



REPUBLIC OF KENYA

NATIONAL OCCUPATIONAL STANDARDS

FOR

ELECTRICAL INSTALLATION ARTISAN

LEVEL 4



**TVET CDACC
P.O BOX 15745-00100
NAIROBI**

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FOREWORD

The provision of quality education and training is fundamental to the Government's overall strategy for social economic development. Quality education and training will contribute to achievement Kenya's development blue print and sustainable development goals.

Reforms in the education sector are necessary for the achievement of Kenya Vision 2030 and meeting the provisions of the Constitution of Kenya 2010. The education sector had to be aligned to the Constitution and this resulted to the formulation of the Policy Framework for Reforming Education and Training (Sessional Paper No. 4 of 2016). A key feature of this policy is the radical change in the design and delivery of the TVET training. This policy document requires that training in TVET be competency based, curriculum development be industry led, certification be based on demonstration of competence and mode of delivery allows for multiple entry and exit in TVET programmes.

These reforms demand that Industry takes a leading role in curriculum development to ensure the curriculum addresses its competence needs. It is against this background that these Occupational Standards were developed for the purpose of developing a competency based curriculum for Electrical Installation Level 4. These Occupational Standards will also be the bases for assessment of an individual for competence certification.

It is my conviction that these Occupational Standards will play a great role towards development of competent human resource for the Electrical sector's growth and sustainable development.

**PRINCIPAL SECRETARY, VOCATIONAL AND TECHNICAL TRAINING
MINISTRY OF EDUCATION**

PREFACE

The TVET Curriculum Development, Assessment and Certification Council (TVET CDACC), in conjunction with Electrical Engineering Sector Skills Advisory Committee (SSAC) have developed these Occupational Standards for Electrical Installation Operator level 4. These standards will be the bases for development of a competency-based curriculum for Electrical Installation Level 4. These Standards will also be the bases for assessment of an individual for competence certification.

The occupational standards are designed and organized with clear performance criteria for each element of a unit of competency. These standards also outline the required knowledge and skills as well as evidence guide.

I am grateful to the Council Members, Council Secretariat, Electrical Engineering SSAC, expert workers and all those who participated in the development of these occupational standards.

**Prof. CHARLES M. M. ONDIEKI, PhD, FIET (K), Con. Eng. Tech.
CHAIRMAN, TVET CDACC**

ACKNOWLEDGMENT

These Occupational Standards were developed through combined effort of various stakeholders from private and public organizations. I am sincerely thankful to the management of these organizations for allowing their staff to participate in this course. I wish to acknowledge the invaluable contribution of industry players who provided inputs towards the development of these Standards.

I thank TVET Curriculum Development, Assessment and Certification Council (TVET CDACC) for providing guidance on the development of these Standards. My gratitude goes to the Electrical Engineering Sector Skills Advisory Committee (SSAC) members for their contribution to the development of these Standards. I thank all the individuals and organizations who participated in the validation of these Standards.

I acknowledge all other institutions which in one way or another contributed to the development of these Standards.

CHAIRMAN ELECTRICAL ENGINEERING SECTOR SKILLS ADVISORY COMMITTEE

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TABLE OF CONTENTS

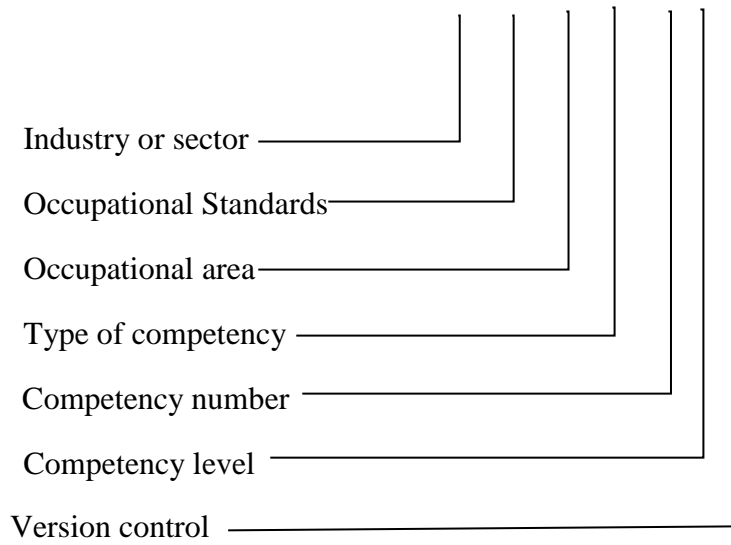
FOREWORD	iii
PREFACE	iv
ACKNOWLEDGMENT	v
ACRONYMS	vii
BASIC UNITS OF COMPETENCY	1
DEMONSTRATE COMMUNICATION SKILLS	2
DEMONSTRATE DIGITAL LITERACY	5
DEMONSTRATE ENTREPRENEURIAL SKILLS	9
DEMONSTRATE EMPLOYABILITY SKILLS	Error! Bookmark not defined.
DEMONSTRATE ENVIRONMENTAL LITERACY	13
DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES	23
COMMON UNITS OF COMPETENCY	28
APPLY ENGINEERING MATHEMATICS	29
APPLY ELECTRICAL PRINCIPLES	37
PREPARE AND INTERPRET TECHNICAL DRAWINGS	42
CORE UNITS OF COMPETENCY	46
PERFORM ELECTRICAL INSTALLATION	47
PERFORM TESTING OF ELECTRICAL INSTALLATION	52
PERFORM ELECTRICAL SYSTEM BREAKDOWN MAINTENANCE	57

ACRONYMS

KEBS	Kenya Bureau of Standards
KP	Kenya Power
NCA	National Construction Authority
OSHA	Occupational Safety and Health Act
IEE	Institute of Electrical Engineers
WIBA	Work injury benefits Act
CCTV	Closed Circuit Tele Vision
PV	Photo Voltaic
EHS	Environment, Health and Safety
CAD	Computer Aided Design
CDACC	Curriculum Development, Assessment and Certification Council
HVAC	Heating, Ventilation and Air Conditioning
IBMS	Integrated Building Management System
PPE	Personal Protective Equipment
TVET	Technical and Vocational Education and Training

KEY TO UNIT CODE

ENG/OS/EI/BC/01/4/ A



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OVERVIEW

Electrical Installation Level 4 qualification consists of competencies that a person must achieve to enable him/her be certified as an Electrical installation Operator

Electrical Installation Operator is a person who will carry out electrical installation work using a given design and customer's requirements. This work demands that the Operator reads and interpret electrical designs made by a designer so that he can install the system according to the national and international standards. Moreover, the size and quantity of all materials, cables, control equipment and accessories and specifications for the items necessary to install the electrical systems will largely be determined by the project owner and electrical installation operator. Therefore, an electrical an Electrical installation Operator is a well-trained person who can carry out these responsibilities.

Thus, the units of competency comprising of Electrical Installation level 4 qualification include the following; basic, common and core competencies:

BASIC COMPETENCIES

Unit of Learning Code	Unit of Learning Title
ENG/OS/EI/BC/01/4	Demonstrate communication skills
ENG/OS/EI/BC/02/4	Demonstrate digital literacy
ENG/OS/EI/BC/03/4	Demonstrate entrepreneurial skills
ENG/OS/EI/BC/04/4	Demonstrate employability skills
ENG/OS/EI/BC/05/4	Demonstrate environmental literacy
ENG/OS/EI/BC/06/4	Demonstrate occupational safety and health practices

COMMON COMPETENCIES

Unit of Learning Code	Unit of Learning Title
ENG/OS/EI/CC/01/4	Apply Engineering mathematics
ENG/OS/EI/CC/02/4	Apply Electrical principles
ENG/OS/EI/CC/03/4	Apply workshop processes
ENG/OS/EI/CC/04/4	Prepare and interpret Technical Drawing

CORE COMPETENCIES

Unit of Learning Code	Unit of Learning Title
ENG/OS/EI/CR/01/4	Perform Electrical Installation
ENG/OS/EI/CR/02/4	Perform Testing of Electrical Installation
ENG/OS/EI/CR/03/4	Perform Electrical system breakdown maintenance

BASIC UNITS OF COMPETENCY

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DEMONSTRATE COMMUNICATION SKILLS

UNIT CODE: ENG/OS/EI/BC/01/4/A

UNIT DESCRIPTION

This unit covers the competencies required to gather, interpret and convey information in response to workplace requirements and to lead in the dissemination and discussion of ideas, information and issues in the workplace.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from <i>appropriate sources</i> 1.2 Effective questioning, active listening and speaking skills are used to gather and convey information 1.3 Appropriate <i>medium</i> is used to transfer information and ideas 1.4 Appropriate non-verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and <i>storage</i> of information are used 1.7 Personal interaction is carried out clearly and concisely
2. Complete relevant work-related documents	2.1 Range of forms relating to conditions of employment are completed accurately and legibly 2.2 Workplace data is recorded on standard workplace forms and documents 2.3 Basic mathematical processes are used for routine calculations 2.4 Errors in recording information on forms/ documents are identified and properly acted upon 2.5 Reporting requirements to supervisor are completed according to organizational guidelines
3. Communicate information about workplace processes	2.1 Appropriate method of communication is selected 2.2 Multiple operations involving several topics areas are communicated accordingly 2.3 Questions are used to gain extra information

	2.4 Correct sources of information are identified 2.5 Information is selected and organized correctly 2.6 Verbal and written reporting is undertaken when required 2.7 Communication skills are maintained in all situations
4. Lead workplace discussion	2.8 Response to workplace issues are sought 2.9 Response to workplace issues are provided immediately 2.10 Constructive contributions are made to workplace discussions on such issues as production, quality and safety 2.11 Goals/objectives and action plan undertaken in the workplace are communicated accordingly
5. Identify and communicate issues arising in the workplace	3.1 Issues and problems are identified as they arise 3.2 Information regarding problems and issues are organized coherently to ensure clear and effective communication 3.3 Dialogue is initiated with appropriate personnel 3.4 Communication problems and issues are raised as they arise

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
Methods of communication include but not limited to:	1.1. Non-verbal gestures 1.2. Verbal 1.3. Face to face 1.4. Two-way radio 1.5. Speaking to groups 1.6. Using telephone 1.7. Written 1.8. Internet
Workplace discussion include but not limited to:	2.1. Coordination meetings 2.2. Toolbox discussion 2.3. Peer-to-peer discussion

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Organize information
- Understand and convey intended meaning
- Participate in variety of workplace discussions

- Comply with organization requirements for the use of written and electronic communication methods
- Effective report writing
- Effective clarifying and probing skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Organization requirements for written and electronic communication methods
- Effective verbal communication methods
- Report writing
- Effective questioning techniques (clarifying and probing)
- Workplace etiquette

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: <ol style="list-style-type: none"> 1.1 Dealt with a range of communication/information at one time 1.2 Made constructive contributions in workplace issues 1.3 Sought workplace issues effectively 1.4 Responded to workplace issues promptly 1.5 Presented information clearly and effectively in written form 1.6 Used appropriate sources of information 1.7 Asked appropriate questions 1.8 Provided accurate information
2. Resource Implications	The following resources should be provided: <ol style="list-style-type: none"> 2.1 Variety of Information 2.2 Communication tools 2.3 Simulated workplace
3. Methods of Assessment	<ol style="list-style-type: none"> 3.1 Case Study 3.2 Third-party reports 3.3 Portfolio 3.4 Interview 3.5 Role Play
4. Context of Assessment	Competency may be assessed individually in the actual workplace or through accredited institution
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

DEMONSTRATE DIGITAL LITERACY

UNIT CODE: ENG/OS/EI/BC/02/4 /A

This unit covers the competencies required to effectively demonstrate digital literacy in a working environment. It entails identifying and using digital devices such as smartphones, tablets, laptops and desktop PCs for purposes of communication and performing work related tasks at the work place.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Identify computer software and hardware	1.1 <i>Appropriate computer software</i> is identified according to manufacturer's specification 1.2 <i>Appropriate computer hardware</i> is identified according to manufacturer's specification
2. Apply security measures to data, hardware, software	2.1 <i>Data security and privacy are classified</i> in accordance with the technological situation 2.2 <i>Security and control measures</i> are applied in accordance with laws governing protection of ICT 2.3 Computer threats and crimes are detected. 2.4 Protection against computer crimes is undertaken in accordance with laws governing protection of ICT
3. Apply computer software in solving tasks	3.1 Basic <i>word processing concepts</i> are applied in resolving workplace tasks 3.2 <i>Word processing utilities</i> are applied in accordance with workplace procedures 3.3 Data is manipulated on worksheet in accordance with office procedures
4. Apply internet and email in communication at workplace	4.1 Electronic mail is applied in workplace communication in accordance with office procedures 4.2 Office internet functions are defined and executed in accordance with office procedures 4.3 <i>Network configuration</i> and uses are determined in accordance with office operations procedures

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Range	Variable

<i>Appropriate computer software</i> may include but not limited to:	<ul style="list-style-type: none"> • A collection of instructions that enable the user to interact with a <i>computer</i>, its hardware, or perform tasks. • Computer tools that will help <i>computer</i> users interact with the hardware in a <i>computer</i>.
<i>Appropriate computer hardware</i> may include but not limited to:	Collection of physical parts of a computer system. This includes the computer case, monitor, keyboard, and mouse and all the parts inside the computer case, such as the hard disk drive, motherboard, video card,
<i>Data security and privacy</i> may include but not limited to:	<ul style="list-style-type: none"> • Confidentiality • Cloud computing • Confidentiality • Cyber terrorism • Integrity -but-curious data serving
<i>Security and control measures</i> may include but not limited to:	<ul style="list-style-type: none"> • Countermeasures and risk reduction • Cyber threat issues • Risk management
<i>Word processing concepts</i> may include but not limited to:	Using a special program to create, edit, and print documents
<i>Network configuration</i> may include but not limited to:	Organizing and maintaining information on the components of a computer network

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Analytical skills
- Interpretation
- Typing
- Communication
- Computing (applying fundamental operations such as addition, subtraction, division and multiplication)
- Using calculator
- Basic ICT skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Input and output devices
- Central processing Unit (CPU)
- Peripherals

- Storage Media
- Software concept
- Types of concept
- Function of computer software
- Data security and privacy
- Security threats and control measures
- Computer crimes
- Detection and protection of computer crimes
- Laws governing protection of ICT
- Word processing;
 - ✓ Functions and concepts of word processing.
 - ✓ Documents and tables creation and manipulations
 - ✓ Mail merging
 - ✓ Word processing utilities
- Spread sheet;
 - ✓ Meaning, formulae, function and charts, uses, layout, data manipulation and application to cell
- Networking and Internet;
 - ✓ Meaning, functions and uses of networking and internet.
 - ✓ Electronic mail and world wide web
- Emerging trends and issues in ICT;
 - ✓ Identify and apply emerging trends and issues in ICT
 - ✓ Challenges posed by emerging trends and issues

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Identified input, output, CPU and storage media devices of computers in accordance to computer specification 1.2 Identified concepts, types and functions of computer software according to operation manual 1.3 Identified and controlled security threats 1.4 Detected and protected computer crimes 1.5 Applied word processing in office tasks 1.6 Prepared work sheet and applied data to the cells in accordance to workplace procedures 1.7 Used Electronic Mail for office communication as per workplace procedure 1.8 Applied internet and World Wide Web for office tasks in accordance with office procedures 1.9 Applied laws governing protection of ICT
2. Resource Implications	<ul style="list-style-type: none"> 2.1 Smartphones 2.2 Tablets 2.3 Laptops and 2.4 Desktop PCs

	<p>2.5 Desktop computer</p> <p>2.6 Lap top</p> <p>2.7 Calculator</p> <p>2.8 Internet</p> <p>2.9 Smart phone</p> <p>2.10 Operations Manuals</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Written Test</p> <p>3.2 Demonstration</p> <p>3.3 Practical assignment</p> <p>3.4 Interview/Oral Questioning</p> <p>3.5 Demonstration</p>
4. Context of Assessment	Competency may be assessed in an off and on the job setting
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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DEMONSTRATE ENTREPRENEURIAL SKILLS

UNIT CODE : ENG/OS/EI/BC/03/4/A

This unit covers the competencies required for creating and maintaining small scale business, establishing small business customer base, managing and growing a micro/small-scale business.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements.</p> <p><i>Bold and italicized terms are elaborated in the Range</i></p>
<p>1. 1. Create and maintain small-scale business</p>	<p>1.1 Generation and evaluation of business ideas is undertaken in accordance with the existing procedure</p> <p>1.2 Competencies are matched with business opportunities in accordance with business practices.</p> <p>1.3 Procedure for starting a small business is identified as per the legal requirements</p> <p>1.4 SWOT/ PESTEL analysis and or industrial survey is carried out according to office procedures</p> <p>1.5 Business operations are monitored and controlled following established procedures.</p> <p>1.6 Quality assurance measures are implemented consistently.</p> <p>1.7 Good relations are maintained with staff/workers.</p> <p>1.8 Policies and procedures on occupational safety and health and environmental concerns are constantly observed.</p>
<p>2. 2. Establish small business customer base</p>	<p>2.1 Good customer relations are maintained in accordance with office procedures</p> <p>2.2 New customers and markets are identified, explored and reached out to according to the marketing plan</p> <p>2.3 Promotions/Incentives are offered to loyal customers in accordance with office procedures</p> <p>2.4 Additional products and services are evaluated and tried in accordance with marketing strategy</p> <p>2.5 Customer record is maintained in accordance with</p>

	office procedures
3. Manage small scale business	<p>3. 3.1 Enterprise is built up and sustained through judicious control of cash flows.</p> <p>4. 3.2 Profitability of enterprise is ensured through appropriate internal controls.</p> <p>5. 3.3 Unnecessary or lower-priority expenses and purchases are avoided to ensure profitability</p> <p>6. 3.4 Basic cost-benefit analysis are undertaken in accordance with office procedures</p> <p>7. 3.5 Basic financial management are undertaken in accordance with office procedures</p> <p>8. 3.6 Basic financial accounting is undertaken in accordance with office procedures</p> <p>9. 3.7 Business internal controls are implemented in accordance with office procedure</p> <p>10. 3.8 Setting business priorities and strategies is carried out according to office procedures</p> <p>11. 3.9 Preparation and interpretation of basic financial statements is undertaken in accordance with set procedures</p> <p>12. 3.10 <i>Preparation of business plans</i> for small business is undertaken in accordance with business strategy</p> <p>13. 3.11 Business Social Responsibility is maintained in accordance with Standard Operations Procedures (SOP)</p>
4. Grow/ expand small scale business	<p>4. 4.1 Prepared business growth strategy for small sale business in accordance with office procedures</p> <p>5. 4.2 Incorporated technology in small scale business growth in accordance with technological trends</p> <p>6. 4.3 Emerging issues and trends are considered in accordance with business growth strategy</p> <p>7. 4.4 Built audience interest in product/service according to growth strategy</p> <p>8. 4.5 Boosted cooperate communication according to business communication strategy</p>

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Variable	Range
Business Strategy include but not limited to:	Manage wastages, environmental conservation

Business Operations include but not limited to:	<ul style="list-style-type: none"> • Purchasing • Accounting/administrative • Work production/operations/sales • Marketing
Internal control includes but not limited to:	<ul style="list-style-type: none"> • Accounting systems • Financial statements/reports • Cash management • Human resource management
Profitability of enterprise include but not limited to:	Operating expenses lower than income
Communication strategy include but not limited to:	<ul style="list-style-type: none"> • Blue print of exchange of information • Technology and exchange of information

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Individual marketing skills
- Using basic advertising (posters/ tarpaulins, flyers, social media,
- Basic bookkeeping/ accounting skills
- Communication skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Generation and evaluation of business ideas
- Legal requirements for starting a small business
- SWOT/ PESTEL analysis
- Occupational Safety and Health
- Public relations concepts
- Business plan
- Business financing
- Marketing strategies
- Business management and control
- Production/ operation process
- Product promotion strategies
- Market and feasibility studies
- Business ethics
- Building customer relations
- Business models and strategies

- Types and categories of businesses
- Business internal controls
- Relevant national and local legislation and regulations
- Basic quality control and assurance concepts
- Building relations with customer and employees
- Building competitive advantage of the enterprise
- Business growth strategies

EVIDENCE GUIDE

1. Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Demonstrated entrepreneurial skills 1.2 Demonstrate competencies to create a small-scale business 1.2 Demonstrated ability to conceptualize and plan a micro/small business 1.3 Grew customer base for the small-scale business 1.3 Demonstrated ability to manage/operate a micro/small-scale business 1.4 Demonstrated competencies to grow a micro/small-scale business
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Case studies on micro/small-scale enterprises 2.2 Materials and location relevant to the proposed activity and tasks
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Case studies 3.2 Oral Questioning 3.3 Portfolio 3.4 Projects
4. Context of Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

DEMONSTRATE EMPLOYABILITY SKILLS

UNIT CODE: ENG/OS/EI/BC/04/4/A

UNIT DESCRIPTION

This unit covers competencies required to demonstrate employability skills. It involves conducting self-management, demonstrating critical safe work habits, demonstrating workplace learning and workplace ethics.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Conduct self-management	1.1 Personal vision, mission and goals are formulated based on potential and in relation to organization objectives 1.2 Emotions are managed as per workplace requirements 1.3 Individual performance is evaluated and monitored according to the agreed targets. 1.4 Assertiveness is developed and maintained based on the requirements of the job. 1.5 Accountability and responsibility for own actions are demonstrated. 1.6 Self-esteem and a positive self-image are developed and maintained. 1.7 Time management, attendance and punctuality are observed as per the organization policy. 1.8 Goals are managed as per the organization's objective 1.9 Self-strengths and weaknesses are identified as per <i>personal objectives</i> 1.10 Critics are managed as per personal objectives 1.11 Demonstrate interpersonal communication 1.12 Information is shared as per communication structure 1.13 Work activity is organized with other involved personnel as per the SOPs
2. Demonstrate critical safe work habits	2.1 Stress is managed in accordance with workplace procedures. 2.2 Punctuality and time consciousness is demonstrated in line with workplace policy. 2.3 Personal objectives are integrated with organization goals based on organization's strategic plan. 2.4 Work priorities are set in accordance to workplace procedures.

	<p>2.5 Feedback on performance is collected and evaluated based on established team learning process</p> <p>2.6 Leisure time is recognized in line with organization policy.</p> <p>2.7 Abstinence from drug and substance abuse is observed as per workplace policy.</p> <p>2.8 Awareness of HIV and AIDS is demonstrated in line with workplace requirements.</p> <p>2.9 Safety consciousness is demonstrated in the workplace based on organization safety policy.</p> <p>2.10 Emerging issues are dealt with in accordance with organization policy.</p>
<p>3. Demonstrate workplace learning</p>	<p>3.1 Personal training needs are identified and assessed in line with the requirements of the job</p> <p>3.2 Own learning is managed as per workplace policy.</p> <p>3.3 Learning opportunities are sought and allocated based on job requirement and in line with organization policy.</p> <p>3.4 Contribution to the learning community at the workplace is carried out.</p> <p>3.5 Range of media for learning are identified as per the training need</p> <p>3.6 Application of learning is demonstrated in both technical and non-technical aspects based on requirements of the job</p> <p>3.7 Enthusiasm for ongoing learning is demonstrated</p> <p>3.8 Time and effort is invested in learning new skills-based job requirements</p> <p>3.9 Willingness to learn in different context is demonstrated based on available learning opportunities arising in the workplace.</p> <p>3.10 Opportunities for performance improvement are identified proactively in area of work.</p> <p>3.11 Awareness of personal role in workplace innovation is demonstrated.</p>
<p>4. Demonstrate workplace ethics</p>	<p>4.1 Policies and guidelines are observed as per the workplace requirements</p> <p>4.2 Self-worth and profession is exercised in line with personal goals and organizational policies</p> <p>4.3 Code of conduct is observed as per the workplace requirements</p> <p>4.4 Personal and professional integrity is demonstrated as per the personal goals</p> <p>4.5 Commitment to jurisdictional laws is demonstrated as per the workplace requirements</p>

RANGE

This section provides work environment and conditions to which the performance criteria apply. It allows for different work environment and situations that will affect performance.

Range	Variable
<i>Drug and substance abuse</i> includes but not limited to:	Commonly abused <ul style="list-style-type: none">• Alcohol• Tobacco• Miraa• Over-the-counter drugs• Cocaine• Bhang• Glue
<i>Feedback</i> includes but not limited to:	<ul style="list-style-type: none">• Verbal• Written• Informal• Formal
<i>Team</i> includes but not limited to:	<ul style="list-style-type: none">• Small work group• Staff in a section/department• Inter-agency group
<i>Personal objectives</i> include but not limited to:	<ul style="list-style-type: none">• Long term• Short term• Broad• Specific
<i>Innovation</i> include but not limited to:	<ul style="list-style-type: none">• New ideas• Original ideas• Different ideas• Methods/procedures• Processes• New tools
<i>Emerging issues</i> include but not limited to:	<ul style="list-style-type: none">• Terrorism• Social media• National cohesion• Open offices
<i>Range of media for learning</i> include but not limited to:	<ul style="list-style-type: none">• Mentoring• peer support and networking• IT and courses

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Personal hygiene practices
- Intra and Interpersonal skills
- Communication skills
- Knowledge management
- Interpersonal skills
- Critical thinking skills
- Observation skills
- Organizing skills
- Negotiation skills
- Monitoring skills
- Evaluation skills
- Record keeping skills
- Problem solving skills
- Decision Making skills
- Resource utilization skills
- Resource mobilization skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- Work values and ethics
- Company policies
- Company operations, procedures and standards
- Occupational Health and safety procedures
- Fundamental rights at work
- Personal hygiene practices
- Workplace communication
- Concept of time
- Time management
- Decision making
- Types of resources
- Work planning
- Resources and allocating resources
- Organizing work
- Monitoring and evaluation
- Record keeping
- Workplace problems and how to deal with them
- Negotiation
- Assertiveness
- Team work
- Gender mainstreaming
- HIV and AIDS
- Drug and substance abuse
- Leadership
- Safe work habits

- Professional growth and development
- Technology in the workplace
- Learning
- Creativity
- Innovation
- Emerging issues
 - Social media
 - Terrorism
 - National cohesion

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> 1.1 Conducted self-management 1.2 Demonstrated critical safe work habits 1.3 Demonstrated workplace learning 1.4 Demonstrated workplace ethics
2. Resource Implications	The following resources should be provided: <ul style="list-style-type: none"> 2.1 Case studies/scenarios
3. Methods of Assessment	Competency in this unit may be assessed through: <ul style="list-style-type: none"> • Oral Interview • Observation • Third Party Reports • Written
4. Context of Assessment	<ul style="list-style-type: none"> 4.1 Competency may be assessed in workplace or in a simulated workplace setting 4.2 Assessment shall be observed while tasks are being undertaken whether individually or in-group
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

DEMONSTRATE ENVIRONMENTAL LITERACY

UNIT CODE: ENG/OS/EI/BC/05/4/A

UNIT DESCRIPTION

This unit specifies the competencies required to follow procedures for environmental hazard control, follow procedures for environmental pollution control, comply with workplace sustainable resource use and evaluate current practices in relation to resource usage.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Control environmental hazard	1.1 <i>Storage methods</i> for environmentally hazardous materials are strictly followed according to environmental regulations and OSHS. 1.2 <i>Disposal methods</i> of hazardous wastes are followed always according to environmental regulations and OSHS. 1.3 <i>PPE</i> is used according to OSHS.
2. Control environmental Pollution control	2.1 Environmental pollution <i>control measures</i> are compiled following standard protocol. 2.2 Procedures for solid waste management are observed according Environmental Management and Coordination Act 1999 2.3 Methods for minimizing <i>noise pollution</i> complied following environmental regulations.
3. Demonstrate sustainable resource use	3.1 Methods for minimizing wastage are complied with. 3.2 Waste management procedures are employed following principles of 3Rs (Reduce, Reuse, Recycle) 3.3 Methods for economizing or reducing resource consumption are practiced.
4. Evaluate current practices in relation to resource usage	4.1 Information on resource efficiency <i>systems and procedures</i> are collected and provided to the work group where appropriate. 4.2 Current resource usage is measured and recorded by members of the work group.

	<p>4.3 Current purchasing strategies are analyzed and recorded according to industry procedures.</p> <p>4.4 Current work processes to access information and data is analyzed following enterprise protocol.</p>
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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
1. PPE may include but are not limited to:	<p>1.1 Masks</p> <p>1.2 Gloves</p> <p>1.3 Goggles</p> <p>1.4 Safety hat</p> <p>1.5 Overall</p> <p>1.6 Hearing protector</p> <p>1.7 Safety boots</p>
2. Environmental pollution control measures may include but are not limited to:	<p>18.1 Methods for minimizing or stopping spread and ingestion of airborne particles</p> <p>18.2 Methods for minimizing or stopping spread and inhaling gases and fumes</p> <p>18.3 Methods for minimizing or stopping spread and ingestion of liquid wastes</p>
3. Waste management Procedures may include but are not limited to:	<p>3.1 Sorting</p> <p>3.2 Storing of items</p> <p>3.2 Recycling of items</p> <p>3.3 Disposal of items</p> <p>3.4 Handling</p> <p>3.5 Transport</p>
4. Resources may include but are not limited to:	<p>4.1 Electric</p> <p>4.2 Water</p> <p>4.3 Fuel</p> <p>4.3 Telecommunications</p> <p>4.4 Supplies</p> <p>4.5 Materials</p>
5. Workplace environmental hazards may include but are not limited to:	<p>5.1 Biological hazards</p> <p>5.2 Chemical and dust hazards</p> <p>5.3 Physical hazards</p>
6. Organizational systems and procedures may include but are not limited to:	<p>7.1 Supply chain, procurement and purchasing</p> <p>7.2 Quality assurance</p> <p>7.3 Making recommendations and seeking approvals</p>

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Following storage methods of environmentally hazardous materials
- Following disposal methods of hazardous wastes
- Using PPE
- Practicing OSHS
- Complying environmental pollution control
- Observing solid waste management
- Complying methods of minimizing noise Pollution
- Complying methods of minimizing wastage
- Employing waste management procedures
- Economizing resource consumption
- Listing of resources used
- Measuring current usage of resources
- Identifying and reporting workplace environmental hazards
- Conveying all environmental issues
- Following environmental regulations
- Identifying environmental regulations
- Assessing procedures for assessing compliance
- Collecting information on environmental and resource efficiency systems and procedures, and Providing information to the work group
- Measuring and recording current resource usage
- Analysing and recording current purchasing strategies.
- Analysing current work processes to access information and data and Assisting identifying areas for improvement

Required Knowledge

The individual needs to demonstrate knowledge of:

- Storage methods of environmentally hazardous materials
- Disposal methods of hazardous wastes
- Usage of PPE Environmental regulations
- OSHS
- Types of pollution
- Environmental pollution control measures
- Different solid wastes
- Solid waste management

- Different noise pollution
- Methods of minimizing noise pollution
- Solid Waste Act
- Methods of minimizing wastage
- Waste management procedures
- Economizing of resource consumption
- Principle of 3Rs
- Types of resources
- Techniques in measuring current usage of resources
- Calculating current usage of resources
- Types of workplace environmental hazards
- Environmental regulations
- Environmental regulations applying to the enterprise.
- Procedures for assessing compliance with environmental regulations.
- Collection of information on environmental and resource efficiency systems and procedures,
- Measurement and recording of current resource usage
- Analysis and recording of current purchasing strategies.
- Analysis current work processes to access information and data Analysis of data and information
- Identification of areas for improvement

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Controlled environmental hazard</p> <p>1.2 Controlled environmental pollution</p> <p>1.3 Demonstrated sustainable resource use</p> <p>1.4 Evaluated current practices in relation to resource usage</p>
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <p>2.1 Workplace with storage facilities</p> <p>2.2 Tools, materials and equipment relevant to the tasks (ex. Cleaning tools, cleaning materials, trash bags, etc.)</p> <p>2.3 PPE</p> <p>2.4 Manuals and references</p> <p>2.5 Legislation, policies, procedures, protocols and local ordinances relating to environmental protection</p>

	2.6 Case studies/scenarios relating to environmental Protection
3 Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <p>3.1 Demonstration</p> <p>3.2 Oral questioning</p> <p>3.3 Written examination</p> <p>3.4 Third Party Reports</p> <p>3.5 Portfolio (citations/awards from GOs and NGOs, certificate of training – local and abroad)</p> <p>3.6 Simulations and role-plays</p>
4 Context of Assessment	<p>Competency may be assessed on the job, off the job or a combination of these as well as in work placement (internship). Off the job assessment must be undertaken in a closely simulated workplace environment.</p>
5 Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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DEMONSTRATE OCCUPATIONAL SAFETY AND HEALTH PRACTICES

UNIT CODE: ENG/OS/EI/BC/06/4/A

UNIT CODE:

UNIT DESCRIPTION

This unit specifies the competencies required to practice safety and health, and comply with OSH requirements relevant to work

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range</i>
1. Observe workplace procedures for hazards and risk prevention	1.1 Arrangement of work area and items in accordance with Company housekeeping procedures is followed 1.2 Work standards and procedures are followed 1.3 <i>Prevention and control measures</i> , including use of <i>safety gears/PPE</i> are applied 1.4 Standards and procedures for <i>incidents and emergencies</i> are studied and applied, as needed
2. Participate in arrangements for workplace safety and health maintenance	2.1 Orientations on <i>OSH requirements/regulations</i> of tasks is participated 2.2 Feedback on health, safety, and security concerns are provided to appropriate personnel as required in a sufficiently detailed manner. 2.3 Workplace procedures for reporting hazards, incidents, injuries and sickness are practiced 2.4 OSH requirements/ regulations and workplace safety and hazard control procedures are reviewed, and compliance reported to appropriate personnel, as needed 2.5 Needed <i>OSH-related trainings</i> are identified and proposed to appropriate personnel

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
<p>1. Prevention and control measures may include but are not limited to:</p>	<ul style="list-style-type: none"> 1.1 Eliminate the hazard (i.e., get rid of the dangerous machine) 1.2 Isolate the hazard (i.e. keep the machine in a closed room and operate it remotely; barricade an unsafe area off) 1.3 Substitute the hazard with a safer alternative (i.e., replace the machine with a safer one) 1.4 Use administrative controls to reduce the risk (i.e. give trainings on how to use equipment safely; OSH-related topics, issue warning signages, rotation/shifting work schedule) 1.5 Use engineering controls to reduce the risk (i.e. use safety guards to machine) 1.6 Use personal protective equipment 1.7 Safety, Health and Work Environment Evaluation 1.8 Periodic and/or special medical examinations of workers
<p>2. Safety gears /PPE (Personal Protective Equipment's) may include but are not limited to:</p>	<ul style="list-style-type: none"> 2.1 Arm/Hand guard, gloves 2.2 Eye protection (goggles, shield) 2.3 Hearing protection (ear muffs, ear plugs) 2.4 Hair Net/cap/bonnet 2.5 Hard hat 2.6 Face protection (mask, shield) 2.7 Apron/Gown/coverall/jump suit 2.8 Anti-static suits 2.9 High-visibility reflective vest

<p>3. <i>Incidents and emergencies</i> may include but are not limited to:</p>	<p>3.1 Chemical spills 3.2 Equipment/vehicle accidents 3.3 Explosion 3.4 Fire 3.5 Gas leak 3.6 Injury to personnel 3.7 Structural collapse 3.8 Toxic and/or flammable vapors emission.</p>
<p>4. <i>OSH requirements / regulations</i> may include but are not limited to:</p>	<p>4.2 Building code 4.5 Permit to Operate</p>
<p>5. <i>OSH-related trainings</i> may include but are not limited to:</p>	<p>5.1 Safety Orientations relevant to tasks 5.2 Safe and Correct Operation of Tools and Equipment 5.3 Health Orientations/trainings (Healthy Lifestyle, Prevention of drug/alcohol dependence, violence in the workplace, work-stress) 5.4 Prevention and Control of OSH Hazards in the workplace 5.5 Chemical Handling 5.6 Safety Trainings (Fire Safety, Construction Safety, Confined Space) 5.7 Prevention and Control of Work-related Injuries and Illness 5.8 Basic First-aid Trainings 5.9 Emergency Response Trainings 5.10 Trainings on use of fire-extinguisher</p>

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Communication Skills
- Knowledge management
- Collaborating skills
- Interpersonal Skills

- Troubleshooting skills
- Critical thinking Skills
- Observation Skills

Required Knowledge

The individual needs to demonstrate knowledge of:

- General OSH principles and legislations
- Principles of good housekeeping (5S)
- Company/workplace policies/ guidelines
- Standards and safety requirements of work process and procedures
- Standard Workplace emergency plan and procedures
- Safety and health requirements of tasks
- Workplace guidelines on providing feedback on OSH and security concerns
- OSH regulations
- Hazard control procedures
- OSH trainings relevant to work

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Follows work and housekeeping procedures, and complies with its requirements 1.2 Follows work standards and procedures 1.3 Applies OSH preventive and control measures, including emergency plan, standards and procedures 1.4 Participates in orientations on OSH requirements of tasks 1.5 Provides feedback on health, safety, and security concerns in a sufficiently detailed manner. 1.6 Practices workplace procedures for reporting hazards, incidents, injuries and sickness 1.7 Reviews and reports compliance to workplace OSH regulations and hazard control procedures 1.8 Identifies and proposes OSH trainings relevant to work
<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Facilities, materials tools and equipment necessary for the activity

3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Observation/Demonstration with oral questioning 3.2 Third party report 3.3 Written exam
4. Context of Assessment	Competency may be assessed on the job, off the job or a combination of these. Off the job assessment must be undertaken in a closely simulated workplace environment.
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

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COMMON UNITS OF COMPETENCY

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APPLY ENGINEERING MATHEMATICS

UNIT CODE:ENG/OS/EI/CC/01/4/A

UNIT DESCRIPTION:

This unit describes the competencies required by a technician in order to apply algebra, apply coordinate geometry, carry out mensuration, matrix methods, and vectors.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range.</i>
1. Apply Algebra	1.1 Calculations involving Indices are performed as per the concept 1.2 Calculations involving Logarithms are performed as per the concept 1.3 Scientific calculator is used in solving mathematical problems in line with manufacturer's manual 1.4 Simultaneous equations are performed as per the rules 1.5 Quadratic equations are calculated as per the concept
2. Apply Coordinate Geometry	2.1 Polar equations are calculated using coordinate geometry 2.2 Graphs of given polar equations are drawn using the Cartesian plane 2.3 Normal and tangents are determined using coordinate geometry
3. Carry out Mensuration	3.1 Perimeter and areas of figures are obtained 3.2 Volume and of Surface area of solids are obtained 3.3 Area of irregular figures are obtained 3.4 Areas and volumes are obtained using Pappus theorem
4. Apply Matrix	4.1 Determinant and inverse of 2x2 matrix are obtained 4.2 Solutions of simultaneous equations are obtained 4.3 Calculation involving Eigen values and Eigen

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range.</i>
	vectors are performed
5. Apply Vector	5.1 Vectors and scalar quantities are obtained in two dimensions 5.2 Operations on vectors are performed 5.3 Position of vectors is obtained 5.4 Resolution of vectors is done 5.5 Gradient, Divergence and curl are determined 5.6 Dot and cross products are determined

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range <i>May include but not limited to:</i>
1. Operations	1.1. Addition 1.2. Subtraction

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Applying fundamental operations (addition, subtraction, division, multiplication)
- Using and applying mathematical formulas
- Logical thinking
- Problem solving
- Drawing graphs
- Using different measuring tools

Required knowledge

The individual needs to demonstrate knowledge of:

- Fundamental operations (addition, subtraction, division, multiplication)
- Calculating area and volume
- Types and purpose of measuring instruments
- Units of measurement and abbreviations
- Rounding techniques
- Types of fractions
- Types of tables and graphs

- Presentation of data in tables and graphs
- Vector operations
- Matrix operations

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Applied complex algebraic equations 1.2 Carried out mensuration 1.3 Applied Vector theory 1.4 Applied Matrix
2. Resource Implications	The following resources should be provided: 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Measuring equipment 2.3 Materials relevant to the proposed activity or tasks
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Direct Observation 3.2 Demonstration with Oral Questioning 3.3 Written tests
4. Context of Assessment	Competency may be assessed individually in the actual workplace or through accredited institution
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.

PERFORM WORKSHOP PRACTICES

UNIT CODE: ENG/OS/EI/CC/02/4

UNIT DESCRIPTION

This unit covers the competencies required to perform workshop practices. Competencies include applying workshop Safety, use of workshop tools, instruments and equipments, preparation of workshop materials, preparation of workshop for Electrical installation, Storage of Electrical tools and materials, troubleshoot and repair/replace workshop tools and equipment.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Apply workshop safety	1.1 Proper use of PPE is adhered to as per standard operating procedure 1.2 Workshop rules are followed as per standard operating procedure 1.3 Proper use of safety equipments are followed as per the manufacturer's recommendations 1.4 First Aid procedures are adhered to
2. Use workshop tools, Instruments and equipments	2.1 Workshop tools , Instruments and equipments are identified as per required installation 2.2 Tools, Instruments and equipments are used as per the manufacture's manuals 2.3 Proper handling of workshop tools, Instruments and equipments as per standard operating procedure 2.4 Care and Maintenance of workshop tools, Instruments and equipments as per standard operating procedure
3 Prepare workshop tools and instruments for an Electrical installation	3.1 List of required tools and instruments is prepared per the required installation 3.2 Issuing of required tools and instruments is performed as per standard operating procedure 3.3 Functionality of tools and instruments is checked in line with the standard operating procedure 3.4 Calibration of workshop instruments are performed as per the standard operating procedure
4 Store electrical tools and materials	4.1 Tools are checked against the issuing list as standard operating procedures

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function	These are assessable statements which specify the required level of performance for each of the elements. <i>(Bold and italicised terms are elaborated in the Range)</i>
	<p>4.2 Tools are stored as per the standard operating procedure</p> <p>4.3 Tools are cleaned as per the workshop standard operating procedure</p> <p>4.4 Waste materials are disposed as per the EHS</p>
5 Troubleshoot and repair/replace workshop tools and equipment	<p>5.1 Faulty tools are identified as per their expected functionality</p> <p>5.2 Faulty equipment are diagnosed in line with the fault diagnosis procedures</p> <p>5.3 Repair/Replace faulty components as per standard operating procedure</p> <p>5.4 Repaired/Replaced tool and equipment are tested as per the expected functionality</p>

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RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range <i>May include but is not limited to:</i>
1. Workshop tools	1.1 Pliers 1.2 Hacksaws 1.3 Hammer 1.4 Spirit levels 1.5 Phase Tester 1.6 Side cutters
2. Manual	2.1 Operational 2.2 Installation 2.3 Commissioning 2.4 Technical specification /data sheet
3. Parameters	3.1 Light intensity 3.2 Sound 3.3 Speed 3.4 Efficiency 3.5 Temperature 3.6 Electrical quantities e.g. Voltage, current and resistance levels 3.7 Expected output

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

1. Organisational and legislative requirements including:	
1.1	The manufacturer's manual about the operation of various workshop tools and instruments
1.2	The legal and statutory requirements relating to electrical Workshop operation activities.
1.3	workplace procedures relevant to: 1.3.1 health and safety; 1.3.2 The environment (including waste disposal); 1.3.3 Appropriate personal and protective equipment; 1.3.4 Appropriate use of service manuals
1.4	Workplace procedures for: 1.4.1 Fault identification and diagnosis

1. Organisational and legislative requirements including:	
	1.4.2 Appropriate use of tools and equipment
	1.4.3 Repairing, modifying or replacing defective parts or components.
	1.4.4 Reporting of technical challenges
1.5	The importance of documenting workshop practical activities and information.
1.6	The importance of working within agreed timelines and sharing progress reports.
1.8	The importance of reporting anticipated delays to relevant parties promptly.
2. The use of technical information including:	
2.1	How to find, interpret and use sources of technical information for workshop practical activities
2.2	The importance of using the correct sources of technical information.
2.3	The purpose of and how to use identification codes.

FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:	
<ul style="list-style-type: none"> • Communications (verbal and written); • Proficient in ICT; • Time management; • Analytical • Faults troubleshooting; • Problem solving; • Planning; 	<ul style="list-style-type: none"> • Decision making; • First aid; • Report writing;

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

<p>1 Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Adhered to the proper use of PPE 1.2 Observed the workshop rules 1.3 Performed the First Aid procedures in the workshop 1.4 Observed workshop procedures in the storage of tools 1.5 Safely used testing equipment and tools 1.6 Observed EHS in the waste disposal 1.7 Properly demonstrated care and maintenance of workshop tools 1.8 Obtained, recorded and interpreted test results 1.9 Identified faulty tools and instruments 1.10 Repaired/Replaced faulty tools
<p>2 Resource Implications</p>	<p>The following resources must be provided:</p> <ul style="list-style-type: none"> 2.1 Electrical installation tool kit 2.2 Testing equipment 2.3 Measuring equipment 2.4 First Aid kit and <p>Resources the same as that of workplace are advised to be applied</p>
<p>3 Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Oral test 3.2 Observation 3.3 Practical demonstration
<p>4 Context of Assessment</p>	<p>Competency may be assessed individually in the actual workplace or through a simulated work place setting</p>
<p>5 Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

APPLY ELECTRICAL PRINCIPLES

UNIT CODE:ENG/OS/EI/CC/03/4/A

UNIT DESCRIPTION

This unit describes the competencies required by a technician in order to apply a wide range of Electrical principles in their work: Competencies include; use the concept of basic Electrical quantities, concepts of D.C and A.C circuits in electrical installation, use of electrical machine, use of earthing in Electrical installations and apply capacitance and inductance

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range.</i></p>
<p>1. Use the concept of basic Electrical quantities</p>	<p>1.1 Basic <i>SI units</i> in Electrical are identified as established standards 1.2 <i>Quantities</i> of Charge, force, work and power are identified as per established standards 1.3 Perform calculations involving electrical quantities i.e Current, Resistance and voltage as per established standards</p>
<p>2. Use the concepts of D.C and A.C circuits in electrical installation</p>	<p>2.1 Theory of conductors and insulators is determined as per established procedures 2.2 Ohm's law is performed as per established procedures 2.3 Calculations involving resistor connection is performed as per established procedures 2.4 Color coding for fixed resistors is performed as per established standards 2.5 Calculations involving parallel and series circuits are performed as per established standards 2.6 Calculations involving R-L-C circuits are performed as per established standards 2.7 Calculations involving DC and AC circuits. Network theorems are performed. E.g. Kirchoff's laws, 2.8 Conversion of AC to DC and DC to AC are performed as per established standards 2.9 Parallel resonance and Q-factor are determined as per established standards 2.10 Power factor improvement is performed as per established standards</p>
<p>3. Use of single</p>	<p>3.1 Types of single-phase electrical machines are identified as</p>

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements. <i>Bold and italicized terms are elaborated in the Range.</i>
phase electrical machine	per established standards 3.2 Calculations involving single phase AC and DC Motors are performed per established standards 3.3 Types of single phase transformers are identified as per established standards 3.4 Calculations involving single AC and DC transformers are performed as per established standards 3.5 Types of single phase generators are identified as per established standards 3.6 Motor starting methods are identified as per established procedure 3.7 DC motor speed control is established as per standard operating procedures
4. Use of earthing in Electrical installations	4.1 Earthing types are identified as per established standards 4.2 Earthing systems are identified as per established procedures 4.3 Tests to determine the earthing system are performed as per established standards 4.4 Test on an earthing system is performed in line with the IEE regulations
5. Apply capacitance and inductance	5.1 Sources of Electrostatic fields are identified as established procedures 5.2 Dielectric materials are identified as per the established standards 5.3 Calculations involving capacitor parameters are performed as per established standards 5.4 Types of capacitors are identified as per established standards 5.5 Concept of charge and electrostatic field is established as per established standards 5.6 Calculations involving capacitors are performed as per established standards 5.7 Concept of magnetic circuits is identified as per established procedure 5.8 Parameters 5.9 Calculations involving inductors are performed as per established procedures

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

Variable	Range
	May include but not limited to:
1. SI unit	1.1 Power – Watts (W) 1.2 Current – Amperes (A) 1.3 Resistance – Ohms(Ω) 1.4 Voltage – Volts (V)
2. Quantities	2.1 Charge 2.2 Force 2.3 Work 2.4 Power

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required Skills

The individual needs to demonstrate the following skills:

- Apply basic Electrical formulas
- Use of basic Electrical instruments
- Perform various unit conversions of Electrical quantities
- Electrical earthing
- Lightening arrestors
- logical thinking
- problem solving
- drawing graphs
- Using different measuring tools

Required knowledge

The individual needs to demonstrate knowledge of:

- Electrical power calculations
- Various laws in Electrical engineering
- Electrical formulas
- SI units of various electrical parameters
- Earthing testing
- Lightening arrestor testing
- Selecting the correct type of electrical machines for various uses
- Types and purpose of measuring instruments

- Units of measurement and abbreviations

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1 Critical aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Applied the correct SI units of Electrical quantities 1.2 Stated, Calculate and relates the quantities in Ohm's law 1.3 Identified the components of an earthing system 1.4 Stated and apply various laws in Electrical system 1.5 Differentiated between AC and DC circuits. 1.6 Applied correct formulas in the calculation of AC and DC machines 1.7 Identified types of lightening arrestors and their applications
2. Resource Implications	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Access to relevant workplace or appropriately simulated environment where assessment can take place 2.2 Measuring equipment 2.3 Materials relevant to the proposed activity or tasks
3. Methods of Assessment	<p>Competency in this unit may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Direct Observation 3.2 Demonstration with Oral Questioning 3.3 Written tests
Context of Assessment	<p>Competency may be assessed individually in the actual workplace or through accredited institution</p>
Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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PREPARE AND INTERPRET TECHNICAL DRAWINGS

UNIT CODE: ENG/OS/EI/CC/03/4/A

UNIT DESCRIPTION

This unit covers the competencies required to prepare and interpret technical drawings. It involves competencies to select, use and maintain drawing equipment and materials. It also involves producing plain geometry drawings, solid geometry drawings, orthographic drawings and Electrical drawings

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the Range)</i>
1.0 Use and maintain drawing equipment and materials	1.1 <i>Drawing equipment</i> are identified and gathered according to task requirements 1.2 <i>Drawing materials</i> are identified and gathered according to task requirements 1.3 Drawing equipment are used and maintained as per manufacturer's instructions 1.4 Drawing materials are used as per workplace procedures 1.5 Waste materials are disposed in accordance with workplace procedures and <i>environmental legislations</i> 1.6 <i>Personal Protective Equipment</i> is used according to occupational safety and health regulations
2.0 Produce plane geometry drawings	2.1 Different types of lines used in drawing and their meanings are identified according to standard drawing conventions 2.2 Different types of <i>geometric forms</i> are constructed according to standard conventions 2.3 Different types of angles are constructed according to principles of geometry 2.4 Different types of angles are measured using appropriate measuring tools 2.5 Angles are bisected according to standard conventions 2.6 Freehand sketching of different types of geometric forms, tools, equipment, diagrams is conducted
3.0 Produce solid geometry	3.1 Drawings of patterns are interpreted according to standard conventions

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the Range)</i>
drawings	3.2 Patterns are developed in accordance with standard conventions 3.3 Patterns are assembled as per standard conventions 3.4 Pattern assembly is interpreted as per standard conventions
4.0 Produce orthographic drawings	4.1 Symbols and abbreviations are identified and their meaning interpreted according to standard drawing conventions 4.2 First and third angle orthographic drawings are produced and interpreted in accordance with the standard conventions 4.3 Orthographic elevations are dimensioned in accordance with standard conventions 4.4 Isometric drawings are produced and interpreted in accordance with standard conventions 4.5 Assembly drawing is produced and interpreted in line with the operating standards
5. Produce electrical drawings	5.1 Electrical symbols and abbreviations are identified and their meaning interpreted according to BS 3939 5.2 Electrical diagrams and drawings are developed as per established standards 5.3 Electrical drawings are produced in accordance with BS 3939 5.4 Electrical drawings and diagrams are interpreted as per established standards

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance

Variable	Range
1. Drawing equipment	Drawing boards, T and set squares, drawing sets
2. Drawing materials	Drawing papers, pencils, erasers, masking tapes, paper clips
3. Environmental legislations	EMCA 1999
4. Personal Protective Equipment	Dust coats, closed leather shoes
5. Geometric forms	Circles, triangles, rectangles, parallelogram, polygons,

	pyramids, conic sections, prisms, loci
6. Standard conventions	<ul style="list-style-type: none"> • Anatomy of engineering drawing (title block, coordinate grid system, revision block, notes and legends) • Drawing scale (paper size and drawing symbols) • International drawing standards
7. Electrical drawings	Block, schematic, circuit, line and wiring diagrams

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit of competency.

Required skills

The individual needs to demonstrate the following skills:

- Critical thinking
- Drawing
- Interpretation
- Drawing equipment handling
- Analysis and synthesis
- Communication
- Inter personal

Required knowledge

The individual needs to demonstrate knowledge of:

- Drawing equipment and materials
- Freehand sketching
- Lettering
- Geometrical constructions
- Types of drawings
- Types of lines
- Isometric drawing conventions, features, characteristics, components
- Orthographic drawing conventions, features, characteristics, components
- Sketches and drawings of simple patterns

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ol style="list-style-type: none"> 1.1 Applied and adhered to safety procedures 1.2 Cared and maintained drawing equipment 1.3 Interpreted circuit, assembly and lay out diagrams
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	<p>1.4 Applied appropriate technical standards, used proper tools and equipment for a given task</p> <p>1.5 Produced sketches and drawings</p>
2. Resource Implications	<p>Resources the same as that of workplace are advised to be applied.</p> <p>2.1 Drawing room</p> <p>2.2 Drawing equipment and materials</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Practical tests</p> <p>3.2 Observation</p>
4. Context of Assessment	<p>Competency may be assessed individually in the actual workplace or a simulated work place setting</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

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CORE UNITS OF COMPETENCY

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PERFORM ELECTRICAL INSTALLATION

UNIT CODE: ENG/OS/EI/CR/01/4/A

UNIT DESCRIPTION

This unit covers the competencies required to perform an electrical installation work. Installation work includes application of EHS standards, interpretation of drawings and development of working drawing, preparation of tools, equipment and materials, installation of electrical systems.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Apply EHS standards	1.1 Appropriate <i>safety regulations</i> are applied as per OSHA 1.2 <i>Good housekeeping</i> practices are applied as per standard operating procedures 1.3 Accidents, incidents and near misses are reported as per standard operating procedures 1.4 First aid is applied as per standard operating procedures
2. Prepare working drawings	2.1 Design drawing is interpreted as per established standards 2.2 Symbols and nomenclatures are applied in accordance with British Standards [BS 3939] 2.3 Appropriate drawing tools are applied as per established standards 2.4 Components and their ratings are identified as per established procedure 2.5 Cable sizes and lengths are marked as per established procedures 2.6 Power supply and distribution circuits are drawn using line diagrams 2.7 Cable routes are indicated as per established procedures 2.8 Working drawing is prepared and any deviations from design drawing are shared with relevant parties as per the standard operating procedures
3. Assemble tools, equipment & materials	3.1 Tools, equipment and materials are checked for the proper specifications and functionality as per established standards

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the Range)</i>
	3.2 Tools, equipment and materials are used as per established procedure 3.3 Tools and equipment are calibrated as per established standards 3.4 Tools, equipment and materials are assembled and stored as per the established procedure
4. Install electrical system	4.1 Installation safety procedures are observed as per established standards 4.2 Working drawing is implemented as per established procedure 4.3 Installation is performed in line with IEE and other applicable standards 4.4 Cables, conductors, conduits, enclosures and support systems are installed to specifications using appropriate techniques, tools and equipment as per the working drawing 4.5 Labelling of the installation for identification is performed as per established standards 4.6 Disposal of waste materials is performed in line with environmental regulations

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance

Variable	Range <i>May include but is not limited to:</i>
1. Safety regulations	1.1 IEE regulations 1.2 Occupational Safety and Health Act (OSHA) 1.3 Work injury benefits Act (WIBA)
2. Good house keeping	2.1 Adequate ventilation 2.2 Adequate lighting 2.3 clean and dry surfaces in the workplace 2.4 Avoid oil spillage 2.5 Tools in the appropriate storage place 2.6 Proper waste disposal in the designated places
3. Working drawings	3.1 Lighting and small power 3.2 Power distribution 3.3 Fire alarm and detection

	3.4 Burglar alarm 3.5 CCTV 3.6 Access control 3.7 Electric fence
4. Power supply	4.1 Single phase, 2 wire 4.2 Single phase 3 wire 4.3 3phase 4wire 4.4 3phase 5 wire 4.5 Dc: 2 wire and 3 wire
5. Technical standards	5.1 IEE standard 5.2 British Standard 5.3 KEBS standard
6. Service providers	6.1 Plumbers 6.2 Air conditioning 6.3 Data networks 6.4 Security 6.5 Carpenters 6.6 Masons 6.7 Welders 6.8 Fitters
7. Services	7.1 Laying conduits/trays 7.2 Trunking 7.3 Providing temporary power 7.4 Installing power points
8. Installation	8.1 Domestic installation 8.2 Commercial installation 8.3 Industrial Installation 8.4 Agriculture/ horticulture 8.5 Power Generator 8.6 Security 8.7 Water heating installations 8.8 Power transmission and distribution 8.9 IBMS (integrated building Management system)

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of: 1. Organisational and legislative requirements including:	
1.1	The manufacturer's warranty requirements relating to electrical installation systems and related components.
1.2	The legal requirements relating to electrical installations
1.3	Kenyan legislation and workplace procedures relevant to:

	1.3.1 Health and safety; 1.3.2 The environment (including waste disposal); 1.3.3 Appropriate personal protective equipment (PPE).
1.4	Workplace procedures for: 1.4.1 Work place communication; 1.4.2 Time management 1.4.3 Team building and team work 1.4.4 Notifying danger and hazard zones to workers 1.4.5 Materials management
1.5	The importance of documentation and keeping records
1.7	The relationship between time and costs
2. The use of technical information including:	
2.2	The importance of using the correct sources of technical information.
	2.1.1 Interpreting circuits, drawings, specifications and instructions 2.1.2 Preparing work plans in accordance with legislative and regulatory requirements, standard operating procedures and health and safety requirements 2.1.3 Referring and applying adjustable codes, numbers and standards at different circumstances

FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:	
<ul style="list-style-type: none"> • Communications (verbal and written); • Time management; • Technical drawing; • circuit tracing; • Use of measuring tools & equipment • Problem solving; 	<ul style="list-style-type: none"> • Decision making; • Planning; • First aid; • Report writing; • Creativity • Customer care

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Applied and adhered to safety procedures 1.2 Interpreted layouts/ circuit diagrams correctly 1.3 Applied appropriate technical standards
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	<p>1.4 Used proper tools and equipment for a given task</p> <p>1.5 Demonstrated safe selection, placing and wiring of cables/wires, fixtures and fittings</p> <p>1.6 IEE regulations were observed during installation</p> <p>1.7 Installed functional electrical systems</p>
2. Resource Implications	<p>Resources the same as that of workplace are advised to be applied.</p> <p>2.1 Electrical installation tool kit, calculator, stationery</p> <p>2.2 Electrical installation materials</p> <p>2.3 Testing equipment</p> <p>2.4 Storage facility</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Asking the reason what he/she does and why</p> <p>3.2 Observation with the help of check list</p> <p>3.3 Practical demonstrations</p>
4. Context of Assessment	<p>Competency may be assessed individually in the actual workplace or a simulated work place setting</p>
5. Guidance information for assessment	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

PERFORM TESTING OF ELECTRICAL INSTALLATION

UNIT CODE: ENG/OS/EI/CR/02/4/A

UNIT DESCRIPTION

This unit covers the competencies required to carry out inspection and testing of an electrical installation. The inspection and testing work covers; identification of types of test, preparation of test equipment, verifying installed fittings, conducting performance tests, recording testing results, generation of reports and issuance of certificates.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA
<p>These describe the key outcomes which make up workplace function.</p>	<p>These are assessable statements which specify the required level of performance for each of the elements</p> <p><i>(Bold and italicised terms are elaborated in the Range)</i></p>
<p>1. Carry out physical inspection</p>	<p>1.1 Visual inspection is carried out</p> <p>1.2 Fitting points and equipment are identified as per as-built drawings</p> <p>1.3 Physical condition of the installation is checked as per established standards</p> <p>1.4 Firmness of the installation is checked as per the established standards</p>
<p>2. Identify the test to be carried out and the test equipment</p>	<p>2.1 The installation to be tested is identified per established standards</p> <p>2.2 Test points are identified as per established standards</p> <p>2.3 Test parameters and their expected values are identified as per established standards</p> <p>2.4 Appropriate Test equipment are identified as per the tests to carried out</p> <p>2.5 Test equipment are checked for appropriate specifications and functionality</p> <p>2.6 Test equipment are prepared and stored for safe and easy access in accordance with established procedure</p>
<p>3. Perform the test</p>	<p>3.1 Test sequence procedure is decided based on the test standards</p> <p>3.2 Safety precautions are adhered to as per OSHA</p> <p>3.3 Additional precaution is observed on the installation in hazardous environment as per EHS standard</p> <p>3.4 Tests are carried out in line with the IEE regulations</p>

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the Range)</i>
	3.5 Test results are recorded and compared with standards values 3.6 Test report is compiled and shared with relevant parties
4. Issue certificates	4.1 Test certificate is issued to the relevant parties 4.2 Wiring certificate is issued to the relevant parties

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance

Variable	Range <i>May include but is not limited to:</i>
1. Installation	1.1 Domestic 1.2 Industrial 1.3 Commercial 1.4 Agriculture/ horticulture 1.5 Water heater
2. Test equipment	2.1 Multimeter/AVO meter 2.2 Wattmeter 2.3 Insulation resistance tester 2.4 Loop impedance tester 2.5 Earth resistance tester 2.6 Clamp meter 2.7 Power quality analyser 2.8 Infrared camera 2.9 Phase sequence meter 2.10 Frequency meter 2.11 Synchroscope 2.12 Tachometer 2.13 Tacho generator 2.14 Laser meter 2.15 Lux meter

Variable	Range <i>May include but is not limited to:</i>
3. Visual inspection	Check for: 3.1 Firmness of accessories/equipment 3.2 Loose connections 3.3 Damaged equipment/component if any 3.4 Colour coding
4. Fitting points	4.1 Switches 4.2 Cables 4.3 Socket outlets 4.4 Light fittings 4.5 Conduits and cable trays 4.6 Trunking 4.7 Motors 4.8 Power generators 4.9 Pumps
5. Test parameters	5.1 Potential difference between circuits 5.2 Power 5.3 Resistance 5.4 Voltage 5.5 Current 5.6 Inductance/capacitance 5.7 Frequency
6. Tests	6.1 Continuity 6.2 Insulation resistance 6.3 Polarity 6.4 Earth electrode resistance 6.5 Earth fault loop impedance 6.6 Phase sequence 6.7 Speed

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

1. Organisational and legislative requirements including:	
1.1	The manufacturer's warranty requirements relating to inspection and testing

1. Organisational and legislative requirements including:	
	activities for the electrical installations and related components.
1.2	The legal and statutory requirements relating to the electrical installation and components.
1.3	Legislation and workplace procedures relevant to: 1.3.1 Health and safety; 1.3.2 The environment (including waste disposal); 1.3.3 Appropriate personal protection equipment (PPE).
1.4	Workplace procedures for: 1.4.1 Using test tools and instruments 1.4.2 Work place communication; 1.4.3 Time management 1.4.4 Tools and equipment management
1.5	The importance of documentation and keeping records
1.7	The relationship between time and costs.
2. The use of technical information including:	
2.2	The importance of using the correct sources of technical information.
3.	Performing tests including:
3.1	3.1.1 Connection of testing equipment 3.1.2 Operation of testing equipment 3.1.3 Recording and interpretation of test results 3.1.4 Making recommendations based on test results 3.1.5 Compiling test report

FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:	
<ul style="list-style-type: none"> • Communications (verbal and written); • Proficient in using test equipment; • Time management; • Analytical; • Faults troubleshooting; • Problem solving; • Planning; 	<ul style="list-style-type: none"> • Decision making; • First aid; • Report writing;

EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and understanding and range.

<p>1. Critical Aspects of Competency</p>	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Applied and adhered to safety procedures 1.2 Applied the procedures of testing according to the standard 1.3 Identified the types of tests to be carried out 1.4 IEE regulations were observed during testing 1.5 Test equipment were identified according to the type of tests that were to be carried out 1.6 Obtained and recorded test values accurately 1.7 Interpreted the recorded test results
<p>2. Resource Implications</p>	<p>Resources the same as that of workplace are advised to be applied including</p> <ul style="list-style-type: none"> 2.1 Electrical installation tool kit 2.2 Multimeter/AVO meter 2.3 Wattmeter 2.4 Insulation resistance tester 2.5 Clamp meter 2.6 Phase sequence meter 2.7 Frequency meter 2.8 Tacho meter
<p>3. Methods of Assessment</p>	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Observation 3.2 Oral questioning 3.3 Practical test in conducting test 3.4 Demonstration of interpretation of test results
<p>4. Context of Assessment</p>	<p>Competency may be assessed individually</p> <ul style="list-style-type: none"> 4.1 In the actual workplace 4.2 Simulated environment of the work place
<p>5. Guidance information for assessment</p>	<p>Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.</p>

PERFORM ELECTRICAL SYSTEM BREAKDOWN MAINTENANCE

UNIT CODE: ENG/OS/EI/CR/03/4/A

UNIT DESCRIPTION

This unit covers the competencies required to perform breakdown maintenance in an electrical installation system. Competencies include fault identification, repairing, testing and generating maintenance report.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT These describe the key outcomes which make up workplace function.	PERFORMANCE CRITERIA These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Identify system failure	1.1 The necessary information about the failure is obtained from the user, as per set procedures. 1.2 Manuals for the system are referred to identify test points and measured parameters as per established procedure 1.3 Visual inspection to identify system failure is performed as established standards
2. Troubleshoot cause of failure	2.1 Safety procedures are applied in accordance with the safety standards 2.2 System trouble shooting is conducted in accordance with the set procedure 2.3 System is diagnosed for failure according to standard operating procedure 2.4 System failure results are recorded as per established procedure. 2.5 Parameters are compared against the standards values
3. Prepare list of tools, equipment & materials	3.1 Maintenance tools, equipment and materials are identified as per established procedure 3.2 Specifications and functionality of tools, equipment and materials are checked in accordance with established standards 3.3 Safety procedures are observed as per OSHA 3.4 Equipment are calibrated as per manufacturer's specifications
4. Repair the system	4.1 Safety precautions are observed as per OSHA

ELEMENT	PERFORMANCE CRITERIA
These describe the key outcomes which make up workplace function.	These are assessable statements which specify the required level of performance for each of the elements <i>(Bold and italicised terms are elaborated in the Range)</i>
	4.2 System is repaired in accordance with maintenance manual 4.3 Tools and equipment are used as per the manufacture manuals 4.4 Repair activities are recorded according to the established procedure
5. Test the system	5.1 Appropriate tests and test points are identified as per established standards 5.2 Testing is performed in accordance with safety standards 5.3 System is tested as per established procedure 5.4 Test results are recorded according to the established procedures 5.5 Parameters are compared against the standard values 5.6 Maintenance report is prepared according to approved format

RANGE

This section provides work environments and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance

Variable	Range
	<i>May include but is not limited to:</i>
1. Failure include but not limited to:	1.1 Partial 1.2 Total
2. Manuals include but not limited to:	2.1 Maintenance 2.2 Operational 2.3 Installation 2.4 Commissioning 2.5 Technical specification /data sheet
3. Parameters include but not limited to:	3.1 Light intensity 3.2 Sound 3.3 Speed 3.4 Efficiency

Variable	Range
	<i>May include but is not limited to:</i>
	3.5 Temperature
	3.6 Electrical quantities e.g. Voltage, current and resistance levels
	3.7 Expected output

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

1. Organisational and legislative requirements including:	
1.1	The manufacturer's warranty requirements relating to maintenance activities for the electrical installation systems and related components.
1.2	The legal and statutory requirements relating to electrical maintenance activities.
1.3	workplace procedures relevant to: 3.1.1 Health and safety; 3.1.2 The environment (including waste disposal); 3.1.3 Appropriate personal and protective equipment; 3.1.4 Appropriate use of service and maintenance manuals
1.4	Workplace procedures for: 1.4.1 Fault identification and diagnosis 1.4.2 Appropriate use of tools and equipment; 1.4.3 Repairing, modifying or replacing defective parts or components. 1.4.4 recording electrical maintenance activities 1.4.5 Reporting of technical challenges
1.5	The importance of documenting maintenance information.
1.6	The importance of working within agreed timelines and sharing progress reports.
1.7	The relationship between time and costs.
1.8	The importance of reporting anticipated delays to relevant parties promptly.
2. The use of technical information including:	
2.1	How to find, interpret and use sources of technical information for maintenance activities
2.2	The importance of using the correct sources of technical information.
2.3	The purpose of and how to use identification codes.

FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:	
• Communications (verbal and written);	• Decision making;

<ul style="list-style-type: none"> • Proficient in ICT; • Time management; • Analytical • Faults troubleshooting; • Problem solving; • Planning; 	<ul style="list-style-type: none"> • First aid; • Report writing;
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EVIDENCE GUIDE

This provides advice on assessment and must be read in conjunction with the performance criteria, required knowledge and understanding and range.

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> 1.1 Safely used testing equipment and tools 1.2 Obtained, recorded and interpreted test results 1.3 Documented maintenance report 1.4 Repaired and maintained a system
2. Resource Implications	<p><i>The following resources must be provided:</i></p> <ul style="list-style-type: none"> 2.1 Electrical installation tool kit 2.2 Testing equipment 2.3 Measuring equipment <p>Resources the same as that of workplace are advised to be applied</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <ul style="list-style-type: none"> 3.1 Oral test 3.2 Observation 3.3 Practical demonstration
4. Context of Assessment	Competency may be assessed individually in the actual workplace or through a simulated work place setting
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.