

**Program Information & Skill Alignment Chart for:
Materials Handling and Logistics – CIP Code 52.0203
Brownstown Campus**

Form to be submitted to IU 13 with PIF

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| Program Description | <ul style="list-style-type: none"> • IU13 Work Immersion Program partnership with LCCTC for students with disabilities • Develop skills in all areas of warehousing and distribution via work-based learning opportunities with industry partners • Develop employability and independent living skills to ensure successful transitions | |
| Program Information (costs, certifications, uniform) | <p><u>Textbooks-</u> (Provided to students, minimal use)</p> <ul style="list-style-type: none"> • Fundamentals of Warehousing & Distribution Volume 1: An Introductory Course in Material Handling • Fundamentals of Warehousing & Distribution Volume 2: Warehouse Operations • Fundamentals of Warehousing & Distribution Volume 3: Warehouse & Personal Performance <p><u>Uniforms- Students are required to be in uniform daily</u> (Recommend purchasing multiple pairs of pants/shirts to comply with uniform cleanliness standards, financial assistance available if needed)</p> <ul style="list-style-type: none"> • Carolina Blue CTC logo T-shirts and Sweatshirts (approx. \$45 costs) • Blue Dickies style work pants- does not have to be Dickie's brand (approx. \$40 cost) • Safety toe boots (steel or composite) above the ankle (approx. \$80 cost) <p><u>Program Opportunities/Certifications</u></p> <ul style="list-style-type: none"> • Osha 10-Hour General Industry • American Red Cross First-Aid/CPR/AED • Forklift Operator | |
| Program Outline & Pathways | <p><u>State Program of Study Task Outline</u></p> <ul style="list-style-type: none"> • Safety and Ergonomics • Inventory Management • Procurement Operations • Receiving • Storage and Put-away • Order Fulfillment • Packing • Shipping and Transportation • Material Handling Equipment • Industry Trends and Technology • Logistics and Supply Chain Management • Employability Skills • Independent Living Skills | <p><u>Pathways</u></p> <ul style="list-style-type: none"> • Forklift operator • Material handler • Shipping/Receiving Clerk • Picker/packer • Inventory control • Stocker |
| Other Information <i>Include Articulation Agreements</i> | <ul style="list-style-type: none"> • Co-teaching framework: Full-time special education teacher, general education CTC instructor, job-trainer • Opportunity to earn forklift certification • Opportunity to further education via Commonwealth Technical Institute at the Hiram G. Andrews Center | |

Student Name: _____ District: _____

**Skill Alignment Chart for:
Materials Handling and Logistics – CIP Code: 52.0203**

| Educational and Physical Attributes | Program Expectations | Present Education Level and Current Supports |
|--|---|--|
| Program Safety / Physical Considerations | <ul style="list-style-type: none"> • Lift, push, pull and move items up to 50 lbs • Walk and/or stand for extended periods of time • Bend and squat • Climb up and down ladders • Spatial awareness around powered industrial trucks • Be able to work in all conditions (example: cold-hot, clean-dusty/dirty, loud) • Safely use cutting tools (utility knife etc) • Ability to work independently and as a team (get along with others) • Follow directions • Be in final year looking to transition into competitive employment | |
| Action/Need: | | |
| Program Environment <i>Indoor/outdoor</i> <i>Dust/dirt/fume/noise etc</i> <i>Layout of room – theory/lab</i> | <u>Classroom</u> <ul style="list-style-type: none"> • Separate from lab • Individual desk with google Chromebook • Well lit <u>Lab</u> <ul style="list-style-type: none"> • Picking mezzanine • Packing area • Manual warehouse equipment: Hand trucks, manual pallet jacks • Powered industrial trucks: walk-behind electric pallet jacks, ride-on electric pallet jack, electric sit-down forklift, sit-down LP gas forklift, stand-up narrow aisle reach truck • Pallet racking system <u>Industry</u> <ul style="list-style-type: none"> • Fully operational warehouse work-based learning environment | |

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| | <ul style="list-style-type: none"> • Safely navigate among powered industrial trucks • May be exposed to loud noise and dirty/dusty areas • Lighting varies from very bright to dim | |
| Action/Need: | | |
| Reading / ELA levels | <ul style="list-style-type: none"> • Minimum 6th grade reading levels (preferred) | |
| Action/Need: | | |
| Writing Levels | <ul style="list-style-type: none"> • Basic sentence writing skills (preferred) | |
| Action/Need: | | |
| Math Levels Example: If a pallet is stacked with 11 cases per layer (tie) and is 8 layers high, how many full pallets will be needed to receive 385 cases? How many cases will be required in addition to the full pallets? | <ul style="list-style-type: none"> • Basic math/computer skills (preferred) | |
| Action/Need: | | |
| Theory time | <u>Up to 2 hours/day (Typically in the morning)</u> <ul style="list-style-type: none"> • Morning work (review activities) • One lesson per content area (vocational, independent living skills/employability skills, job-training) | |

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| Action/Need: | | |
| Homework <i>Amount per night</i> | <ul style="list-style-type: none"> • None | |
| Action/Need: | | |
| Lab Time <i>Guided vs Independent Work</i> | <p><u>Up to 4 hours/day (Includes both work-based learning and school settings)</u></p> <ul style="list-style-type: none"> • Apply Class Teachings to Hands-On • Pre-teach skills prior to beginning work-based learning partnerships • Powered Industrial Truck focused (back at school) | |
| Action/Need: | | |
| Tests <i>NOCTI testing – Y/N</i> <i>Frequency of tests/quizzes</i> | <p><u>No NOCTI or State Assessments</u></p> <ul style="list-style-type: none"> • No large chapter/unit exams • 1-2 quizzes per week • 1-2 skill assessments per week • Vocabulary knowledge • Parts of powered industrial trucks • Formative/Summative assessments • Very student-paced friendly | |
| Action/Need: | | |
| Behavioral Expectations <i>Executive Function</i> <i>Organizational skills</i> | <ul style="list-style-type: none"> • Ability to work independently and as a team • Time management • Active listening and learning • Self-advocating • Priority on attendance • Attention to detail • Respect of all peers, staff, and industry partners • Always give your best effort | |

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| Action/Need: | | |
| <p>Other <i>Technology skills specific to the program</i> <i>Additional skills that are valuable for program success.</i></p> | <p><u>Technology Based Instruction</u></p> <ul style="list-style-type: none"> • Use and navigate school issued laptop • Email management • Follow internet usage guidelines • Use and navigate learning management software (Canvas/Google Classroom) • Teams Meeting as Required <p><u>Other skills essential to program success</u></p> <ul style="list-style-type: none"> • Strong desire to work • Able to pass a background check and drug screening for on site work experience and employment | |
| Action/Need: | | |

District Representative Signature _____ *Date* _____