

NOCC-A21 Electrician: Competence Package

| Relevant Occupation/trade title: Electrician | | | SAQA ID: 91761 | | |
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| Learning Area 1: Prepare and plan for work | | | Total Hours: | | 264 |
| Learning Project 5: Organise, plan, coordinate and quality assure work processes and conduct housekeeping activities | | | Total Hours: | | 16 |
| Requisite learning areas/projects to be in place (Pre-requisite and co-requisite): | | LA1 – LP 1, 2, 3 | | | |
| Learning project description: Plan, prepare and organise for work, coordinate and quality assure work processes and conduct housekeeping activities | | | | | |
| Activity phase | Practical Skills Modules Content | Underpinning Knowledge Module Content | Work Experience Module Content (Exposure to be given) | Didactical-methodological advice | Learning materials/Tools and Equipment |
| Reference to QCTO Curriculum | PM-02-PS03 PM-03-PS01 PM-03-PS02 PM-03-PS03 | KM-01-KT01 | WM-None | | |
| Planning/ Preparation | <p>Provide access to (Given): Different work scenarios and material as specified in last column</p> <p>Apprentices must be able to do/perform the following (hard and soft) skills:</p> <p>Plan and prepare for work</p> <ul style="list-style-type: none"> • Receive work requirements and clarify/confirm the scope of work • Identify the order of activities and time allocation, document, and present them for verification • Identify team members, supporting staff, equipment and material resource requirements according to the scope of the work | <p>Knowledge of:</p> <ul style="list-style-type: none"> • Basic work planning processes and related documentation • Team work approaches (refer to LA1 LP3) • Toolbox talks and their importance for work organisation • Possible causes of disruption to work activities and their effect on quality and time schedules • Relevant quality standards, policies and procedures • Important work | <p>Under supervision:</p> <ul style="list-style-type: none"> • Use associated work documentation to plan daily work flow for a sample task • Evaluate different jobs in terms of planned versus actual work result and discuss with mentor • Contribute to continuous improvement of work processes in own working area • Fill in job cards for performed work as per company requirements | <ul style="list-style-type: none"> • Simulations and scenarios • Work-assignments • Group work | <p>Print materials, electronic files, software applications incl.:</p> <ul style="list-style-type: none"> • Workplace quality standards and documentation • Standard operating procedures (SOPs) or workplace equivalent • Work orders, job cards, quotes and estimates and job specifications, drawings and plans • Checklists • Work reports • Company-specific work procedure |
| Implementation/ | Coordinate work (simulated) | | | | |

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| Execution | exercise only) <ul style="list-style-type: none"> Coordinate task and communicate appropriate work and time allocation to each team member in a toolbox talk | <ul style="list-style-type: none"> documents (quotes and estimates, timesheets, job cards, work report) Correct housekeeping procedures and the importance thereof | <ul style="list-style-type: none"> Conduct housekeeping | | samples PPE: <ul style="list-style-type: none"> Safety overall Safety boots |
| Evaluation/ Documentation | Complete job card with relevant information <ul style="list-style-type: none"> Identify relevant information for job card Draft and present job card for approval, ensuring it is written in a clear, concise manner and meets required standard Clean up/Housekeeping (controlled practical exercise) <ul style="list-style-type: none"> Clear a dedicated work area and correctly dispose of materials (incl. recycling) | | | | |
| Total | Hours: 16 | | | | |
| Specialisation additions | | | | | |
| Assessment guidance: | | | | | |
| <ul style="list-style-type: none"> Self assessment Group assessment Theory test Criteria for assessment: <ul style="list-style-type: none"> Scheduling activities and assigning tasks and responsibilities as per given work scenario Recording and reporting job activities in relevant work documentation. | | | | | |