

PERFORM WORKSHOP PROCESSES

UNIT CODE: ENG/OS/EIT/CC/03/6/A

UNIT DESCRIPTION

This unit covers the competencies required to perform workshop processes. Competencies include applying workshop Safety, use of workshop tools, instruments and , preparation of workshop materials, preparation of workshop for Electrical installation practical, Storage of Electrical tools and materials after practical, troubleshoot and repair workshop tools and .

ELEMENTS AND PERFORMANCE CRITERIA

<p>ELEMENT</p> <p>These describe the key outcomes which make up workplace function.</p>	<p>PERFORMANCE CRITERIA</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. Apply workshop safety</p>	<p>1.1 Proper use of PPE is adhered to as per standard operating procedure</p> <p>1.2 Workshop rules are followed as per standard operating procedure</p> <p>1.3 Proper use of safety s are followed as per the manufacturers recommendations</p> <p>1.4 First Aid procedures are adhered to</p>
<p>2. Use workshop tools, Instruments and</p>	<p>2.1 Workshop tools, Instruments and s are Identified</p> <p>2.2 Tools, Instruments and are used as per the manufactures manuals</p> <p>2.3 Calibration of workshop instruments are performed as per the standard operating procedure</p> <p>2.4 Proper handling of workshop tools, Instruments and should be followed</p> <p>2.5 Care and Maintenance of workshop tools, Instruments and s should be adhered too</p>
<p>3 Prepare workshop tools and instruments for an Electrical installation practical e.g.</p>	<p>3.1 List of required tools and instruments are prepared</p> <p>3.2 Issuing of required tools and instruments is performed</p> <p>3.3 Confirmation of the issued tools and instruments is performed</p> <p>3.4 Functioning of the issued tools and instruments is checked in line with the standard operating procedure</p>

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	3.5 Sharpening of the cutting tools is performed
4 Prepare workshop for an Electrical practical	4.1 Practical working section is arranged as per the number of practicals to be carried out. 4.2 Power supply availability in every practical section is confirmed as per the practical to be carried out 4.3 Tools and materials required are supplied as per the practical to be carried out.
5 Store Electrical tools and materials after practicals	5.1 Tools are checked against the issuing list after practicals 5.2 Tools are stored out as per their standard operating procedure 5.3 Tools are cleaned as per the workshop standard operating procedure 5.4 Waste materials are disposed as per the EHS 5.5 Tools are stored in their respective sections as per the workshop procedures
6 Troubleshoot and repair/replace workshop tools and	6.1 Faulty tools are identified as per their expected functioning 6.2 Faulty component are diagnosed as per the fault diagnosis procedures 6.3 Repair/Replace faulty components as per the expected functioning 6.4 Repaired/Replaced tool are tested as per the expected functioning.

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
Workshop tools include but not limited to:	<ul style="list-style-type: none"> ● Pliers ● Hacksaws ● Hammer ● Spirit levels

Variable	Range
	<ul style="list-style-type: none"> • Phase Tester • Side cutters
Manual include but not limited to:	<ul style="list-style-type: none"> • Operational • Installation • Commissioning • Technical specification /data sheet
Parameters include but not limited to:	<ul style="list-style-type: none"> • Light intensity • Sound • Speed • Efficiency • Temperature • Electrical quantities e.g. Voltage, current and resistance levels

REQUIRED KNOWLEDGE AND UNDERSTANDING

The individual needs to demonstrate knowledge and understanding of:

<ul style="list-style-type: none"> • Health and safety • Environment • PPE • Use of service manual • Fault identification and diagnosis • Use of workshop tools and • Workshop tools and materials • Material handling 	<ul style="list-style-type: none"> • Repair, modification and replacement of defective parts or components • Report writing • Legal and statutory requirement in telecommunication industry • Workshop procedures • Workshop rules and guidelines • Communication system
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FOUNDATION SKILLS

The individual needs to demonstrate the following foundation skills:

<ul style="list-style-type: none"> • Electrical wiring • Analytical • Problem solving • Faults troubleshooting • Maintenance • Operation of First Aid • Planning 	<ul style="list-style-type: none"> • Decision making • First Aid • Report writing • Communications • Proficient in ICT • Time management • Assembling of communication system
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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	Assessment requires evidence that the candidate:
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of Competency	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 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
2 Resource Implications	The following resources must be provided: Resources the same as that of workplace are advised to be applied e.g. Installation tool kit, testing , measuring , First Aid kits
3 Methods of Assessment	Competency 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	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.