

EVIDENCE GUIDE

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

1. Critical aspects of Competency	Assessment requires evidence that the candidate: 1.1 Work ethics and expectations are identified. 1.2 Conflicts are avoided. 1.3 Problems at the work site are identified and analysed 1.4 Followed principles of work ethics. 1.5 Conflict resolution techniques are followed. 1.6 Oral message is communicated correctly. 1.7 Feedback on the message conveyed is obtained and interpreted. 1.8 Required work document are gathered and interpreted 1.9 Relationships between members are maintained. 1.10 Assigned roles to the individual are performed
2. Resource Implications	The following resources should be provided: 2.1 Access to relevant or appropriate environment where assessment can take place. 2.2 Materials relevant to the proposed activity or tasks. 2.3 Audio and videos on demonstration of interpersonal relationship
3. Methods of Assessment	Competency in this unit may be assessed through: 3.1 Observation 3.2 Oral questioning 3.3 Written test 3.4 Portfolio of Evidence 3.5 Interview 3.6 Third party report
4. Context of Assessment	4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment

APPLY WORKSHOP CONCEPTS, TOOLS AND ORGANIZATION SKILLS

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

UNIT DESCRIPTION

This unit of competency specifies the skills required for a worker in application of workshop tools, welding drawings, basic welding measurements and mensuration. It also includes competencies: Applying workshop tools and equipment, performing basic measurements and calculations, interpreting drawings and specifications, applying time management techniques, quality improvement measures and productivity improvement measures.

ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA <i>(Bold and italicised terms are elaborated in the Range)</i>
1. Apply workshop tools and equipment	1.1 Workshop tools used in welding practice are identified. 1.2 Workshop tools inspected as per standard operating procedures. 1.3 Workshop tools used as per manufacturer's specifications 1.4 Shop tools maintained as per workplace procedures and best practices.
2. Perform basic measurements and calculations	2.1 Classification of measuring tools and instruments. 2.2 S.I units of measurements interpreted. 2.3 Conversion of measurements. 2.4 Linear and angular measurements are performed. 2.5 Mensuration is performed.
3. Interpret drawings and specifications	3.1 Drawing instruments and materials are identified. 3.2 Scales, symbols and types of drawings are produced. 3.3 Material requirements and specifications are extracted from the drawings. 3.4 Parts sketches are produced. 3.5 Drawings are cared for and stored.
4. Apply time management techniques	4.1 Work schedule is identified. 4.2 Tasks completion time is observed 4.3 Tasks completion checklist is completed.
5. Apply work improvement measures	5.1 Tasks requirements observed. 5.2 Tasks correctional measures are applied. 5.3 Work quality checklist is completed.

6. Apply productivity improvement measures	6.1 Production objectives identified. 6.2 Production rate is interpreted 6.3 Production <i>improvement interventions</i> applied.
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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. Tasks include but not limited to:	<ul style="list-style-type: none"> ● Door making ● Window making ● Metallic roofing ● Steel gate making
2. Correctional measures include but not limited to;	<ul style="list-style-type: none"> ● Grinding ● Filing ● Re-welding ● Heat treatment ● Pressing ● Filling
3. Improvement interventions include but not limited to;	<ul style="list-style-type: none"> ● Filling ● Pressing ● Re-welding ● Painting

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
- Team Work
- Problem solving

- Planning and Organizing
- Self-management
- Technology

Required knowledge

The individual needs to demonstrate knowledge of:

- Basic mathematics
- Calculator basics
- Quality requirements
- Time management concepts
- Team goals and motivation

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<p>1. Critical aspects of competency</p>	<p>Assessment requires evidence that the candidate:</p> <p>1.1 Workshop tools inspected as per standard operating procedures.</p> <p>1.2 Workshop tools used as per manufacturer’s specifications</p> <p>1.3 Shop tools maintained as per workplace procedures and best practices</p> <p>1.4 Linear and angular measurements are performed.</p> <p>1.5 Mensuration is performed</p> <p>1.6 Material requirements and specifications are extracted from the drawings.</p> <p>1.7 Parts sketches are produced.</p> <p>1.8 Drawings are cared for and stored.</p> <p>1.9 Tasks completion time is observed</p> <p>1.10 Tasks completion checklist is completed</p> <p>1.11 Tasks requirements observed.</p> <p>1.12 Tasks correctional measures are applied.</p> <p>1.13 Work quality checklist is completed</p> <p>1.14 Production objectives identified.</p> <p>1.15 Production improvement interventions applied</p>
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<p>2. Resource Implications</p>	<p>The following resources should be provided:</p> <ul style="list-style-type: none"> 2.1 Equipped workplace or simulated work area 2.2 Measuring equipment and instruments 2.3 Materials relevant to the tasks 2.4 Sample Job cards 2.5 Sample work schedules 2.6 Sample Work completion checklists 2.7 Sample quality checklist 2.8 Videos on tasks execution/ production
<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 Written test 3.4 Portfolio of Evidence 3.5 Interview 3.6 Third party report
<p>4. Context of assessment</p>	<ul style="list-style-type: none"> 4.1 On-the-job 4.2 Off-the –job 4.3 During Industrial attachment
<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>