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Name of Institution

**BUILDING ELECTRICAL
INSTALLATION
III**

Teacher's Guide

**TTLMCode: -CON BEI3
TTLM 0519v1**

Introduction

This Teacher's Guide is developed to assist you in delivering the **Building Electrical Installation Level-III** training program. It is usually designed as a resource to support the learning activity.

The **Building Electrical Installation Level-III** Training is developed to equip the trainees with the required competences in Maintain quality system and continues improvement processes (Kaizen), Lead Workplace Communication, Lead Small Teams, Improve Business Practice, Monitor Implementation of Work plan/Activities, Apply Quality Control, Prepare Technical Drawing, Install Electrical system Protection, Inspect and commission electrical installation, Perform Maintenance of Electrical Equipment, Repair Electrical system . The Program is consists of eleven (11) learning modules covering the eleven (11) units of competence.

This teacher's guide covers all the eleven (11) learning modules and it will assist you in delivering the said program and achieving its learning objectives and outcomes. It also provides information in the organization of the learning guides and assessment packets. The learning guides are aid to the trainees by telling them what need to do, when and how to do it and the expectations once the learning activities are completed. While the assessment packet guide you in developing the tools or instruments to measure trainee's overall achievement of the stated competence. Thus it is important for you to understand the design of this program and the mechanics in which it shall be delivered.

Your role as the teacher is to provide opportunities aimed at helping the trainees develop and improve their competences. You are expected to guide and assist them as they go through the learning activities and actual work.

Matrix of competence BEI-III

Unit of Competence		Learning Modules and Code
CON BEI311 0211	Maintain Quality System and Continuous Improvement Processes (Kaizen)	CON BEI3 M01 0519 Maintaining Quality System and Continuous Improvement Processes (Kaizen)
CON BEI3 09 0211	Lead Workplace Communication	CON BEI3 M02 0519 Leading Workplace Communication
CON BEI3 08 0211	Lead Small Teams	CON BEI3 M03 0519 Leading Small Teams
CON BEI3 07 0211	Monitor Implementation of Work plan/Activities	CON BEI3 M04 0519 Monitoring Implementation of Work plan/Activities
CON BEI3 06 0211	Apply Quality Control	CON BEI3 M05 0519 Applying Quality Control
CON BEI3 10 0211	Improve Business Practice	CON BEI3 M06 0519 Improving Business Practice
CONBEI3 01 0910	Prepare Technical Drawing	CON BEI3 M07 0519 Preparing Technical Drawing
CONBEI3 05 0211	Install Electrical system Protection	CON BEI3 M08 0519 Installing Electrical system Protection
CON BEI3 03 0211	Inspect and commission electrical installation	CON BEI3 M09 0519 Inspecting and commission electrical installation
CON BEI3 04 0211	Perform Maintenance of Electrical Equipment	CON BEI3 M10 0519 Performing Maintenance of Electrical Equipment
CON BEI3 02 0211	Repair Electrical system	CON BEI3 M11 0519 Repairing Electrical system

Learning Outcomes and Assessment Criteria

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)
Module Title	CON BEI3 M01 0519 Maintaining Quality System and Continuous Improvement Processes (Kaizen)
LO 1	Develop and maintain quality framework within work area.
Assessment Criteria	<ul style="list-style-type: none"> • Distribute and explain information about the enterprise's quality system to personnel • Encourage personnel to participate in improvement processes and to assume responsibility and authority • Allocate responsibilities for quality within work area in accordance with quality system • Provide coaching and mentoring to ensure that personnel are able to meet their responsibilities and quality requirements.
LO 2	Maintain quality documentation.
Assessment Criteria	<ul style="list-style-type: none"> • Identify required quality documentation, including records of improvement plans and initiatives • Prepare and maintain quality documentation and keep accurate data records • Maintain document control system for work area • Contribute to the development and revision of quality manuals and work instructions for the work area • Develop and implement inspection and test plans for quality controlled products.
LO 3	Facilitate the application of standardized procedures.

Assessment Criteria	<ul style="list-style-type: none"> • Ensure all required procedures are accessible by relevant personnel • Assist personnel to access relevant procedures, as required • Facilitate the resolution of conflicts arising from job • Facilitate the completion of required work in accordance with standard procedures and practices
LO 4	Provide training in quality systems and improvement processes.
Assessment Criteria	<ul style="list-style-type: none"> • Analyze roles, duties and current competency of relevant personnel • Identify training needs in relation to quality system and <i>continuous improvement processes (kaizen)</i> • Identify opportunities for skills development and/or training programs to meet needs • Initiate and monitor training and skills development programs • Maintain accurate training record
LO 5	Monitor and review performance
Assessment Criteria	<ul style="list-style-type: none"> • Review performance outcomes to identify ways in which planning and operations could be improved • Use the organization's systems and technology to monitor and review progress and to identify ways in which planning and operations could be improved • Enhance customer service through the use of quality improvement techniques and processes • Adjust plans and communicate these to personnel involved in their development and implementation

LO 6	Build continuous improvement process
Assessment Criteria	<ul style="list-style-type: none"> • Organize and facilitate improvement team • Encourage work group members to routinely monitor key process indicators • Build capacity in the work group to critically review the relevant parts of the value chain • Assist work group members to formalize improvement suggestions • Facilitate relevant resources and assist work group members to develop implementation plans • Monitor implementation of improvement plans taking appropriate actions to assist implementation where required.
LO 7	Facilitate the identification of improvement opportunities.
Assessment Criteria	<ul style="list-style-type: none"> • Analyze the job completion process • Ask relevant questions of job incumbent • Encourage job incumbents to conceive and suggest improvements • Facilitate the trying out of improvements, as appropriate
LO 8	Evaluate relevant components of quality system.
Assessment Criteria	<ul style="list-style-type: none"> • Undertake regular audits of components of the quality system that relate to the work area • Implement improvements in the quality system in accordance with own level of responsibility and workplace procedures • Facilitate the updating of standard procedures and practices • Ensure the capability of the work team aligns with the

	requirements of the procedure
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Unit of Competence	Lead Workplace Communication
Module Title	CON BEI3 M02 0519 Leading Workplace Communication
LO 1	Identify relationship with in the organization internally and externally
Assessment Criteria	<ul style="list-style-type: none"> •Develop, review and revise personal skills in communication as an ongoing priority to address organization standards •Exercise caution in communicating personal information by oral and written means to ensure confidentiality of staff and stakeholders and staff matters •Routinely apply workplace protocols and procedures in all workplace communication to support accuracy and understanding of information provided and received •Recognize individual and cultural differences and make any adjustments needed to facilitate the achievement of identified outcomes •Conduct interpersonal communication with team and client in a manner that enhances a staff and stakeholders centre within organization standards •Take appropriate measures to resolve conflict and interpersonal differences in the workplace.
LO 2	Exercise effective communication techniques within work environment and follow routine instruction

Assessment Criteria	<ul style="list-style-type: none"> • Special needs of staff and stakeholders are identified and responded • All communication with staff and stakeholders are ensured to reflect an understanding and respect for individual differences and needs • Ensure communication is clear and relevant to situation, context and activities undertaken • Seek advice about communication difficulties with staff and stakeholders or client from supervisor or other appropriate person and implement as required • Adjust own style to incorporate advice that addresses performance issues to maintain the agreed standard of effective communication • Ensure work place instructions are interpreted correctly and carried out within agreed timeframes • Seek clarification of work instructions, <i>tools and equipment</i> when required to ensure understanding • Refer any difficulties in carrying out instructions to supervisor or appropriate person to ensure required work outcomes
LO 3	Identify and provide effective response to staff and stakeholders enquiries
Assessment Criteria	<ul style="list-style-type: none"> • Evaluate practice to maintain a high standard of staff and stakeholders service • Identify and acknowledge enquirer's expectations • Discuss any unresolved concerns or issues with enquirers • Give feedback for staff and stakeholders according to workplace guidelines and ethics.

Unit of Competence	Lead Small Teams
Module Title	CON BEI3 M03 0519 Leading Small Teams
LO 1	Provide team leadership
Assessment Criteria	<ul style="list-style-type: none"> • Learning and development needs are systematically identified and implemented in line with organizational requirements • Learning plan to meet individual and group training and developmental needs is collaboratively developed and implemented • Individuals are encouraged to self evaluate performance and identify areas for improvement • Feedback on performance of team members is collected from relevant sources and compared with established team learning process
LO 2	Foster individual and organizational growth
Assessment Criteria	<ul style="list-style-type: none"> • Learning and development program goals and objectives are identified to match the specific knowledge and skills requirements of competence standards • Learning delivery methods are appropriate to the learning goals, the learning style of participants and availability of equipment and resources • Workplace learning opportunities and coaching/ mentoring assistance are provided to facilitate individual and team achievement of competencies • Resources and timelines required for learning activities are identified and approved in accordance with organizational requirements
LO 3	Monitor and evaluate workplace learning

Assessment Criteria	<ul style="list-style-type: none"> • Feedback from individuals or teams is used to identify and implement improvements in future learning arrangements • Outcomes and performance of individuals/teams are assessed and recorded to determine the effectiveness of development programs and the extent of additional support • Modifications to learning plans are negotiated to improve the efficiency and effectiveness of learning • Records and reports of competence are maintained within organizational requirement
LO 4	Develop team commitment and cooperation
Assessment Criteria	<ul style="list-style-type: none"> • Open communication processes to obtain and share information is used by team • Decisions are reached by the team in accordance with its agreed roles and responsibilities • Mutual concern and camaraderie are developed in the team
LO 5	Facilitate accomplishment of organizational goals
Assessment Criteria	<ul style="list-style-type: none"> • Participating a team members in team activities and communication process • Develop team members responsibility for their activities • .Collaborate efforts sustainability to attain organizational goal.

Unit of Competence	Improve Business Practice
Module Title	CON BEI3 M04 0519 Improving Business Practice
LO 1	Diagnose the business
Assessment Criteria	<ul style="list-style-type: none"> • Data required for diagnosis is determined and acquired • Competitive advantage of the business is determined from the data • SWOT analysis of the data is undertaken
LO 2	Benchmark the business
Assessment Criteria	<ul style="list-style-type: none"> • Sources of relevant benchmarking data are identified • Key indicators for benchmarking are selected in consultation with key stakeholders • Like indicators of own practice are compared with benchmark indicators • Areas for improvement are identified quality controlled products.
LO 3	Develop plans to improve business performance
Assessment Criteria	<ul style="list-style-type: none"> • A consolidated list of required improvements is developed • Cost-benefit ratios for required improvements are determined • Work flow changes resulting from proposed improvements are determined • Proposed improvements are ranked according to agreed criteria • An action plan to implement the top ranked improvements is developed and agreed • Organizational structures are checked to ensure they are suitable
LO 4	Develop marketing and promotional plans

Assessment Criteria	<ul style="list-style-type: none"> • The practice vision statement is reviewed • Practice objectives are developed/reviewed • Target markets are identified/refined • Market research data is obtained • Competitor analysis is obtained • Market position is developed/reviewed • Practice brand is developed • Benefits of practice/practice products/services are identified • Promotion tools are selected/developed
LO 5	Develop business growth plans.
Assessment Criteria	<ul style="list-style-type: none"> • Plans to increase yield per existing client are developed • Plans to add new clients are developed • Proposed plans are ranked according to agreed criteria <ul style="list-style-type: none"> • An action plan to implement the top ranked plans is developed and agreed • Practice work practices are reviewed to ensure they support growth plans.
LO 6	Implement and monitor plans
Assessment Criteria	<ul style="list-style-type: none"> • Implementation plan is developed in consultation with all relevant stakeholders • Indicators of success of the plan are agreed • Implementation is monitored against agreed indicators • Implementation is adjusted as required

Unit of Competence	Monitor Implementation of Work plan/Activities
Module Title	CON BEI3 M05 0519 Monitoring Implementation of Work plan/Activities
LO 1	Monitor & improve workplace operations.
Assessment Criteria	<ul style="list-style-type: none"> • Efficiency and service levels are monitored on an ongoing basis. • Operations in the workplace support overall enterprise goals and quality assurance initiatives. • Quality problems and issues are promptly identified and adjustments are made accordingly. • Procedures and systems are changed in consultation with colleagues to improve efficiency and effectiveness. • Colleagues are consulted about ways to improve efficiency and service levels.
LO 2	Plan and organize workflow.
Assessment Criteria	<ul style="list-style-type: none"> • Current workload of colleagues is accurately assessed. • Work is scheduled in a manner which enhances efficiency and customer quality service • Work is delegated to appropriate people in accordance with principles of delegation. • Workflow is assessed against agreed objectives and timelines. • Colleagues are assisted in prioritisation of workload. • Input is provided to appropriate management regarding staffing needs.
LO 3	Maintain workplace methods
Assessment Criteria	<ul style="list-style-type: none"> • Workplace records are accurately completed and submitted within required timeframes. • Where appropriate completion of records is delegated and monitored prior to submission.
LO 4	Solve problems & make decisions
Assessment Criteria	<ul style="list-style-type: none"> • Workplace problems are promptly identified and considered from an operational and customer service perspective. • Short term action is initiated to resolve the immediate problem where appropriate. • Problems are analysed for any long term impact and potential solutions are assessed and actioned in consultation with relevant colleagues. • Where problem is raised by a team member, they are encouraged to participate in solving the problem.

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| | <ul style="list-style-type: none">• Follow up action is taken to monitor the effectiveness of solutions in the workplace. |
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Unit of Competence	Apply Quality Control
Module Title	CON BEI3 M06 0519 Applying Quality Control.
LO 1	Establish quality standards
Assessment Criteria	<ul style="list-style-type: none"> • Quality standard procedures for masonry work are developed and agreed upon • Quality standard procedures are documented in accordance with the organization policy • Standard procedures are introduced to organizational staff / personnel • Standard procedures are revised / updated when necessary
LO 2	Assess quality of service delivered
Assessment Criteria	<ul style="list-style-type: none"> • Services delivered are checked against organization quality standards and specifications • Service delivered are evaluated using the appropriate evaluation parameters and in accordance with organization standards • Causes of any identified faults are identified and corrective actions are taken in accordance with organization policies and procedures
LO 3	Record information
Assessment Criteria	<ul style="list-style-type: none"> • Basic information on the quality performance is recorded in accordance with organization procedures • Records of work quality are maintained according to the requirements of the organization
LO 4	Study causes of quality deviations
Assessment Criteria	<ul style="list-style-type: none"> • Causes of deviations from final outputs or services are investigated and reported in accordance with organization procedures • Suitable preventive action is recommended based on organization quality standards and identified causes of deviation from specified quality standards of final service or output.
LO 5	Complete documentation
Assessment Criteria	<ul style="list-style-type: none"> • Information on quality and other indicators of service performance is recorded • All service processes and outcomes are recorded.

Unit of Competence	Prepare Technical Drawing
Module Title	CON BEI3 M07 0519 Preparing Technical Drawing.
LO 1	Determine drawing requirements
Assessment Criteria	<ul style="list-style-type: none"> • Drawing requirements are checked and interpreted from work order or similar. • Required information is sourced from workshop manuals, customer specifications, product suppliers, and designers or similar. • Scope of drawing including layout, additional required information and resources is planned.
LO 2	Produce drawings in third angle projection, including auxiliary views, sections and assemblies Produce drawings in third angle projection, including auxiliary views, sections and assemblies
Assessment Criteria	<ul style="list-style-type: none"> • <i>Drawing</i> details including assembly and components are completed as per AS 100 or similar. • Dimensions of various components are determined and inserted where required. • Appropriate symbols for limits and fits, surface texture and <i>geometric tolerances</i> are included. • <i>Simple components or layouts</i> are drawn in third angle projection • An auxiliary view is drawn of a component, given two views • Correct convention for <i>parts</i> is shown
LO 3	Issue and/or file drawing
Assessment Criteria	<ul style="list-style-type: none"> • Drawing is issued and according to workplace procedures. • Drawing is filed according to workplace procedures

Unit of Competence	Install Electrical system Protection
Module Title	CON BEI3 M08 0519 Installing Electrical system Protection.
LO 1	Plan and prepare for fault findings
Assessment Criteria	<ul style="list-style-type: none"> • Instructions for the preparation of the work activity are communicated and confirmed to ensure clear understanding • <i>Tools, equipment</i> and <i>PPE</i> needed to install electrical wiring are identified, checked to ensure they work correctly as intended and are safe to use in accordance with established procedures • Materials needed for work are obtained in accordance with established procedures.
LO 2	Install electrical protection system.
Assessment Criteria	<ul style="list-style-type: none"> • Correct procedures for <i>installation of electrical protection system</i> are performed in line with job requirements and PEC • Schedule of work is followed to ensure work is completed in an agreed time, to a quality standard and with a minimum waste • Further instructions are sought from a supervisor if unplanned events or conditions occur • On-going checks of quality of work are done in accordance with instructions and requirements
LO 3	Notify completion of work
Assessment Criteria	<ul style="list-style-type: none"> • Final checks are made to ensure the work conforms with instructions and requirements • Supervisor is notified upon completion of work • Tools, equipment and any surplus resources and materials are, where appropriate, cleaned, checked and returned to storage in accordance with established procedures • Work area is cleaned and made safe
LO 4	Clean up
Assessment Criteria	<ul style="list-style-type: none"> • Work area is cleared and materials disposed of, reused or recycled in accordance with legislation/regulations/codes of practice and job specification • Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and

	standard work practices
Unit of Competence	Inspect and commission electrical installation
Module Title	CON BE13 M09 0519 Inspecting and commission electrical installation. (4)
LO 1	Plan and prepare to commission electrical system
Assessment Criteria	<ul style="list-style-type: none"> • Work instructions are confirmed to ensure clear understanding of job requirements • <i>Commissioning procedures</i> are planned accordingly • Materials and PPE needed to complete job requirements are obtained in line with established procedures • <i>Tools, equipment</i> and testing devices needed for commissioning procedures are obtained
LO 2	Commission electrical system.
Assessment Criteria	<ul style="list-style-type: none"> • <i>Safety policies</i> and procedures are followed • Commissioning activities are performed in line with established procedures and job requirements • Unplanned events are attended to in line with established procedures • Ongoing checks of quality of work are undertaken in line with established procedures
LO 3	Inspect and notify completion of work
Assessment Criteria	<ul style="list-style-type: none"> • Final inspection is undertaken to ensure that commissioning of electrical system meets job requirements • Work completed is notified to a supervisor in line with established procedure • Work area is cleaned up and made safe <ul style="list-style-type: none"> • Tools, equipment and surplus materials are cleaned, checked and stored in line with established procedure

Unit of Competence	Perform Maintenance of Electrical Equipment
Module Title	CON BEI3 M10 0519 Performing Maintenance of Electrical Equipment.
LO 1	Plan and prepare for maintenance of electrical equipment
Assessment Criteria	<ul style="list-style-type: none"> • Planning ensures the work is sequenced in accordance with maintenance schedules and/or supervisor or customer instructions. • Planning includes consultation with appropriate personnel to ensure the work is coordinated effectively with others involved on the work site. • Preparation includes assembly of all materials necessary to complete the work in accordance with maintenance instructions and company requirements. • Preparation includes gathering and checking of tools, equipment, and testing devices needed to carry out the work in accordance with maintenance instructions and company requirements.
LO 2	Maintain electrical equipment and associated circuits
Assessment Criteria	<ul style="list-style-type: none"> • Normal operating principles of the equipment and associated circuits are ascertained to the extent necessary to perform the maintenance work. • Equipment is maintained in accordance with maintenance records and instructions and current regulations and standards, without damage or distortion to the surrounding environment or services. • Where necessary, circuit isolation is achieved in accordance with safe working practice and with specified shut-down procedures where available. • Testing confirms that all requirements of current regulations and standards have been met, and that isolated equipment is safe for reconnection. • Unplanned events or conditions are responded to, and approvals to implement contingencies are obtained in accordance with company requirements
LO 3	Notify completion and document results of maintenance of electrical equipment
Assessment Criteria	<ul style="list-style-type: none"> • Appropriate personnel are notified of the completion of the maintenance work and of any suggestions for improvements or modifications, according to company requirements. • Maintenance records are updated according to company requirements. • OHS procedures are observed throughout the maintenance process.

Unit of Competence	Repair Electrical system
Module Title	CON BEI3 M11 0519 Repairing Electrical system
LO 1	Determine faults in electrical system
Assessment Criteria	<ul style="list-style-type: none"> • Fault-finding demonstrates electrical safe working practices. • Fault-finding demonstrates a logical technique of analyzing symptoms and making measurements where necessary, to locate the fault and identify faulty components. • Assessment of viability of repair takes into account component availability, cost and time of repair, cost of replacement, and supervisor or customer instructions
LO 2	Repair electrical lighting and system
Assessment Criteria	<ul style="list-style-type: none"> • Replacement of materials is carried out complying with current regulations and standards • Light fittings have been repaired including safety testing as required by current regulations and standards. • Troubleshoot and repair of electrical faults are carried out in accordance with standard procedures and safety measures
LO 3	Re-commission electrical lighting
Assessment Criteria	<ul style="list-style-type: none"> • Re-commission of electric lighting is carried out complying with current regulations and standards • Working conditions of the installation has been checked against <i>safety testing</i> as required by current regulations and standards.
LO 4	Clean up
Assessment Criteria	<ul style="list-style-type: none"> • Work area is cleared and materials disposed of, reused or recycled in accordance with legislation/regulations/codes of practice and job specification • Plant, <i>tools and equipment</i> are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and standard work practices

- **Training Mechanics** (The statements written below explain the delivery system of the program. They are samples only. You can make your own design delivery but it must be approved by the institution management)
- **The Outcome-Based Training** is one form of an independent learning approach. This approach enables trainees to be master of their own environment and in charge of their learning. It is also characterized by the integration of theory and application as two dimensions of an effective learning process. In this program, the competence-based system is consists of a combination of lecture-discussion, individualized learning activities, mentoring, field immersion and feedback.
- In this program the trainees will be given individual learning guide to go through and accomplish. They will be instructed through this learning guide to accomplish learning activities as part of the mechanism for transfer of learning from the training situation to the job situation. For each competence area, trainees will formulate a specific learning plan as a guide for applying their learning to work setting and for their own continuing self-development. At this point, your role as the teacher/facilitator is to guide the trainee in preparing and accomplishing their plan.
- Lecture and discussion of the topics outlined in the session plan should be performed first before the trainees are instructed to go to the workshop. You are also required to demonstrate the correct steps/procedures and techniques to your trainees before you let them practice. Insure that they are practicing safely.
- Most part of the training activities will be conducted in the workshop for better development of specific skills. Aside from motivating them to relate concepts and skills to their own work situations, make sure to provide the necessary opportunity for competence practice and better internalization of such concepts and techniques. The trainees should also be provided the opportunity to blend with the actual working unit in the industry.
- In this system, it is important to develop a sustained relationship with the trainees through a continued involvement, where you are to offer support; guidance and assistance as the trainee go through the learning activities and actual work.
- With the mentoring approach, the trainees are grouped in learning teams with one facilitator-mentor per team. Before learning session or workshop start in the morning, each team and mentor meets to give feedback regarding their work, or how the group improves, acquire set of skills for the members to become more effective trainees. You are also to asses them at the end of each module. However, they have to be ready before the assessment and it should be them to request for it.
- Before the training start you should conduct an orientation session to brief the trainees on how the training will proceed.

Session Plan for BEI-III

Session Plan-1 (M01-LO1)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)			
Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)			
LO 1	Develop and maintain quality framework within work area.			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Distribute and explain information about the enterprise's quality system to personnel • Encourage personnel to participate in improvement processes and to assume responsibility and authority • Allocate responsibilities for quality within work area in accordance with quality system • Provide coaching and mentoring to ensure that personnel are able to meet their responsibilities and quality requirements 			
Activities	Nominal Duration	(6.25 hrs)	Contents	Methods
Sessions	30 min		All over view of competences	Introduction and Orientation.
	1:40 hrs		Distributing information about the enterprise's quality system	Lecture-discussion
	1:40 hrs		Encouraging personnel to participate in improvement processes	Individual Activity
	1:40 hrs		Allocating responsibilities for quality	Lecture-discussion
	1:50 hrs		Providing coaching and mentoring for quality requirement	Discussion
Evaluation	15 min		Accomplishment of LAP Test	Individual Activity
Summary	10 min		Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #1 • Safety Manual and Guide 			

Session Plan-2 (M01-LO2)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)		
Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)		
LO 2	Maintain quality documentation		
Session Objectives:	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Identify required quality documentation, including records of improvement plans and initiatives • Prepare and maintain quality documentation and keep accurate data records • Maintain document control system for work area • Contribute to the development and revision of quality manuals and work instructions for the work area • Develop and implement inspection and test plans for quality controlled products 		
Activities	Nominal Duration (6.25)	Contents	Methods
Sessions objectives	10 min	• Recapitulation	Discussion
	1.30 min	• Identifying required quality documentation.	Lecture-discussion
	1.40 min	• Preparing quality documentation.	Individual Activity
	1.35 min	• Maintaining document control system	Lecture- discussion
	1.45 min	• Developing and revising quality manuals	Individual Activity
Evaluation	25 min	Accomplishment of LAP Test	Individual Activity
Summary	15 min	Wrap-up and Feedback	Question and Answer
Resources	Learning Guide #2		

Session Plan-3 (M01-LO3)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)		
Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)		
LO 3	Facilitate the application of standardized procedures.		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Ensure all required procedures are accessible by relevant personnel • Assist personnel to access relevant procedures, as required • Facilitate the resolution of conflicts arising from job • Facilitate the completion of required work in accordance with standard procedures and practices 		
Activities	Nominal Duration	(6.25) Contents	Methods
Sessions	10 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion
	1.30	<ul style="list-style-type: none"> • Ensuring the accessibility of required procedures 	Lecture-discussion
	1.40	<ul style="list-style-type: none"> • accessing relevant procedures 	Individual Activity
	1.35	<ul style="list-style-type: none"> • Facilitating the resolution of conflicts 	Lecture- discussion
	1.45 hrs	<ul style="list-style-type: none"> • Comparing the completion of work with standards 	Individual Activity
Evaluation	25 min	Accomplishment of LAP Test	Individual Activity
Summary	15 min	Wrap-up and Feedback	Question and Answer
Resources	Learning Guide #3		

Session Plan-4 (M01-LO4)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)
Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)
LO 4	Provide training in quality systems and improvement processes.
Session Objectives:	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> • Analyze roles, duties and current competency of relevant personnel • Identify training needs in relation to quality system and <i>continuous improvement processes (kaizen)</i> • Identify opportunities for skills development and/or training programs to meet needs • Initiate and monitor training and skills development programs • Maintain accurate training record

Activities	Nominal Duration (6.25)	Contents	Methods
Sessions	10 min	Recapitulation	Discussion
	1.30 hrs	<ul style="list-style-type: none"> • Analyzing roles, duties and current competency 	Lecture-discussion
	1.40 hrs	<ul style="list-style-type: none"> • Identify training to quality system 	Individual Activity
	1.35 hrs	<ul style="list-style-type: none"> • Define continuous improvement processes (kaizen) 	Lecture- discussion
	1.45 hrs	<ul style="list-style-type: none"> • Initiating and monitoring training 	Individual Activity
Evaluation	25 min	Accomplishment of LAP Test	Individual Activity
Summary	15 min	Wrap-up and Feedback	Question and Answer
Resources	Learning Guide #4		

Session Plan-5 (M01-LO5)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)
Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)
LO 5	Monitor and review performance
Session Objectives:	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> • Review performance outcomes to identify ways in which planning and operations could be improved • Use the organization’s systems and technology to monitor and review progress and to identify ways in which planning and operations could be improved • Enhance customer service through the use of quality improvement techniques and processes • Adjust plans and communicate these to personnel involved in their development and implementation

Activities	Nominal Duration	(6.25) Contents	Methods
Sessions objectives	10 min	Recapitulation	Discussion
	1.30 hrs	<ul style="list-style-type: none"> • Reviewing performance outcomes 	Lecture-discussion
	1.40 hrs	<ul style="list-style-type: none"> • Applying technology to monitor progresses 	Individual Activity
	1.35 hrs	<ul style="list-style-type: none"> • Using organizational systems for improvement 	Lecture- discussion
	1.45 hrs	<ul style="list-style-type: none"> • Enhancing customer service through quality improvement 	Individual Activity
Evaluation	25 min	Accomplishment of LAP Test	Individual Activity
Summary	15 min	Wrap-up and Feedback	Question and Answer
Resources	Learning Guide #5		

Session Plan-6 (M01-LO6)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)		
Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)		
LO 6	Build continuous improvement process		
Session Objectives:	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Review performance outcomes to identify ways in which planning and operations could be improved • Use the organization’s systems and technology to monitor and review progress and to identify ways in which planning and operations could be improved • Enhance customer service through the use of quality improvement techniques and processes • Adjust plans and communicate these to personnel involved in their development and implementation 		
Activities	Nominal Duration	(6.25) Contents	Methods
Sessions	10 min	Recapitulation	Discussion
	1.30 hrs	Reviewing performance outcomes	Lecture-discussion
	1.40 hrs	Applying technology to monitor progresses	Individual Activity
	1.35 hrs	Using organizational systems for improvement	Lecture- discussion
	1.45 hrs	Enhancing customer service through quality improvement	Individual Activity
Evaluation	25 min	Accomplishment of LAP Test	Individual Activity
Summary	15 min	Wrap-up and Feedback	Question and Answer
Resources	Learning Guide #6		

Session Plan-7 (M01-LO7)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)
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Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)
LO 7	Facilitate the identification of improvement opportunities
Session Objectives:	At the end of this session the trainees shall be able to –
	<ul style="list-style-type: none"> • Analyze the job completion process • Ask relevant questions of job incumbent • Encourage job incumbents to conceive and suggest improvements • Facilitate the trying out of improvements, as appropriate

Activities	Nominal Duration (6.25)	Contents	Methods
Sessions	15 min	Recapitulation	Discussion
	2:00 hrs	<ul style="list-style-type: none"> • Analyzing the job completion process 	Lecture-discussion
	1.70 hrs	<ul style="list-style-type: none"> • Asking relevant questions of job incumbent 	Individual Activity
	1.40 hrs	<ul style="list-style-type: none"> • Encouraging job incumbents 	Lecture- discussion
Evaluation	35 min	Accomplishment of LAP Test	Individual Activity
Summary	25 min	Wrap-up and Feedback	Question and Answer
Resources	Learning Guide #7		

Session Plan-8 (M01-LO8)

Unit of Competence	Maintain Quality System and Continuous Improvement Processes (Kaizen)
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Module Title	Maintaining Quality System and Continuous Improvement Processes (Kaizen)		
LO 8	Evaluate relevant components of quality system.		
Session Objectives:	At the end of this session the trainees shall be able to –		
	<ul style="list-style-type: none"> • Undertake regular audits of components of the quality system that relate to the work area • Implement improvements in the quality system in accordance with own level of responsibility and workplace procedures • Facilitate the updating of standard procedures and practices • Ensure the capability of the work team aligns with the requirements of the procedure 		
Activities	Nominal Duration	(6.25) Contents	Methods
Sessions	10 min	• Recapitulation	Discussion
	1.30 hrs	• Undertaking regular audits of components.	Lecture-discussion
	1.40 hrs	• Implementing improvements in the quality system	Individual Activity
	1.35 hrs	• Facilitating the updating of standards	Lecture- discussion
	1.45 hrs	• Ensuring the capability of the team with requirements	Individual Activity
Evaluation	25 min	Accomplishment of LAP Test	Individual Activity
Summary	15 min	Wrap-up and Feedback	Question and Answer
Resources	Learning Guide #8		

Session Plan for BEI-III

Session Plan-9 (M02-LO1)

Unit of Competence	Lead workplace communication
Module Title	Leading workplace communication
LO 1	Identify relationship with in the organization internally and externally.
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Develop, review and revise personal skills in communication as an ongoing priority to address organization standards • Exercise caution in communicating personal information by oral and written means to ensure confidentiality of staff and stakeholders and staff matters • Routinely apply workplace protocols and procedures in all workplace communication to support accuracy and understanding of information provided and received • Recognize individual and cultural differences and make any adjustments needed to facilitate the achievement of identified outcomes • Conduct interpersonal communication with team and client in a manner that enhances a staff and stakeholders centre within organization standards • Take appropriate measures to resolve conflict and interpersonal differences in the workplace

Activities	Nominal Duration (14:00 hrs)	Contents	Methods
Sessions	80 min	<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	80 min	<ul style="list-style-type: none"> • Personal skills in communication 	Lecture-discussion
	80 min	<ul style="list-style-type: none"> • Communicate personal information 	Individual Activity
	80 min	<ul style="list-style-type: none"> • Preparing written communication 	Leecture-discussion
	80 min	<ul style="list-style-type: none"> • Work place protocols and procedures 	Lecture-Discussion
	80 min	<ul style="list-style-type: none"> • Individual and cultural differences 	Leecture-discussion
	80 min	<ul style="list-style-type: none"> • Interpersonal communication 	Lecture-Discussion
	90 min	<ul style="list-style-type: none"> • conflict and interpersonal differences 	Leecture-discussion
	90 min	<ul style="list-style-type: none"> • Organizational policies, procedures and guidelines 	Lecture-Discussion
Evaluation	60 min	Accomplishment of LAP Test	Individual Activity
Summary	40 min	Wrap-up and Feedback	Discussion
Resources		<ul style="list-style-type: none"> • Learning Guide #1 	

Session Plan-10 (M02-LO2)

Unit of Competence	Lead workplace communication
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Module Title	Leading workplace communication
LO 2	Exercise effective communication techniques within work environment and follow routine instruction
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Special needs of staff and stakeholders are identified and responded • All communication with staff and stakeholders are ensured to reflect an understanding and respect for individual differences and needs • Ensure communication is clear and relevant to situation, context and activities undertaken • Seek advice about communication difficulties with staff and stakeholders or client from supervisor or other appropriate person and implement as required • Adjust own style to incorporate advice that addresses performance issues to maintain the agreed standard of effective communication • Ensure work place instructions are interpreted correctly and carried out within agreed timeframes • Seek clarification of work instructions, <i>tools and equipment</i> when required to ensure understanding • Refer any difficulties in carrying out instructions to supervisor or appropriate person to ensure required work outcomes

Activities	Nominal Duration (14:00 hrs)	Contents	Methods
Sessions	80 min	• Recapitulation	Discussion.
	80 min	• Responding to special needs of staffs and stakeholders	Lecture-discussion
	80 min	• Communicating effectively	Individual Activity
	80 min	• Understanding individual difference	Leacture-discussion
	80 min	• Solving communication difficulties	Lecture-Discussion
	80 min	• Addressing performance issues	Leacture-discussion
	80 min	• Interpreting workplace instruction	Lecture-Discussion
	90 min	• Types and uses of communication tools and equipment	Leacture-discussion
	90 min	• Carrying out instructions	Lecture-Discussion
Evaluation	60 min	Accomplishment of LAP Test	Individual Activity
Summary	40 min	Wrap-up and Feedback	Discussion
Resources		• Learning Guide #2	

Session Plan-11 (M02-LO3)

Unit of Competence	Lead workplace communication		
Module Title	Leading workplace communication		
LO3	Identify and provide effective response to staff and stakeholders enquiries.		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Evaluate practice to maintain a high standard of staff and stakeholders service • Identify and acknowledge enquirer's expectations • Discuss any unresolved concerns or issues with enquirers • Give feedback for staff and stakeholders according to workplace guidelines and ethics 		
Activities	Nominal Duration	(12:00 hrs) Contents	Methods
Sessions	30 min	• Recapitulation	Discussion.
	140 min	• Evaluating service performance	Lecture-discussion
	140 min	• Customer's satisfaction	Individual Activity
	140 min	• Resolving issues with enquirers	Lecture-discussion
	170 min	• Give feedback	Lecture-Discussion
Evaluation	60 min	Accomplishment of LAP Test	Individual Activity
Summary	40 min	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #3		

Session Plan-12 (M03-LO1)

Unit of Competence	Lead small teams
Module Title	Leading small teams
LO 1	Provide team leadership
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Learning and development needs are systematically identified and implemented in line with organizational requirements • Learning plan to meet individual and group training and developmental needs is collaboratively developed and implemented • Individuals are encouraged to self evaluate performance and identify areas for improvement • Feedback on performance of team members is collected from relevant sources and compared with established team learning process

Activities	Nominal Duration (7:00 hrs)	Contents	Methods
Sessions	50 min	<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	50 min	<ul style="list-style-type: none"> • Learning and development needs 	Lecture-discussion
	50 min	<ul style="list-style-type: none"> • Implementation of <i>organizational requirements</i> 	Individual Activity
	45 min	<ul style="list-style-type: none"> • Workplace skills 	Leecture-discussion
	45 min	<ul style="list-style-type: none"> • Self evaluation 	Lecture-Discussion
	55 min	<ul style="list-style-type: none"> • Improvement areas 	Leecture-discussion
	60 min	<ul style="list-style-type: none"> • Mechanism of feedback 	Lecture-Discussion
Evaluation	30 min	Accomplishment of LAP Test	Individual Activity
Summary	35 min	Wrap-up and Feedback	Discussion
Resources		<ul style="list-style-type: none"> • Learning Guide #1 	

Session Plan-13 (M03-LO2)

Unit of Competence	Lead small teams
Module Title	Leading small teams
LO 2	Foster individual and organizational growth.
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Learning and development needs are systematically identified and implemented in line with organizational requirements • Learning plan to meet individual and group training and developmental needs is collaboratively developed and implemented • Individuals are encouraged to self evaluate performance and identify areas for improvement • Feedback on performance of team members is collected from relevant sources and compared with established team learning process

Activities	Nominal Duration	(6:30 hrs) Contents	Methods
Sessions	30 min	• Recapitulation	Discussion.
	80 min	• learning and development program	Lecture-Discussion
	55 min	• Recognition of prior learning	Individual Activity
	55 min	• providing Coaching, monitoring and assistances.	Lecture-discussion
	75 min	• Planning and implementing learning activities	Lecture-Discussion
	28 min	• Identifying resources and timelines	Lecture-discussion
Evaluation	35 min	Accomplishment of LAP Test	Individual Activity
Summary	20 min	Wrap-up and Feedback	Discussion
Resources		• Learning Guide #2	

Session Plan-14 (M03-LO3)

Unit of Competence	Lead small teams
Module Title	Leading small teams
LO 3	Monitor & evaluate workplace learning.
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Feedback from individuals or teams is used to identify and implement improvements in future learning arrangements • Outcomes and performance of individuals/teams are assessed and recorded to determine the effectiveness of development programs and the extent of additional support • Modifications to learning plans are negotiated to improve the efficiency and effectiveness of learning • Records and reports of competence are maintained within organizational requirement

Activities	Nominal Duration (6:00 hrs)	Contents	Methods
Sessions	25 min	• Recapitulation	Discussion.
	40 min	• Obtaining Feedback	Lecture-Discussion
	70 min	• Determining the outcomes and performance of Individual/teams	Individual Activity
	50 min	• Improving effectiveness of development programs	Leecture-discussion
	80 min	• Upgrading learning plans	Lecture-Discussion
	40 min	• Establishing filing system	Leecture-discussion
Evaluation	30 min	Accomplishment of LAP Test	Individual Activity
Summary	25 min	Wrap-up and Feedback	Discussion
Resources		• Learning Guide #3	

Session Plan-15 (M03-LO4)

Unit of Competence	Lead small teams		
Module Title	Leading small teams		
LO 4	Develop team commitment and cooperation		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Open communication processes to obtain and share information is used by team • Decisions are reached by the team in accordance with its agreed roles and responsibilities • Mutual concern and camaraderie are developed in the team 		
Activities	Nominal Duration	(5:30 hrs) Contents	Methods
Sessions	40 min	• Recapitulation	Discussion.
	50 min	• Communication processes	Lecture
	80 min	• Methods and techniques for eliciting and interpreting feedback	Individual Activity
	80 min	• Developing mutual concern & camaraderie	Lecture-discussion
Evaluation	50 min	Accomplishment of LAP Test	Individual Activity
Summary	30 min	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #4		

Session Plan-16 (M03-LO5)

Unit of Competence	Lead small teams
Module Title	Leading small teams
LO 5	Facilitate accomplishment of organizational goals
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Learning and development needs are systematically identified and implemented in line with organizational requirements • Learning plan to meet individual and group training and developmental needs is collaboratively developed and implemented • Individuals are encouraged to self evaluate performance and identify areas for improvement • Feedback on performance of team members is collected from relevant sources and compared with established team learning process

Activities	Nominal Duration	(5:00 hrs) Contents	Methods
Sessions	50 min	• Recapitulation	Discussion.
	60 min	• Facilitating active participation of members in team activities	Lecture-Discussion
	60 min	• Instilling accountability	Individual Activity
	60 min	• Sustaining collaborative efforts	Lecture
Evaluation	40 min	Accomplishment of LAP Test	Individual Activity
Summary	30 min	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #5		

Unit of Competence	Improve Business Practice
Module Title	Improving Business Practice
LO 1	Diagnose the business
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Data required for diagnosis is determined and acquired • Competitive advantage of the business is determined from the data • SWOT analysis of the data is undertaken

Activities	Nominal Duration	(8:00 hrs) Contents	Methods
Sessions	30 min	<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	45 min	<ul style="list-style-type: none"> • Acquiring/determining required data 	Lecture-discussion
	45 min	<ul style="list-style-type: none"> • Analyzing data 	Individual Activity
	45 min	<ul style="list-style-type: none"> • Determining competitive advantage 	Lecture-discussion
	45 min	<ul style="list-style-type: none"> • Undertaking SWOT analysis 	Lecture-Discussion
Evaluation	20 min	Accomplishment of LAP Test	Individual Activity
Summary	10 min	Wrap-up and Feedback	Discussion
Resources		<ul style="list-style-type: none"> • Learning Guide #1 	

Session Plan-18 (M04-LO2)

Unit of Competence	Improve Business Practice		
Module Title	Improving Business Practice		
LO 2	Benchmark the business		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Sources of relevant benchmarking data are identified • Key indicators for benchmarking are selected in consultation with key stakeholders • Like indicators of own practice are compared with benchmark indicators • Areas for improvement are identified 		
Activities	Nominal Duration	(8:00 hrs) Contents	Methods
Sessions	30 min	• Recapitulation	Discussion.
	45 min	• Identifying benchmarking data	Lecture-discussion
	45 min	• Selecting key indicators for benchmarking	Individual Activity
	45 min	• Comparing indicators with benchmark	Lecture-discussion
	45 min	• Identifying areas of improvement	Lecture-Discussion
Evaluation	20 min	Accomplishment of LAP Test	Individual Activity
Summary	10 min	Wrap-up and Feedback	Lecture
Resources	• Learning Guide #2		

Session Plan-19 (M04-LO3)

Unit of Competence	Improve Business Practice			
Module Title	Improving Business Practice			
L3	Develop plans to improve business performance			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • A consolidated list of required improvements is developed • Cost-benefit ratios for required improvements are determined • Work flow changes resulting from proposed improvements are determined • Proposed improvements are ranked according to agreed criteria • An action plan to implement the top ranked improvements is developed and agreed • Organizational structures are checked to ensure they are suitable 			
Activities	Nominal Duration	(15:00 hrs)	Contents	Methods
Sessions	15 min		• Recapitulation	Discussion.
	40 Min		• Listing required improvement	Lecture-discussion
	45 Min		• Determining cost-benefits ratios	Individual Activity
	40 Min		• Determining work flow changes	Lecture-discussion
	35 Min		• Ranking proposed improvements	Lecture-Discussion
	50 Min		• Developing action plan	Lecture-discussion
	30 Min		• Checking organizational structures	Lecture-Discussion
Evaluation	15 min		Accomplishment of LAP Test	Individual Activity
Summary	10 min		Wrap-up and Feedback	Discussion
Resources	• Learning Guide #3			

Session Plan-20 (M04-LO4)

Unit of Competence	Improve Business Practice		
Module Title	Improving Business Practice		
LO 4	Develop marketing and promotional plans		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • The practice vision statement is reviewed • Practice objectives are developed/reviewed • Target markets are identified/refined • Market research data is obtained • Competitor analysis is obtained • Market position is developed/reviewed • Practice brand is developed • Benefits of practice/practice products/services are identified • Promotion tools are selected/developed 		
Activities	Nominal Duration	(13:00 hrs) Contents	Methods
Sessions	20 Min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	40 Min	<ul style="list-style-type: none"> • Developing practice objectives 	Lecture
	30 Min	<ul style="list-style-type: none"> • Identifying target markets 	Individual Activity
	35 Min	<ul style="list-style-type: none"> • Obtaining market research data 	Lecture
	20 Min	<ul style="list-style-type: none"> • Obtaining competitor analysis 	Discussion
	20 Min	<ul style="list-style-type: none"> • Developing market position 	Lecture
	40 Min	<ul style="list-style-type: none"> • Developing practice brand 	Discussion
	30 Min	<ul style="list-style-type: none"> • Identifying benefits of practice 	Lecture
	20Min	<ul style="list-style-type: none"> • Selecting/developing promotion tools 	Discussion
Evaluation	25 min	Accomplishment of LAP Test	Individual Activity
Summary	15 min	Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #4 		

Session Plan-21 (M04-LO5)

Unit of Competence	Improve Business Practice			
Module Title	Improving Business Practice			
LO 5	Develop business growth plans			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Plans to increase yield per existing client are developed • Plans to add new clients are developed • Proposed plans are ranked according to agreed criteria • An action plan to implement the top ranked plans is developed and agreed • Practice work practices are reviewed to ensure they support growth plans 			
Activities	Nominal Duration	(12:00 hrs)	Contents	Methods
Sessions	30 min		<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	50 min		<ul style="list-style-type: none"> • Increasing productivity 	Lecture-discussion
	50 min		<ul style="list-style-type: none"> • Developing/implementing expansion plans 	Individual Activity
	45 min		<ul style="list-style-type: none"> • Ranking proposed plans 	Lecture-discussion
	1:30 min		<ul style="list-style-type: none"> • Developing action plan 	Group activity
	40 min		<ul style="list-style-type: none"> • reviewing work practices 	Lecture-Discussion
Evaluation	30 min		Accomplishment of LAP Test	Individual Activity
Summary	25 min		Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #5 			

Session Plan-22 (M04-LO6)

Unit of Competence	Improve Business Practice			
Module Title	Improving Business Practice			
LO6	Implement and monitor plans			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Implementation plan is developed in consultation with all relevant stakeholders • Indicators of success of the plan are agreed • Implementation is monitored against agreed indicators • Implementation is adjusted as required 			
Activities	Nominal Duration	(8:00 hrs)	Contents	Methods
Sessions	30 min		• Recapitulation	Discussion with orientation
	60 min		• Developing implementation plan	Lecture-discussion
	60 min		• Identifying indicators of success	Individual Activity
	60 min		• Monitoring implementation plan	Lecture-discussion
Evaluation	20 min		Accomplishment of LAP Test	Individual Activity
Summary	10 min		Wrap-up and Feedback	Discussion
Resources	• Learning Guide #6			

Session Plan-23 (M05-LO1)

Unit of Competence	Monitoring Implementation of Work plan/Activities			
Module Title	Monitoring Implementation of Work plan/Activities			
LO1	Monitor & improve workplace operations			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Efficiency and service levels are monitored on an ongoing basis. • Operations in the workplace support overall enterprise goals and quality assurance initiatives. • Quality problems and issues are promptly identified and adjustments are made accordingly. • Procedures and systems are changed in consultation with colleagues to improve efficiency and effectiveness. • Colleagues are consulted about ways to improve efficiency and service levels 			
Activities	Nominal Duration	(4:30 hrs)	Contents	Methods
Sessions	33 min		<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	68 min		<ul style="list-style-type: none"> • Monitoring work operations 	Lecture-discussion
	68 min		<ul style="list-style-type: none"> • Supporting enterprise goals and quality assurance 	Individual Activity
	53 min		<ul style="list-style-type: none"> • Identifying quality problems and issues 	Lecture-discussion
Evaluation	25 min		➤ Accomplishment of LAP Test	Individual Activity
Summary	15 min		➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #1 			

Session Plan-24 (M05-LO2)

Unit of Competence	Monitoring Implementation of Work plan/Activities
Module Title	Monitoring Implementation of Work plan/Activities
LO2	Plan and organize workflow
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Current workload of colleagues is accurately assessed. • Work is scheduled in a manner which enhances efficiency and customer quality service • Work is delegated to appropriate people in accordance with principles of delegation. • Workflow is assessed against agreed objectives and timelines • Colleagues are assisted in prioritisation of workload. • Input is provided to appropriate management regarding staff needs.

Activities	Nominal Duration (5:30 hrs)	Contents	Methods
Sessions	33 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	78 min	<ul style="list-style-type: none"> • Preparing work schedule 	Lecture-discussion
	73-min	<ul style="list-style-type: none"> • Implementing work schedule 	Individual Activity
	30 min	<ul style="list-style-type: none"> • Review and evaluate work schedule 	Lecture-discussion
	30 min	<ul style="list-style-type: none"> • Preparing report/recommendations 	
Evaluation	32 min	<ul style="list-style-type: none"> • Accomplishment of LAP Test 	Individual Activity
Summary	15 min	<ul style="list-style-type: none"> • Wrap-up and Feedback 	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #2 		

Session Plan-25 (M05-LO3)

Unit of Competence	Monitoring Implementation of Work plan/Activities		
Module Title	Monitoring Implementation of Work plan/Activities		
LO 3	Maintain workplace methods		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Complete and submit Workplace records accurately with required timeframes. • Complete appropriate of records is delegated and monitored prior to submission. 		
Activities	Nominal Duration	(5:30 hrs) Contents	Methods
Sessions	30 min	• Recapitulation	Discussion with orientation
	75 min	• Updating Records	Lecture-discussion
	70 min	• Establish databank	Individual Activity
	73 min	• Establish filing system	Lecture-discussion
	33 min	• File records/documents	Lecture-discussion
Evaluation	33 min	• Accomplishment of LAP Test	Individual Activity
Summary	18 min	• Wrap-up and Feedback	Discussion
Resources	• Learning Guide #3		

Session Plan-26 (M05-LO4)

Unit of Competence	Monitoring Implementation of Work plan/Activities
Module Title	Monitoring Implementation of Work plan/Activities
LO4	Solve problems & make decisions
Session Objectives:	At the end of this session the trainees shall be able to:-

- Workplace problems are promptly identified and considered from an operational and customer service perspective.
- Short term action is initiated to resolve the immediate problem where appropriate.
- Problems are analysed for any long term impact and potential solutions are assessed and actioned in consultation with relevant colleagues.
- Where problem is raised by a team member, they are encouraged to participate in solving the problem.
- Follow up action is taken to monitor the effectiveness of solutions in the workplace.

Activities	Nominal Duration (4:30 hrs)	Contents	Methods
Sessions	31 min	• Recapitulation	Discussion with orientation
	46 min	• Identifying problems	Lecture-discussion
	21 min	• Analyzing the problems	Individual Activity
	46 min	• Applying problem solving and decision making processes.	Lecture-discussion
	21 min	• Involving people in problem solving	Individual Activity
	51 min	• Leadership and management responsibilities	Lecture-discussion
	21 min	• Measuring effectiveness	Lecture-discussion
	11 min	• Industrial/legislative issues	Class Discussion
Evaluation	22 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	12 min	➤ Wrap-up and Feedback	Discussion
Resources	• Learning Guide #4		

Session Plan-27 (M06-LO1)

Unit of Competence	Apply Quality Control.			
Module Title	Applying Quality Control.			
LO1	Establish quality standards			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Quality standard procedures for masonry work are developed and agreed upon • Quality standard procedures are documented in accordance with the organization policy • Standard procedures are introduced to organizational staff / personnel • Standard procedures are revised / updated when necessary 			
Activities	Nominal Duration	(9:00 hrs)	Contents	Methods
Sessions	47 min		• All over view of competences	Introduction and Orientation.
	145 min		• Developing quality standard procedures for civil or industrial works	Lecture-discussion
	90 min		• Documenting quality standards, policies and procedures	Individual Activity
	85 min		• Introducing Standard procedures to organizational staff / personnel	Lecture-discussion
	83 min		• revising Standard procedures	
Evaluation	50 min	➤	Accomplishment of LAP Test	Individual Activity
Summary	40 min	➤	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #1			

Session Plan-28 (M06-LO2)

Unit of Competence	Apply Quality Control.
Module Title	Applying Quality Control.

LO2	Assess quality of service delivered			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Services delivered are checked against organization quality standards and specifications • Service delivered are evaluated using the appropriate evaluation parameters and in accordance with organization standards • Causes of any identified faults are identified and corrective actions are taken in accordance with organization policies and procedures 			
Activities	Nominal Duration	(8:00 hrs)	Contents	Methods
Sessions	50 min		• Recapitulation	Discussion with orientation
	110 min		• <i>checked quality standards</i>	Lecture-discussion
	110 min		• Quality checking procedures	Individual Activity
	110 min		• Applying corrective actions	Lecture-discussion
Evaluation	55 min		➤ Accomplishment of LAP Test	Individual Activity
Summary	45 min		➤ Wrap-up and Feedback	Discussion
Resources	• Learning Guide #2			

Session Plan-29 (M06-LO3)

Unit of Competence	Apply Quality Control.
Module Title	Applying Quality Control.
LO 3	Record information

Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Basic information on the quality performance is recorded in accordance with organization procedures • Records of work quality are maintained according to the requirements of the organization 			
Activities	Nominal Duration	(6:00 hrs)	Contents	Methods
Sessions	60 min		• Recapitulation	Discussion with orientation
	90 min		• Recording quality performance	Lecture-discussion
	120 min		• Maintain records”	Individual Activity
Evaluation	50 min	➤	Accomplishment of LAP Test	Individual Activity
Summary	40 min	➤	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #3			

Session Plan-30 (M06-LO4)

Unit of Competence	Apply Quality Control.
Module Title	Applying Quality Control.
LO 4	Study causes of quality deviations
Session Objectives:	At the end of this session the trainees shall be able to:-

- Causes of deviations from final outputs or services are investigated and reported in accordance with organization procedures
- Suitable preventive action is recommended based on organization quality standards and identified causes of deviation from specified quality standards of final service or output.

Activities	Nominal Duration (6:00 hrs)	Contents	Methods
Sessions	60 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	90 min	<ul style="list-style-type: none"> • Investigating Causes of deviations from final outputs or services 	Lecture-discussion
	120 min	<ul style="list-style-type: none"> • recommending Suitable preventive action 	Individual Activity
Evaluation	50 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	40 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #4 		

Session Plan-31 (M06-LO5)

Unit of Competence	Apply Quality Control.
Module Title	Applying Quality Control.
LO 5	Completing documentation

Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Information on quality and other indicators of service performance is recorded • All service processes and outcomes are recorded 			
Activities	Nominal Duration	(6:00 hrs)	Contents	Methods
Sessions	60 min		• Recapitulation	Discussion with orientation
	95 min		• Recording information on quality and other indicators	Lecture-discussion
	115 min		• Recording all service processes and outcomes	Lecture-discussion
Evaluation	50 min	➤	Accomplishment of LAP Test	Question and answer
Summary	40 min	➤	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #5			

Session Plan-32 (M07-LO1)

Unit of Competence	Prepare Technical Drawing
Module Title	Preparing Technical Drawing
LO1	Determine drawing requirements

Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Check and interpret Drawing requirements from work order or similar. • Require information is sourced from workshop manuals, customer specifications, product suppliers, and designers or similar. • Apply Scope of drawing including layout, additional required information and resources is planned 			
Activities	Nominal Duration	(20:00 hrs)	Contents	Methods
Sessions	55 min		<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	390 min		<ul style="list-style-type: none"> • Interpreting and Checking Drawing requirements 	Lecture-discussion
	280 min		<ul style="list-style-type: none"> • Sourcing of Required information 	Individual Activity
	280 min		<ul style="list-style-type: none"> • Planning of Scope of drawing including layout 	Lecture-discussion
Evaluation	160 min	➤	Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤	Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #1 • Sample site plan and drawings 			

Session Plan-33 (M07-LO2)

Unit of Competence	Prepare Technical Drawing
Module Title	Preparing Technical Drawing

LO2	Produce drawings in third angle projection, including auxiliary views, sections and assemblies Produce drawings in third angle projection, including auxiliary views, sections and assemblies.
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Drawing details including assembly and components are completed as per AS 100 or similar. • Dimensions of various components are determined and inserted where required. • Appropriate symbols for limits and fits, surface texture and <i>geometric tolerances</i> are included. • <i>Simple components or layouts</i> are drawn in third angle projection • An auxiliary view is drawn of a component, given two views • Correct convention for <i>parts</i> is shown

Activities	Nominal Duration (45:00 hrs)	Contents	Methods
Sessions	35 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	300 min	<ul style="list-style-type: none"> • Completing <i>Drawing</i> details 	Lecture-discussion
	440min	<ul style="list-style-type: none"> • Determining Dimensions of various components 	Group Discussion
	320 min	<ul style="list-style-type: none"> • Including Appropriate symbols 	Lecture-discussion
	640 min	<ul style="list-style-type: none"> • Drawing <i>Simple components</i> in third angle projection 	Individual Activity
	630 min	<ul style="list-style-type: none"> • Drawings of An auxiliary view 	Lecture-discussion
	240 min	<ul style="list-style-type: none"> • Showing of Correct convention 	Lecture-discussion
Evaluation	60 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources		<ul style="list-style-type: none"> • Learning Guide #2 • Sample site plan and drawings 	

Session Plan-34 (M07-LO3)

Unit of Competence	Prepare Technical Drawing
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Module Title	Preparing Technical Drawing			
LO3	Issue and/or file drawing			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Drawing is issued and according to workplace procedures. • Drawing is filed according to workplace procedures 			
Activities	Nominal Duration	(25:00 hrs)	Contents	Methods
Sessions	35 min		<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	190 min		<ul style="list-style-type: none"> • Identifying Materials details and quality of work 	Lecture-discussion
	190 min		<ul style="list-style-type: none"> • Identifying Site access/facilities 	Group Discussion
	190 min		<ul style="list-style-type: none"> • Identifying Drawing details relating to: 	Lecture-discussion
	190 min		<ul style="list-style-type: none"> • Tolerances 	Individual Activity
	190 min		<ul style="list-style-type: none"> • type of materials 	Lecture-discussion
	190 min		<ul style="list-style-type: none"> • treatments and finishes 	Lecture-discussion
	170 min		<ul style="list-style-type: none"> • Site orientation: north compass point, location of roads and neighboring properties 	Lecture-discussion
Evaluation	120 min		➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min		➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #3 • Sample site plan and drawings 			

Session Plan-35 (M08-LO1)

Unit of Competence	Install Electrical System Protection
Module Title	Installing Electrical System Protection
LO1	Plan and prepare for fault findings
Session Objectives:	At the end of this session the trainees shall be able to:-

- Instructions for the preparation of the work activity are communicated and confirmed to ensure clear understanding
- *Tools, equipment* and *PPE* needed to install electrical wiring are identified, checked to ensure they work correctly as intended and are safe to use in accordance with established procedures
- Materials needed for work are obtained in accordance with established procedures

Activities	Nominal Duration (32:00 hrs)	Contents	Methods
Sessions	65 min	<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	580 min	<ul style="list-style-type: none"> • Communicating Instructions for the preparation of the work activity 	Lecture-discussion
	560 min	<ul style="list-style-type: none"> • Identifying, <i>Tools, equipment</i> and <i>PPE</i> needed to install electrical wiring 	Individual Activity
	460 min	<ul style="list-style-type: none"> • Obtaining materials needed for works 	Lecture-discussion
Evaluation	220 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #1 		

Session Plan-36 (M08-LO2)

Unit of Competence	Install Electrical System Protection		
Module Title	Installing Electrical System Protection		
LO2	Install electrical protection system		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Correct procedures for installation of electrical protection system are performed in line with job requirements and PEC • Schedule of work is followed to ensure work is completed in an agreed time, to a quality standard and with a minimum waste • Further instructions are sought from a supervisor if unplanned events or conditions occur • On-going checks of quality of work are done in accordance with instructions and requirements 		
Activities	Nominal Duration	(44:00 hrs) Contents	Methods
Sessions	35 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	708 min	<ul style="list-style-type: none"> • Performing correct procedures for installation of electrical protection. 	Lecture-discussion
	318 min	<ul style="list-style-type: none"> • Following work schedule 	Individual Activity
	648 min	<ul style="list-style-type: none"> • Carrying out troubleshoot and repair of electrical faults 	Individual Activity
	458 min	<ul style="list-style-type: none"> • Minimizing waste. 	Lecture-discussion
	318 min	<ul style="list-style-type: none"> • Doing check for quality of work 	Lecture-discussion
Evaluation	120 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #2 		

Session Plan-37 (M08-LO3)

Unit of Competence	Install Electrical System Protection			
Module Title	Installing Electrical System Protection			
LO3	Notify completion of work			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Final checks are made to ensure the work conforms with instructions and requirements • Notify Supervisor completion of work • Clean, check and return Tools, equipment and any surplus resources and material where appropriate, to storage in accordance with established procedures • Clean Work area and made safe 			
Activities	Nominal Duration	(22:00 hrs)	Contents	Methods
Sessions	55 min		• Recapitulation	By Question and answer
	370 min		• Applying final check	Lecture-discussion
	360 min		• Notifying the completion of work	Individual Activity
	370 min		• Checking working conditions of the installation	Individual Activity
Evaluation	100 min		➤ Accomplishment of LAP Test	Individual Activity
Summary	65 min		➤ Wrap-up and Feedback	Discussion
Resources	• Learning Guide #3			

Session Plan-38 (M08-LO4)

Unit of Competence	Install Electrical System Protection		
Module Title	Installing Electrical System Protection		
LO4	Clean up		

Session Objectives:

At the end of this session the trainees shall be able to:-

- Work area is cleared and materials disposed of, reused or recycled in accordance with legislation/regulations/codes of practice and job specification
- Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and standard work practices.

Activities	Nominal Duration	(22:00 hrs) Contents	Methods
Sessions	55 min	• Recapitulation	Discussion with orientation
	370 min	• Clearing the Work area	Lecture-discussion
	360 min	• Cleaning plant, <i>tools and equipment</i>	Individual Activity
	370 min	• Checking working conditions of the installation	Individual Activity
Evaluation	100 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	65 min	➤ Wrap-up and Feedback	Discussion
Resources	• Learning Guide #4		

Session Plan-39 (M09-LO1)

Unit of Competence	Inspect and Commission Electrical Installation		
Module Title	Inspect and Commission Electrical Installation		
LO1	Plan and prepare to commission electrical system		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Work instructions are confirmed to ensure clear understanding of job requirements • <i>Commissioning procedures</i> are planned accordingly • Materials and PPE needed to complete job requirements are obtained in line with established procedures • <i>Tools, equipment</i> and testing devices needed for commissioning procedures are obtained 		
Activities	Nominal Duration	(10:00 hrs) Contents	Methods
Sessions	35 min	<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	60 min	<ul style="list-style-type: none"> • Confirming Work instructions to ensure 	Lecture-discussion
	90 min	<ul style="list-style-type: none"> • planning Commissioning procedures 	Individual Activity
	50 min	<ul style="list-style-type: none"> • completing Materials and PPE needed for job 	
	90 min	<ul style="list-style-type: none"> • testing Tools and equipment 	
	120 min	<ul style="list-style-type: none"> • Applying commissioning procedure 	Lecture-discussion
Evaluation	90 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #1 		

Session Plan-40 (M09-LO2)

Unit of Competence	Inspect and Commission Electrical Installation			
Module Title	Inspect and Commission Electrical Installation			
LO2	Commission electrical system			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • <i>Safety policies</i> and procedures are followed • Commissioning activities are performed in line with established procedures and job requirements • Unplanned events are attended to in line with established procedures • Ongoing checks of quality of work are undertaken in line with established procedures 			
Activities	Nominal Duration	(30:00 hrs)	Contents	Methods
Sessions	35 min		• Recapitulation	Discussion with orientation
	120 min		• Applying Safety policies and procedures	Lecture-discussion
	22 hrs		• performing Commissioning activities	Individual Activity
	90 min		• Attending Unplanned events in line	Individual Activity
	80 min		• Establishing checks quality of work undertaken	Lecture-discussion
Evaluation	120 min	➤	Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #2			

Session Plan-41 (M09-LO3)

Unit of Competence	Inspect and Commission Electrical Installation		
Module Title	Inspect and Commission Electrical Installation		
LO3	Inspect and notify completion of work		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Final inspection is undertaken to ensure that commissioning of electrical system meets job requirements • Work completed is notified to a supervisor in line with established procedure • Work area is cleaned up and made safe • Tools, equipment and surplus materials are cleaned, checked and stored in line with established procedure 		
Activities	Nominal Duration	(10:00 hrs) Contents	Methods
Sessions activities.	35 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	110 min	<ul style="list-style-type: none"> • Final inspection undertaken commissioning of electrical system. 	Lecture-discussion
	110 min	<ul style="list-style-type: none"> • Completing Work notified to a supervisor in line 	Individual Activity
	110 min	<ul style="list-style-type: none"> • Cleaning Work area and apply safe. 	Individual Activity
	110 min	<ul style="list-style-type: none"> • Cleaning. Tools, equipment and surplus materials 	Lecture-discussion
Evaluation	90 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #3 		

Session Plan-42 (M10-LO1)

Unit of Competence	Perform Maintenance of Electrical Equipment		
Module Title	Performing Maintenance of Electrical Equipment		
LO1	Plan and prepare for maintenance of electrical equipment		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Planning ensures the work is sequenced in accordance with maintenance schedules and/or supervisor or customer instructions. • Planning includes consultation with appropriate personnel to ensure the work is coordinated effectively with others involved on the work site. • Preparation includes assembly of all materials necessary to complete the work in accordance with maintenance instructions and company requirements. • Preparation includes gathering and checking of tools, equipment, and testing devices needed to carry out the work in accordance with maintenance instructions and company requirements. 		
Activities	Nominal Duration	(15:00 hrs) Contents	Methods
Sessions Objective	35 min	<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	180 min	<ul style="list-style-type: none"> • Preparing plan 	Lecture-Discussion
	80 min	<ul style="list-style-type: none"> • Sequencing of activities 	Individual Activity
	90 min	<ul style="list-style-type: none"> • Coordination/Consultation with appropriate personnel 	Lecture-discussion
	300 min	<ul style="list-style-type: none"> • Assembly of all materials 	Lecture-discussion
	90 min	<ul style="list-style-type: none"> • Gathering and checking tools, equipment, and testing devices 	Lecture-discussion
Evaluation	90 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #1 		

Session Plan-43 (M10-LO2)

Unit of Competence	Perform Maintenance of Electrical Equipment
Module Title	Performing Maintenance of Electrical Equipment
LO2	Maintain electrical equipment and associated circuits
Session Objectives:	At the end of this session the trainees shall be able to:-
	<ul style="list-style-type: none"> • Normal operating principles of the equipment and associated circuits are ascertained to the extent necessary to perform the maintenance work. • Equipment is maintained in accordance with maintenance records and instructions and current regulations and standards, without damage or distortion to the surrounding environment or services. • Where necessary, circuit isolation is achieved in accordance with safe working practice and with specified shut-down procedures where available. • Testing confirms that all requirements of current regulations and standards have been met, and that isolated equipment is safe for reconnection. • Unplanned events or conditions are responded to, and approvals to implement contingencies are obtained in accordance with company requirements

Activities	Nominal Duration	(40:00 hrs) Contents	Methods
Sessions Objective	35 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	440 min	<ul style="list-style-type: none"> • Applying operating principles of the equipment and associated circuits 	Lecture-Discussion
	360 min	<ul style="list-style-type: none"> • Maintaining equipment 	Individual Activity
	420 min	<ul style="list-style-type: none"> • Achieving circuit isolation system 	Lecture-discussion
	390 min	<ul style="list-style-type: none"> • Applying shut-down procedures 	Lecture-discussion
	420 min	<ul style="list-style-type: none"> • Applying current regulations and standards 	Lecture-discussion
	180 min	<ul style="list-style-type: none"> • Obtaining approvals to implement contingencies 	Lecture-discussion
Evaluation	120 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #2 		

Session Plan-43 (M09-LO3)

Unit of Competence	Inspect and Commission Electrical Installation			
Module Title	Inspect and Commission Electrical Installation			
LO3	Notify completion and document results of maintenance of electrical equipment.			
Session Objectives:	At the end of this session the trainees shall be able to:-			
	<ul style="list-style-type: none"> • Appropriate personnel are notified of the completion of the maintenance work and of any suggestions for improvements or modifications, according to company requirements. • Maintenance records are updated according to company requirements. • OHS procedures are observed throughout the maintenance process 			
Activities	Nominal Duration	(15:00 hrs)	Contents	Methods
Sessions Objective	35 min		• Recapitulation	Discussion with orientation
	240 min		• Preparing report on work completed	Lecture-Discussion
	360 min		• Updating maintenance records	Individual Activity
	140 min		• Applying OHS procedures	Individual Activity
Evaluation	90 min	➤	Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤	Wrap-up and Feedback	Discussion
Resources	• Learning Guide #3			

Session Plan-44 (M11-LO1)

Unit of Competence	Repair Electrical System		
Module Title	Repairing Electrical System		
LO1	Determine faults in electrical system		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Fault-finding demonstrates electrical safe working practices. • Fault-finding demonstrates a logical technique of analyzing symptoms and making measurements where necessary, to locate the fault and identify faulty components. • Assessment of viability of repair takes into account component availability, cost and time of repair, cost of replacement, and supervisor or customer instructions. 		
Activities	Nominal Duration	(20:00 hrs) Contents	Methods
Sessions Objective	35 min	<ul style="list-style-type: none"> • All over view of competences 	Introduction and Orientation.
	360 min	<ul style="list-style-type: none"> • Demonstrating Fault-finding practices. 	Lecture-Discussion
	180 min	<ul style="list-style-type: none"> • Techniques of Fault-finding 	Individual Activity
		"Taking into account"	
	180 min	<ul style="list-style-type: none"> • component availability 	
	180 min	<ul style="list-style-type: none"> • cost and time of repair 	
	180 min	<ul style="list-style-type: none"> • cost of replacement 	Lecture-discussion
	70 min	<ul style="list-style-type: none"> • supervisor and customer instructions 	Lecture-discussion
	70 min	<ul style="list-style-type: none"> • Assessment of viability 	Lecture-discussion
Evaluation	90 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #1 		

Session Plan-45 (M11-LO2)

Unit of Competence	Repair Electrical System		
Module Title	Repairing Electrical System		
LO2	Repair electrical lighting and system		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Replacement of materials is carried out complying with current regulations and standards • Light fittings have been repaired including safety testing as required by current regulations and standards. • Troubleshoot and repair of electrical faults are carried out in accordance with standard procedures and safety measures 		
Activities	Nominal Duration	(30:00 hrs) Contents	Methods
Sessions Objective	35 min	<ul style="list-style-type: none"> • Recapitulation 	Discussion with orientation
	420 min	<ul style="list-style-type: none"> • carrying out Replacement of materials with current regulations 	Lecture-Discussion
	490 min	<ul style="list-style-type: none"> • Testing/Repairing Light fittings by current regulation. 	Individual Activity
	670 min	<ul style="list-style-type: none"> • carrying out Troubleshoot and repair of electrical faults 	Lecture-discussion
Evaluation	150 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	35 min	➤ Wrap-up and Feedback	Discussion
Resources	<ul style="list-style-type: none"> • Learning Guide #2 		

Session Plan-46 (M11-LO3)

Unit of Competence	Repair Electrical System		
Module Title	Repairing Electrical System		
LO3	Re-commission electrical lighting		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Re-commission of electric lighting is carried out complying with current regulations and standards • Check Working conditions of the installation against to the <i>safety testing</i> as required by current regulations and standards. 		
Activities	Nominal Duration	(30:00 hrs) Contents	Methods
Sessions Objective	35 min	• Recapitulation	Discussion with orientation
	840 min	• carrying out of Re-commission of electric lighting	Lecture-Discussion
	510 min	• checking Work conditions of the installation with <i>safety testing method.</i>	Individual Activity
Evaluation	320 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	95 min	➤ Wrap-up and Feedback	Discussion
Resources	• Learning Guide #3		

Session Plan-47 (M11-LO4)

Unit of Competence	Repair Electrical System		
Module Title	Repairing Electrical System		
LO4	Clean up		
Session Objectives:	At the end of this session the trainees shall be able to:-		
	<ul style="list-style-type: none"> • Work area is cleared and materials disposed of, reused or recycled in accordance with legislation/regulations/codes of practice and job specification • Plant, tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and standard work practices 		
Activities	Nominal Duration	(10:00 hrs) Contents	Methods
Sessions Objective	60 min	• Recapitulation	Discussion with orientation
	125 min	• cleaning Working area	Lecture-Discussion
	310 min	• Cleaning/check Plant, <i>tools and equipment</i>	Individual Activity
Evaluation	60 min	➤ Accomplishment of LAP Test	Individual Activity
Summary	45 min	➤ Wrap-up and Feedback	Discussion
Resources	• Learning Guide #4		