



## POS Perkins Statewide Articulation Agreement Documentation Coversheet

<b>Student Name:</b>									
<b>Secondary School Name:</b> <b>Secondary School Address:</b>									
<b>CTE Program of Study: CIP # _____ CIP Program Name _____</b>									
<div style="background-color: #e0f7fa; padding: 5px; text-align: center;"> <b>_____ 1. CAREER AND TECHNICAL EDUCATION</b>  <b>Technical Core Courses</b>  <b>List Technical Core Courses only below:</b> </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 5px;"> <tr> <td style="width: 15%; text-align: center; padding: 5px;">Grade 9</td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Grade 10</td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Grade 11</td> <td style="height: 40px;"></td> </tr> <tr> <td style="text-align: center; padding: 5px;">Grade 12</td> <td style="height: 40px;"></td> </tr> </table> <div style="background-color: #e0f7fa; padding: 5px; margin-top: 5px;"> <b>Overall Grade Point Average Technical Core Courses:</b>  <b>_____ / 4.0 Equate to GPA based on a 4.0 scale.</b> </div> <div style="padding: 5px; margin-top: 5px;"> <b>Send official transcript and a copy of student diploma to postsecondary institution where student is making application for admission.</b> </div>	Grade 9		Grade 10		Grade 11		Grade 12		<div style="background-color: #e0f7fa; padding: 5px; text-align: center; margin-bottom: 5px;"> <b>_____ 2. End of Program Assessment</b> </div> <div style="padding: 5px; margin-bottom: 5px;"> Check the appropriate certificate earned by this student on the CIP end of program assessment. (attach)   <div style="margin-left: 40px;"> <b>_____ Pennsylvania Skills Certificate (or)</b>  <b>_____ Pennsylvania Certificate of Competency</b> </div> </div> <div style="background-color: #e0f7fa; padding: 5px; text-align: center; margin-bottom: 5px;"> <b>_____ 3. Secondary Competency Task List signed by program instructor (attach)</b> </div> <div style="background-color: #fff176; padding: 5px; text-align: center; margin-bottom: 5px;"> <b>_____ 4. Industry Certification(s) if applicable, (attach)</b> </div> <div style="padding: 5px;"> <div style="text-align: center; margin-bottom: 5px;"> <b>Secondary School Representative</b>  <b>(individual attesting to document verification)</b> </div> <b>Signature:</b> _____   <b>Print Name:</b> _____  <b>Title:</b> _____  <b>Date :</b> _____ </div>
Grade 9									
Grade 10									
Grade 11									
Grade 12									



## Perkins Statewide Articulation Agreement

### Documentation item: Secondary Competency Task List Coversheet

**The Secondary School agrees to:**

- A. Implement the approved PDE Program(s) of Study.
- B. Provide assessment of student competencies based upon performance standards as prescribed by the approved PDE Program of Study.
- C. Furnish documentation necessary to the Postsecondary Institution upon a student's written request. Documents should be student specific and should verify that the student meets all secondary requirements of the approved PDE Program of Study.
- D. Provide documentation to the postsecondary institution that must include each of the following items, if applicable
  - High School Diploma;
  - Official Student Transcript;
  - **Secondary Competency Task List with the signature of a secondary school technical instructor;**
  - PA Certificate of Competency or PA Skills Certificate in technical program area and
  - Industry certifications earned

### **Student Specific Documentation: Secondary Competency Task List**

The following student qualifying for articulated credit under the Perkins Statewide Articulation Agreement has achieved proficiency on all of the approved PDE Program of Study Secondary Competency Task List items. Secondary Competency Task List is attached.

**Student Name:** \_\_\_\_\_

**Program of Study Name:** \_\_\_\_\_

**Program of Study CIP number:** \_\_\_\_\_


**Instructor's signature:** \_\_\_\_\_


**Instructor's Name (Print):** \_\_\_\_\_


**School Name:** \_\_\_\_\_


**School Mailing Address:** \_\_\_\_\_


**School telephone number:** \_\_\_\_\_

Unit/Standard Number	<div>  <p><b>pennsylvania</b> DEPARTMENT OF EDUCATION</p> </div> <div> <u>High School Graduation Years 2017, 2018 and 2019</u> </div> <div> <p><b>Logistics, Materials &amp; Supply Chain Management</b>  <b>CIP 52.0203</b>  <b>Task Grid</b></p> </div> <div> <p><b>Proficiency Level Achieved:</b>  <b>(X) Indicates Competency Achieved to Industry Proficiency Level</b></p> </div>	
	<b>Secondary Competency Task List</b>	
<b>100</b>	<b>SAFETY AND ERGONOMICS</b>	
101	Identify common causes of accidents and injuries in a distribution facility.	
102	Define and incorporate safety and ergonomics into all activities.	
103	Identify and use personal protective devices.	
104	Demonstrate proper lifting techniques.	
105	Identify types and appropriate uses of fire extinguishers.	
106	Explain how to effectively handle gas and hazardous materials.	
107	Define the role of OSHA in the workplace.	
108	Explain right-to-know laws.	
109	Identify safety and hazard symbols.	
110	Interpret Safety Data Sheets (SDS).	
111	Demonstrate safety when using manual material handling tools.	
<b>200</b>	<b>INVENTORY MANAGEMENT</b>	
201	Manage the flow of inventory.	
202	Identify various inventory control systems.	
203	RESERVED	
204	Explain use of inventory storage systems.	
205	Distinguish physical characteristics of inventory.	
206	Demonstrate the procedures for correct rotation of stock.	
207	Complete physical stock counts.	
208	Calculate inventory related to gross and stock.	
209	Explain inventory shrinkage.	
210	Process returns of inventory to vendors.	
<b>300</b>	<b>PROCUREMENT OPERATIONS</b>	
301	Describe the procurement process.	
302	Describe company buying/purchasing policies.	
303	Process purchasing documentation.	

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304	Review the performance of vendors.	
305	RESERVED	
<b>400</b>	<b>RECEIVING OPERATIONS</b>	
401	Identify and describe the steps involved in receiving shipments.	
402	List procedures for unloading shipments.	
403	Complete the process of accepting in-bound shipments.	
404	Explain the process for checking merchandise.	
405	Reconcile merchandise discrepancies against receiving documents.	
406	Update merchandise records with received products.	
407	Process refused and damage shipments.	
<b>500</b>	<b>STOCKING OPERATIONS</b>	
501	Identify storage locations requiring replenishment.	
502	Perform replenishment operations.	
503	Perform stocking operations of merchandise in designated locations.	
504	Identify optimal merchandise storage methods and equipment.	
505	Execute merchandise transactions to update the Warehouse Management System (WMS).	
<b>600</b>	<b>ORDER FULFILLMENT</b>	
601	Identify procedures for selection of customer orders.	
602	Distinguish among available selection methods.	
603	Perform the physical order picking process using material handling equipment.	
604	Complete order selection documentation.	
605	Identify and process backorders or shortages.	
606	Demonstrate adding route order to destination.	
<b>700</b>	<b>PACKING OPERATIONS</b>	
701	Identify types of cartons and protective material used in shipping.	
702	Demonstrate proper packing procedures.	
703	Complete and enclose a packing list.	

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704	Demonstrate knowledge of packaging documentation and labeling.	
705	Complete building of case shipments.	
706	Complete building of pallet shipments.	
707	Identify pallet designs and patterns.	
708	Palletize and secure a unit load.	
709	Identify units of measure.	
710	Identify quantity pack numbers.	
711	Use tables of weights and measurements.	
712	Weigh and record items using a scale.	
<b>800</b>	<b>SHIPPING AND TRANSPORTATION OPERATIONS</b>	
801	Identify terms used in routing/shipping.	
802	Complete shipments for small package carriers.	
803	Prepare a bill of lading.	
804	Recognize other types of transportation documents.	
805	Determine types of loads.	
806	Describe methods for securing loads.	
807	Identify terms and procedures used in international shipping.	
808	Identify modes of transportation.	
809	Identify procedures for outbound modes of transportation.	
810	RESERVED	
811	Identify procedures of shipments of hazardous materials.	
<b>900</b>	<b>MATERIAL HANDLING EQUIPMENT</b>	
901	Identify the primary types of hand-operated pieces of warehouse equipment.	
902	Demonstrate the use of hand-operated warehouse equipment.	
903	Identify the various types and characteristics of powered industrial trucks.	
904	Demonstrate procedures for inspecting powered industrial trucks.	
905	Demonstrate the operation of various types of powered industrial trucks.	
906	Perform certification tests on selected powered industrial trucks.	
907	Identify various types of fork lift attachments and modifications.	

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908	Identify steps for refueling and or recharging forklifts.	
909	Identify various types of overhead material handling equipment.	
910	Identify types of conveyor systems.	
911	Identify various types of automated materials handling equipment.	
912	Identify various types of docks and dock equipment.	
<b>1000</b>	<b>INDUSTRY TRENDS AND TECHNOLOGY</b>	
1001	Demonstrate the use of technological devices to facilitate operations.	
1002	RESERVED	
1003	Identify and use logistics and the Warehouse Management System as applicable in operations.	
1004	Explain the importance of globalization on the supply chain.	
1005	Identify and explain current trends in the supply chain field.	
<b>1100</b>	<b>LOGISTICS AND SUPPLY CHAIN MANAGEMENT</b>	
1101	Identify components of the supply chain.	
1102	Identify relationships between supply chain components.	
1103	Identify purposes of Third Party Logistics Providers (3PLs).	
1104	Define common logistics terminology.	
1105	Recognize and identify various facility layouts and designs.	
1106	Identify and explain reverse logistics.	
<b>1200</b>	<b>MARKETING</b>	
1201	Distinguish between the functions of marketing.	
1202	Distribution: Identify processes to move, store, locate, and /or transfer ownership of goods.	
1203	Financing: Identify concepts used in making business decisions.	
1204	Marketing-Information Management: identify the systems needed to gather and evaluate information.	
1205	Pricing: Identify strategies utilized in determining prices.	
1206	Product/Service Management: Identify processes needed to develop a product mix.	
1207	Promotion: Identify strategies needed to communicate information about products, services, images, and/or ideas.	
1208	PLACE: Identify how and where a product will be distributed.	

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<b>1300</b>	<b>ECONOMICS</b>	
1301	Explain the principles of supply and demand.	
1302	Explain the types of economic systems.	
1303	Identify factors affecting a business's profit.	
1304	RESERVED	
1305	Explain the concept of productivity.	
1306	Explain the nature of international trade.	
<b>1400</b>	<b>MANAGEMENT</b>	
1401	Explain the concept of management.	
1402	Describe the role of management in the achievement of quality.	
1403	Explain the nature of leadership in organizations.	
1404	Explain the nature of management/supervisory training.	
1405	Explain the nature of environmental regulations.	
1406	Identify ways that technology impacts business.	
1407	Plan and organize the work efforts of others.	