret and define basic design function
 - 2 Specify physical requirements and limits of design
 - 3 Interpret design requirements of client
 - 4 Analyze focal point of specific public group
 - 5 Explore and collect ideas and definitions of design problem from design team
 - 6 Determine nature of distractions from design

DUTY F: Applying and Analyzing Color

- TASKS:
- 1 Select and prepare color media
 - 2 Select and apply color to emphasize central theme
 - 3 Select and apply color to create visual focal image
 - 4 Select and apply color to distort or create illusion
 - 5 Select and apply color to make minor points
 - 6 Select and apply color to create image of character
 - 7 Select and apply color to create image to further purpose of client

COMMERCIAL ARTISTS

- 8 Select and apply color to create depth
- 9 Select and apply color to create physical impression
- 10 Select and apply color to take advantage of tradition and convention
- 11 Select and apply color to arouse basic emotion
- 12 Select and apply color to arrest attention

DUTY G: Composing Artwork

- TASKS:
- 1 Compose artwork in terms of normal eye movement
 - 2 Compose artwork to direct attention to key message
 - 3 Compose artwork to use the unusual as eye-catching visual focus
 - 4 Compose artwork to maintain clarity of theme
 - 5 Compose artwork to perceive and isolate a theme
 - 6 Compose artwork to develop a central theme
 - 7 Compose artwork to create visual impact
 - 8 Compose artwork to create an illusion

DUTY H: Applying Drawing Skills

- TASKS:
- 1 Produce scratchboard illustrations
 - 2 Sketch and rough out ideas and design
 - 3 Illustrate scenes with line techniques
 - 4 Illustrate scenes with pen and ink
 - 5 Illustrate scenes with brush and wash
 - 6 Illustrate scenes with one-point perspective
 - 7 Illustrate scenes with two-point perspective
 - 8 Illustrate scenes with three-point perspective
 - 9 Illustrate scenes with three-dimensional shapes
 - 10 Illustrate scenes depicting light and its effects
 - 11 Illustrate scenes with shading techniques
 - 12 Illustrate scenes with still life objects
 - 13 Illustrate scenes with buildings
 - 14 Draw architectural illustrations
 - 15 Produce house exterior illustrations
 - 16 Produce house interior illustrations
 - 17 Illustrate scenes with furniture
 - 18 Produce schematic diagrams of equipment
 - 19 Illustrate scenes with fashion figures
 - 20 Illustrate scenes with heads and faces
 - 21 Illustrate scenes with caricatures
 - 22 Illustrate scenes with animals
 - 23 Illustrate scenes with wildlife
 - 24 Illustrate scenes with landscapes
 - 25 Prepare color separation drawings
 - 26 Prepare and maintain drawing tools and equipment
 - 27 Establish accurate size and proportions in artwork
 - 28 Adapt drawings to desired ideas, mood or effect
 - 29 Stylize drawings through distortion and use of effects
 - 30 Draw final artwork
 - 31 Select and purchase final artwork
 - 32 Determine final art style

COMMERCIAL ARTISTS

DUTY I: Applying Lettering Skills

- TASKS:
- 1 Select lettering style and type for job
 - 2 Letter layouts and designs using transfer lettering
 - 3 Letter layouts and designs with speedball pen
 - 4 Letter layouts and designs with a brush
 - 5 Letter layouts and designs mechanically
 - 6 Letter layouts and designs with pen and ink
 - 7 Letter artwork using drop shading techniques
 - 8 Letter artwork using striping techniques
 - 9 Letter artwork freehand
 - 10 Layout lettering for illustrations
 - 11 Produce lettering for illustrations
 - 12 Hand letter, balance and proportion basic letter forms
 - 13 Analyze letter traditions and trends and select best design for desired effect
 - 14 Design new letter forms
 - 15 Draw final hand lettering for artwork
 - 16 Select and purchase final hand lettering for artwork

DUTY J: Producing Airbrushed Artwork

- TASKS:
- 1 Select and mix airbrush paints
 - 2 Prepare and maintain airbrush equipment
 - 3 Render artwork with airbrush
 - 4 Render drawings using airbrush techniques

DUTY K: Producing Cartoons

- TASKS:
- 1 Sketch rough storyboard
 - 2 Draw cartoon characters
 - 3 Animate drawings

DUTY L: Creating Functional Designs

- TASKS:
- 1 Render designs and define sizes, materials and limitations
 - 2 Analyze and base design on standardized materials
 - 3 Analyze and base design on natural materials
 - 4 Construct three-dimensional models
 - 5 Determine cost, size, function and other product criteria limits
 - 6 Design displays
 - 7 Design functional packaging
 - 8 Produce design to meet psychological needs
 - 9 Produce design to meet needs for comfort and convenience
 - 10 Produce designs that maintain realistic balance between functional and creative design
 - 11 Experiment with materials to determine qualities and design limitations
 - 12 Design brochures
 - 13 Design pamphlets
 - 14 Design a logo
 - 15 Design magazine ads

COMMERCIAL ARTISTS

- 16 Research specifications for ads in various media
- 17 Produce prints using commercial materials
- 18 Prepare artwork for transparencies or slides
- 19 Produce graphics for letterpress process
- 20 Produce graphics for offset process
- 21 Produce graphics for silk-screen process
- 22 Produce signs on posterboard
- 23 Prepare charts
- 24 Prepare graphs
- 25 Prepare graphic illustrations for television
- 26 Prepare fashion illustrations
- 27 Prepare arts for newspapers
- 28 Prepare arts for posters
- 29 Prepare arts for collaterals
- 30 Prepare arts for specialty advertising
- 31 Prepare arts for signages
- 32 Prepare arts for audiovisuals
- 33 Prepare arts for points of purchase
- 34 Prepare arts for outdoor advertisements
- 35 Prepare other functional designs

DUTY M: Applying Graphic Arts Photography

- TASKS:
- 1 Use photo mechanical transfer paper negative
 - 2 Produce photomechanical transfer paper positive
 - 3 Produce photomechanical transfer film positive
 - 4 Produce photomechanical transfer and film negatives
 - 5 Produce photomechanical transfer halftone
 - 6 Retouch photographs
 - 7 Select locations for photography session
 - 8 Select models for photography session
 - 9 Select props for photography session
 - 10 Give directions to models
 - 11 Evaluate the use of photography in graphic design
 - 12 Combine photographs and artwork
 - 13 Crop photographs
 - 14 Consult with photographer
 - 15 Incorporate photographs in artwork
 - 16 Expose photographs using contact halftone screens
 - 17 Make line enlargements/reductions using graphic arts camera and processor
 - 18 Retouch existing black and white photographs
 - 19 Proof camera-ready copy for photo reproduction quality

DUTY N: Preparing Mechanicals

- TASKS:
- 1 Add registration and trim marks
 - 2 Apply border tapes
 - 3 Apply dry-transfer letters
 - 4 Apply dry-transfer screen tints and shading film
 - 5 Attach artwork to mechanical
 - 6 Crop and size photographs
 - 7 Cut outlines of artwork in masking film
 - 8 Cut panels for halftones and reverses

COMMERCIAL ARTISTS

- 9 Draw reference and centering lines on masking sheets
- 10 Draw up base sheet for final paste-up
- 11 Locate and paste up clip art
- 12 Prepare tissue overlays
- 13 Opaque photostat imperfections
- 14 Paste up type matter in position on base sheet (flat)
- 15 Position and secure protective tissue
- 16 Position and secure overlays
- 17 Proof all proportions and sizes with job specifications
- 18 Proof mechanical flat against copy and dummy layout
- 19 Select typeface for design effect desired
- 20 Crop up board for reproduction
- 21 Add bleed to a keyline
- 22 Read guide photos and bleed panels
- 23 Put register marks on board and overlay
- 24 Crop, size and key photos
- 25 Flap and tissue keyline art
- 26 Lay out and paste up for four-color separation
- 27 Prepare mechanical for stationary items
- 28 Prepare mechanical for one-color calendar
- 29 Prepare mechanical for one-color grocery paste-up
- 30 Prepare mechanical for one-color ruled forms
- 31 Prepare mechanical for newsletter with stripping corrections
- 32 Prepare mechanical fo. postal mailer using overlays
- 33 Prepare mechanical for catalog pages
- 34 Prepare mechanical using keyline techniques
- 35 Prepare mechanical using transfer letters and tint overlays
- 36 Prepare mechanical to achieve multiple color effects
- 37 Perform photocropping and scaling techniques
- 38 Prepare mechanical for a process color brochure
- 39 Prepare other mechanicals
- 40 Mark up copy for typesetting

DUTY O: Reproducing Artwork

- TASKS:
- 1 Reproduce photographs
 - 2 Reproduce artwork using copy machines
 - 3 Reproduce artwork using thermofax machines
 - 4 Reproduce artwork using diazo machines
 - 5 Reproduce artwork using other processes

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.



**Education
For
Employment
Task Lists**

**Illinois
State Board of
Education**

**Adult
Vocational and
Technical Education**

INDUSTRIAL OCCUPATIONS

Photographers
*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

- SKILLS:
- 1 Identify requirements for job
 - 2 Investigate educational opportunities
 - 3 Investigate occupational opportunities
 - 4 Locate resources for finding employment
 - 5 Confer with prospective employers
 - 6 Identify job trends

DUTY B: Applying Employment Seeking Skills

- SKILLS:
- 1 Locate job openings
 - 2 Document skills and abilities (resume)
 - 3 Prepare for interview
 - 4 Participate in interview
 - 5 Complete required tests
 - 6 Complete required forms
 - 7 Write application letter
 - 8 Write follow-up letter
 - 9 Write acceptance letter
 - 10 Evaluate job offer
 - 11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

- SKILLS:
- 1 Match interest to job area
 - 2 Match aptitudes to job area
 - 3 Verify abilities
 - 4 Identify immediate work goal
 - 5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

- SKILLS:
- 1 Exhibit dependability
 - 2 Demonstrate punctuality
 - 3 Follow rules and regulations
 - 4 Recognize the consequences of dishonesty
 - 5 Complete assignments in accurate and timely manner
 - 6 Control emotions
 - 7 Assume responsibility for own decisions and actions
 - 8 Exhibit pride and loyalty
 - 9 Exhibit ability to handle pressures and tensions
 - 10 Demonstrate ability to set priorities
 - 11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

- SKILLS:
- 1 Comply with safety and health rules
 - 2 Select correct tools and equipment
 - 3 Utilize equipment correctly

EMPLOYABILITY SKILLS

- 4 Use appropriate action during emergencies
- 5 Maintain clean and orderly work area
- 6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

- SKILLS:
- 1 Participate in company or agency orientation
 - 2 Demonstrate knowledge of company or agency products and services
 - 3 Exhibit positive behavior
 - 4 Read current job-related publications
 - 5 Support and promote employer's company image and purpose
 - 6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

- SKILLS:
- 1 Work productively with others
 - 2 Show empathy, respect and support for others
 - 3 Demonstrate procedures and assist others when necessary
 - 4 Recognize, analyze and solve or refer problems
 - 5 Minimize occurrence of problems
 - 6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

- SKILLS:
- 1 Read and comprehend written communications and information
 - 2 Use correct grammar
 - 3 Speak effectively with others
 - 4 Use job-related terminology
 - 5 Listen attentively
 - 6 Write legibly
 - 7 Use telephone etiquette
 - 8 Follow written and oral directions
 - 9 Ask questions
 - 10 Locate information in order to accomplish task
 - 11 Prepare written communication
 - 12 Utilize keyboarding skills
 - 13 Utilize computer skills

DUTY I: Adapting to Change

- SKILLS:
- 1 Recognize need to change
 - 2 Demonstrate willingness to learn
 - 3 Demonstrate flexibility
 - 4 Participate in continuing education
 - 5 Seek work challenges
 - 6 Adjust career goals/plan as needed

EMPLOYABILITY SKILLS

DUTY J: Understanding How a Business Works

- SKILLS:
- 1 Recognize the role of business in the enterprise system
 - 2 Identify general responsibilities of employees
 - 3 Identify general responsibilities of management/employers
 - 4 Investigate opportunities and options for business ownership
 - 5 Identify planning processes needed to open a business
 - 6 Participate in meetings

DUTY K: Performing Mathematical Skills

- SKILLS:
- 1 Apply mathematics for problem solving
 - 2 Add and subtract whole numbers, decimals and fractions
 - 3 Multiply and divide whole numbers, decimals and fractions
 - 4 Convert numbers between forms expressed as fractions, decimals and percents
 - 5 Convert between standard American units of measure
 - 6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

PHOTOGRAPHERS

DUTY A: Applying Safety Practices

- TASKS:
- 1 Comply with shop and equipment safety rules
 - 2 Apply basic emergency first aid techniques
 - 3 Complete accident report
 - 4 Inspect work area and equipment for safe working environment
 - 5 Report shop, environmental and equipment safety violations
 - 6 Demonstrate use of fire extinguishers
 - 7 Participate in shop safety committee
 - 8 Correct safety hazards
 - 9 Demonstrate cardiopulmonary resuscitation (CPR) techniques
 - 10 Participate in safety training program
 - 11 Comply with safety rules for working with photographic chemicals

DUTY B: Performing Housekeeping and Recordkeeping Activities

- TASKS:
- 1 Clean and maintain work area and leave in safe condition
 - 2 Report problems to supervisor
 - 3 Maintain records
 - 4 Coordinate work with other departments
 - 5 Complete time cards
 - 6 Complete job status reports
 - 7 Calculate time and materials
 - 8 Make equipment failure reports
 - 9 Read and interpret specifications on job ticket
 - 10 Determine basic maintenance procedures using manuals
 - 11 Participate in participative management program (Quality Circles)
 - 12 Requisition photographic supplies and materials
 - 13 Order photographic supplies and materials
 - 14 Store photographic supplies
 - 15 Store photographic chemicals

DUTY C: Conducting Shop Operations

- TASKS:
- 1 Answer customer questions
 - 2 Troubleshoot customer problems
 - 3 Maintain equipment inventory
 - 4 Guide and direct the work of photography team
 - 5 Prepare estimates and bids on photographic jobs
 - 6 Complete photography assignment contract
 - 7 Complete photograph release form
 - 8 Complete expense record
 - 9 Arrange photography session
 - 10 Establish and maintain appointment/assignment book
 - 11 Complete customer billing for commercial assignment
 - 12 File completed customer orders and negatives
 - 13 Interpret and apply copyright laws
 - 14 Complete business license application

PHOTOGRAPHERS

- 15 Set up a photography studio
- 16 Set up a darkroom
- 17 Purchase photographic equipment
- 18 Purchase photographic supplies
- 19 Evaluate photographic work
- 20 Prepare portfolio of photographic work
- 21 Assemble and exhibit proofbook
- 22 Display photographic work
- 23 Order prints from lab
- 24 Advertise services
- 25 Store and transport cameras and accessories

DUTY D: Performing Camera Work

- TASKS:
- 1 Read job order to determine photographic information
 - 2 Select camera and film for job
 - 3 Select camera lenses for a job
 - 4 Select camera accessories for a job
 - 5 Select and use tripods
 - 6 Select and use filters
 - 7 Calculate aperture and set F-stop
 - 8 Calculate and set shutter speeds
 - 9 Calculate time and set timer
 - 10 Expose film using 35mm camera
 - 11 Expose film using view camera
 - 12 Expose film using medium format camera
 - 13 Expose film using twin lens reflex camera
 - 14 Expose film using aerial camera
 - 15 Expose film using special cameras
 - 16 Expose instant film using film pack holder
 - 17 Expose film using computer-assisted cameras

DUTY E: Determining and Setting Up Lighting

- TASKS:
- 1 Determine light readings using exposure meters
 - 2 Determine light readings using grey cards
 - 3 Determine light readings using light meters
 - 4 Determine strobe light readings using flash meters
 - 5 Determine light reading for product with generated light source
 - 6 Calculate the need for additional lights
 - 7 Set up supplementary lights
 - 8 Select, set up and use reflectors
 - 9 Set up lighting for outdoor available light
 - 10 Set up lighting for outdoor artificial light
 - 11 Set up combination available and artificial light
 - 12 Set up lighting for studio portrait
 - 13 Set up high key portrait lighting in studio
 - 14 Set up lighting for tabletop objects
 - 15 Set up lighting for large objects in studio
 - 16 Set up lighting for large objects on location
 - 17 Set up lighting for copy stand
 - 18 Set up lighting for rear/front view projection

PHOTOGRAPHERS

- 19 Calculate main and flash exposure
- 20 Calculate filtration exposure
- 21 Make basic exposure test

DUTY F: Photographing Subjects

- TASKS:
- 1 Select locations for photography session
 - 2 Select models for photography session
 - 3 Select props for photography session
 - 4 Give directions to models
 - 5 Pose and relax people
 - 6 Photograph individual in studio
 - 7 Photograph individual on location
 - 8 Photograph group in studio
 - 9 Photograph group on location
 - 10 Photograph individual for passport/alien resident picture
 - 11 Photograph weddings
 - 12 Photograph tabletop objects
 - 13 Photograph large objects in studio
 - 14 Photograph large objects on location
 - 15 Photograph interiors
 - 16 Photograph exteriors
 - 17 Photograph food
 - 18 Photograph fashion items in studio
 - 19 Photograph fashion items on location
 - 20 Photograph objects using macro lens
 - 21 Take photograph for environmental impact documentation
 - 22 Take photograph for equipment/hardware documentation
 - 23 Take aerial photographs
 - 24 Photograph commercial products
 - 25 Photograph merchandise
 - 26 Photograph press conference
 - 27 Photograph news events
 - 28 Photograph feature stories
 - 29 Photograph sports events
 - 30 Take photographs using multiple exposure techniques
 - 31 Solve photographic problems

DUTY G: Performing Darkroom Work

- TASKS:
- 1 Prepare darkroom and arrange equipment
 - 2 Mix photographic chemicals
 - 3 Process black and white film using daylight tank
 - 4 Process black and white film using automatic processor
 - 5 Process black and white film using trays
 - 6 Process color negative film using daylight tank
 - 7 Process color negative film using automatic processor
 - 8 Process color negative film using trays
 - 9 Process color transparency film using daylight tank
 - 10 Process color transparency film using automatic processor
 - 11 Duplicate slides
 - 12 Produce special effects title slides
 - 13 Produce multi-image graphic slides
 - 14 Retouch black and white negative

PHOTOGRAPHERS

- 15 Process control strip in automatic processor
- 16 Monitor silver recovery unit
- 17 Recover photographic silver
- 18 Load film canisters
- 19 Solve darkroom problems

DUTY H: Printing Photographic Images

- TASKS:
- 1 Expose black and white paper for enlargements
 - 2 Expose contact sheet
 - 3 Expose contact print
 - 4 Expose color paper for enlargement
 - 5 Dodge/burn in image during printing
 - 6 Vignette image during printing
 - 7 Diffuse image during printing
 - 8 Print tone-line conversion
 - 9 Posterize photograph
 - 10 Print sabatier effect enlargement
 - 11 Sandwich negatives during printing
 - 12 Copy black and white slide
 - 13 Copy color slide
 - 14 Copy print using view camera
 - 15 Clean negatives
 - 16 Establish exposure for black and white print using analyzer
 - 17 Establish exposure for black and white print using test strip
 - 18 Establish color filtration and exposure for color paper using analyzer
 - 19 Establish filtration and exposure for color paper using test strip

DUTY I: Processing Photographic Paper

- TASKS:
- 1 Mix stock solution for paper
 - 2 Process black and white paper using trays
 - 3 Process black and white paper using automatic processor
 - 4 Process black and white paper using stabilization processor
 - 5 Process color paper using trays
 - 6 Process color paper using automatic processor
 - 7 Process color paper using drum/tube processing
 - 8 Process print archivally

DUTY J: Finishing Prints

- TASKS:
- 1 Tone print
 - 2 Bleach print
 - 3 Spot print
 - 4 Airbrush print
 - 5 Retouch print
 - 6 Etch print
 - 7 Trim print
 - 8 Spray-finish print

PHOTOGRAPHERS

- 9 Dry mount print
- 10 Position print on matte
- 11 Mount slides

DUTY K: Cleaning and Maintaining Darkroom

- TASKS:
- 1 Clean darkroom sinks
 - 2 Clean darkroom trays and mixing utensils
 - 3 Inspect mechanical components of cameras
 - 4 Clean photographic cameras
 - 5 Clean photographic lenses
 - 6 Perform minor maintenance on photographic cameras
 - 7 Clean automatic film processor
 - 8 Perform minor maintenance on automatic film processor
 - 9 Clean daylight tank processing unit
 - 10 Clean drum/tube processing unit
 - 11 Clean stabilization processing unit
 - 12 Clean automatic film dryer
 - 13 Perform minor maintenance on automatic film dryer
 - 14 Clean silver recovery unit
 - 15 Perform minor maintenance on silver recovery unit
 - 16 Maintain dustfree darkroom environment
 - 17 Maintain darkroom equipment
 - 18 Clean illumination system
 - 19 Perform minor maintenance on illumination system
 - 20 Solve darkroom problems

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.



**Education
For
Employment
Task Lists**

Illinois
State Board of
Education

Adult
Vocational and
Technical Education

INDUSTRIAL OCCUPATIONS

Telephone and Cable TV Line Installers/Repairers

*Employability Skills

*Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list

NOTE:

The duties and tasks found in these task lists form the basis of instructional content for secondary, postsecondary and adult occupational training programs. Orientation level instruction, usually offered in grades 9, 10, and 11, is a vital component of all vocational education programs and provides a strong foundation and vehicle for transitioning into occupational training programs.

These materials were prepared under contract with the Illinois State Board of Education, Department of Adult, Vocational and Technical Education ("Illinois Competency Based Vocational Education Project," contract number PS-10-130).

EMPLOYABILITY SKILLS

DUTY A: Identifying Employment Opportunities

- SKILLS:
- 1 Identify requirements for job
 - 2 Investigate educational opportunities
 - 3 Investigate occupational opportunities
 - 4 Locate resources for finding employment
 - 5 Confer with prospective employers
 - 6 Identify job trends

DUTY B: Applying Employment Seeking Skills

- SKILLS:
- 1 Locate job openings
 - 2 Document skills and abilities (resume)
 - 3 Prepare for interview
 - 4 Participate in interview
 - 5 Complete required tests
 - 6 Complete required forms
 - 7 Write application letter
 - 8 Write follow-up letter
 - 9 Write acceptance letter
 - 10 Evaluate job offer
 - 11 Evaluate job rejection

DUTY C: Interpreting Employment Capabilities

- SKILLS:
- 1 Match interest to job area
 - 2 Match aptitudes to job area
 - 3 Verify abilities
 - 4 Identify immediate work goal
 - 5 Develop career plan

DUTY D: Demonstrating Appropriate Work Behavior

- SKILLS:
- 1 Exhibit dependability
 - 2 Demonstrate punctuality
 - 3 Follow rules and regulations
 - 4 Recognize the consequences of dishonesty
 - 5 Complete assignments in accurate and timely manner
 - 6 Control emotions
 - 7 Assume responsibility for own decisions and actions
 - 8 Exhibit pride and loyalty
 - 9 Exhibit ability to handle pressures and tensions
 - 10 Demonstrate ability to set priorities
 - 11 Demonstrate problem-solving skills

DUTY E: Maintaining Safe and Healthy Environment

- SKILLS:
- 1 Comply with safety and health rules
 - 2 Select correct tools and equipment
 - 3 Utilize equipment correctly

EMPLOYABILITY SKILLS

- 4 Use appropriate action during emergencies
- 5 Maintain clean and orderly work area
- 6 Demonstrate personal hygiene and cleanliness

DUTY F: Maintaining Business-Like Image

- SKILLS:
- 1 Participate in company or agency orientation
 - 2 Demonstrate knowledge of company or agency products and services
 - 3 Exhibit positive behavior
 - 4 Read current job-related publications
 - 5 Support and promote employer's company image and purpose
 - 6 Maintain appearance to comply with company standards

DUTY G: Maintaining Working Relationships with Others

- SKILLS:
- 1 Work productively with others
 - 2 Show empathy, respect and support for others
 - 3 Demonstrate procedures and assist others when necessary
 - 4 Recognize, analyze and solve or refer problems
 - 5 Minimize occurrence of problems
 - 6 Channel emotional reaction constructively

DUTY H: Communicating on the Job

- SKILLS:
- 1 Read and comprehend written communications and information
 - 2 Use correct grammar
 - 3 Speak effectively with others
 - 4 Use job-related terminology
 - 5 Listen attentively
 - 6 Write legibly
 - 7 Use telephone etiquette
 - 8 Follow written and oral directions
 - 9 Ask questions
 - 10 Locate information in order to accomplish task
 - 11 Prepare written communication
 - 12 Utilize keyboarding skills
 - 13 Utilize computer skills

DUTY I: Adapting to Change

- SKILLS:
- 1 Recognize need to change
 - 2 Demonstrate willingness to learn
 - 3 Demonstrate flexibility
 - 4 Participate in continuing education
 - 5 Seek work challenges
 - 6 Adjust career goals/plan as needed

EMPLOYABILITY SKILLS

DUTY J: Understanding How a Business Works

- SKILLS:
- 1 Recognize the role of business in the enterprise system
 - 2 Identify general responsibilities of employees
 - 3 Identify general responsibilities of management/employers
 - 4 Investigate opportunities and options for business ownership
 - 5 Identify planning processes needed to open a business
 - 6 Participate in meetings

DUTY K: Performing Mathematical Skills

- SKILLS:
- 1 Apply mathematics for problem solving
 - 2 Add and subtract whole numbers, decimals and fractions
 - 3 Multiply and divide whole numbers, decimals and fractions
 - 4 Convert numbers between forms expressed as fractions, decimals and percents
 - 5 Convert between standard American units of measure
 - 6 Convert between standard American units and metric units

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

TELEPHONE AND CABLE TV LINE INSTALLERS/REPAIRERS

DUTY A: Applying Safety Practices

- TASKS:
- 1 Comply with shop and equipment safety rules
 - 2 Apply basic emergency first aid techniques
 - 3 Complete accident report
 - 4 Inspect work area and equipment for safe working environment
 - 5 Report shop, environmental and equipment safety violations
 - 6 Demonstrate use of fire extinguishers
 - 7 Correct safety hazards
 - 8 Demonstrate cardiopulmonary resuscitation (CPR) techniques
 - 9 Participate in safety training program

DUTY B: Planning Day's Activities

- TASKS:
- 1 Prepare for the day's work
 - 2 Organize workload
 - 3 Determine route
 - 4 Check stock and equipment.

DUTY C: Traveling to Job Site

- TASKS:
- 1 Inspect vehicle
 - 2 Drive defensively
 - 3 Locate the address
 - 4 Park vehicle
 - 5 Secure vehicle
 - 6 Protect work area (WAP)

DUTY D: Communicating with Customer

- TASKS:
- 1 Identify self
 - 2 Verify the work order
 - 3 Explain work to be done
 - 4 Present added service options for possible sale
 - 5 Get customer/owner approval for work to be done

DUTY E: Planning Job on the Job Site

- TASKS:
- 1 Visualize total job
 - 2 Identify potential safety hazards
 - 3 Organize tools and materials
 - 4 Determine most efficient route to job site

TELEPHONE AND CABLE TV LINE INSTALLERS/REPAIRERS

DUTY F: Performing Work Assignment or Installation

- TASKS:
- 1 Activate service drop at pole or pedestal
 - 2 Complete drop work to company specs
 - 3 Protect or ground service at the house
 - 4 Perform necessary tests

DUTY G: Performing Work Assignment or Repair Service of Installation

- TASKS:
- 1 Identify service problem
 - 2 Isolate service problem
 - 3 Make repairs on installation
 - 4 Refer repairs to qualified person if needed
 - 5 Explain service status to customer

DUTY H: Wrapping-up

- TASKS:
- 1 Clean up work area
 - 2 Educate customer on service and equipment
 - 3 Review service options
 - 4 Check for customer satisfaction
 - 5 Close out the job (paperwork/data base)

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.

DUTY A: Applying Safety Practices

- TASKS:
- 1 Comply with shop and equipment safety rules
 - 2 Apply basic emergency first aid techniques
 - 3 Complete accident report
 - 4 Inspect work area and equipment for safe working environment
 - 5 Report shop, environmental and equipment safety violations
 - 6 Demonstrate use of fire extinguishers
 - 7 Participate in disaster control exercises
 - 8 Participate in shop safety committee
 - 9 Correct safety hazards
 - 10 Demonstrate cardiopulmonary resuscitation (CPR) techniques
 - 11 Participate in safety training program

DUTY B: Performing Housekeeping and Recordkeeping Activities

- TASKS:
- 1 Clean and maintain work area and leave in safe condition
 - 2 Report problems to supervisor
 - 3 Maintain records
 - 4 Coordinate work with other departments
 - 5 Complete time cards
 - 6 Complete job status reports
 - 7 Calculate time and materials
 - 8 Make equipment failure reports
 - 9 Determine basic maintenance procedures using manuals
 - 10 Participate in participative management program (Quality Circles)
 - 11 Maintain log on film and chemical expiration dates

DUTY C: Marking Copy

- TASKS:
- 1 Read job order to determine composition information
 - 2 Mark up copy
 - 3 Measure type size
 - 4 Measure leading
 - 5 Measure line length
 - 6 Measure tabular column length and indents
 - 7 Measure horizontal and vertical rules
 - 8 Determine location of graphics
 - 9 Select type font, size, and leading for job

DUTY D: Programming and Setting Up Composing Machines

- TASKS:
- 1 Set composing machine margins, leadings, and tabs
 - 2 Set composing machine impression
 - 3 Set composing machine justification
 - 4 Select and change ribbon in composing machine
 - 5 Adjust parameters throughout job on composing machine
 - 6 Set newspaper and newsletter copy on composing machine

- 7 Set invoice, application, billing and other forms on composing machine
- 8 Set display advertising copy on composing machine
- 9 Set letterhead, envelope, business card copy, books, manuals, reports, brochures, circulars, or flyers on composing machine
- 10 Set lists, indexes, and tables on composing machine
- 11 Adjust composing machine copy
- 12 Insert paper in composing machine
- 13 Verify set up of composing machine
- 14 Adjust composing machine
- 15 Proofread composing machine copy
- 16 Produce phototypeset hard copy reader proof
- 17 Submit phototypeset output for proof reading
- 18 Read proofreaders marks and make indicated corrections in composing machine copy
- 19 Read editors marks and make indicated corrections in composing machine copy
- 20 Correct grammar and spelling in composing machine copy
- 21 Correct typographical errors in composing machine copy
- 22 Fit text and graphics to layout in composing machine
- 23 Inspect and adjust composing machine copy for density
- 24 Inspect and adjust composing machine copy for alignment
- 25 Inspect and adjust composing machine copy for leading and margins
- 26 Inspect and adjust composing machine copy for type styles, family, and size
- 27 Produce final composing machine typeset

DUTY E: Programming and Setting Up Phototypesetting, Digital and Desktop Publishing Equipment

- TASKS:
- 1 Enter layout specifications on typesetting or desktop publishing equipment
 - 2 Write formats for typesetting or desktop publishing equipment
 - 3 Receive off line data
 - 4 Receive telecommunication data
 - 5 Check system error report/documentation
 - 6 Determine if hardware/software problem
 - 7 Correct coding
 - 8 Determine and set margins, leadings and tabs
 - 9 Determine and set light density on phototypesetting equipment
 - 10 Set justification on phototypesetting equipment
 - 11 Adjust parameters throughout job on typesetting or desktop publishing equipment
 - 12 Keyboard newspaper and newsletter copy on typesetting or desktop publishing equipment
 - 13 Keyboard invoice, application, billing and other forms on typesetting or desktop publishing equipment
 - 14 Keyboard display advertising copy on typesetting or desktop publishing equipment

- 15 Keyboard letterhead, envelope, business card copy, books, manuals, reports, brochures, circulars, or flyers on typesetting or desktop publishing equipment
- 16 Keyboard lists, indexes, and tables on typesetting or desktop publishing equipment
- 17 Enter keyboarded copy into memory
- 18 Enter keyboarded copy into photo unit
- 19 Enter formats for page pagination on typesetting or desktop publishing equipment
- 20 Load fonts into output devices
- 21 Load typesetter with film or paper
- 22 Proofread typeset copy on screen
- 23 Produce phototypeset soft copy reader proof
- 24 Produce typeset hard copy reader proof
- 25 Submit typeset output for proof reading
- 26 Read proofreaders marks and make indicated corrections in typeset copy
- 27 Read editors marks and make indicated corrections in typeset copy
- 28 Correct grammar and spelling in typeset copy
- 29 Correct typeset typographical errors
- 30 Fit text and graphics to layout in phototypeset copy
- 31 Inspect and adjust phototypeset copy for density
- 32 Inspect and adjust phototypeset copy for alignment
- 33 Inspect and adjust typeset copy for leading and margins
- 34 Inspect and adjust typeset copy for type styles, family, and size
- 35 Update job file
- 36 Produce final typeset copy
- 37 Archive job file
- 38 Merge text and graphics using software applications packages
- 39 Complete a global search and edit or replace words and/or text
- 40 Create structured graphics; flowcharts, diagrams, graphs, technical drawings or charts
- 41 Input text and graphics using optical scanners
- 42 Open, move, resize and close a window
- 43 Back-up the system

DUTY F: Developing Phototypesetting Film

- TASKS:
- 1 Select and mix developing chemicals
 - 2 Fill processor with chemicals
 - 3 Transfer film to processor
 - 4 Develop film using processor
 - 5 Dry film
 - 6 Match dried film to original copy
 - 7 Identify and adjust film density problems

DUTY G: Maintaining Electronic Job Files

- TASKS:
- 1 Save files on disk
 - 2 Retrieve files from disk
 - 3 Delete unneeded files from disk storage
 - 4 Transfer files from damaged disk to new disk
 - 5 Store disks
 - 6 Update disk log
 - 7 Update font information
 - 8 Update front end programs (software programs)

DUTY H: Performing Basic Maintenance on Typesetting Equipment

- TASKS:
- 1 Adjust screen intensity and brightness
 - 2 Clean photo unit type fonts
 - 3 Clean keyboard
 - 4 Clean photo unit dust filters
 - 5 Clean photo unit lens filters, lenses and mirrors
 - 6 Empty chemicals in processor
 - 7 Clean processor
 - 8 Clean exterior of keyboard, photo and processor unit
 - 9 Replace lamp bulbs in photo unit
 - 10 Perform basic maintenance on processor
 - 11 Perform basic maintenance on photo unit
 - 12 Perform basic maintenance on terminal and keyboard
 - 13 Arrange for repairperson to make call or schedule repairs
 - 14 Perform basic maintenance on composing machines

Employability skills are a vital component of vocational education programs and should be incorporated into each occupational task list.