

NOCC-A21 Electrician: Competence Package

Relevant Occupation/trade title: Electrician			SAQA ID: 91761		
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><u>Apprentices must be able to do/perform the following (hard and soft) skills:</u></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 	documents (quotes and estimates, timesheets, job cards, work report) <ul style="list-style-type: none"> Correct housekeeping procedures and the importance thereof 	<ul style="list-style-type: none"> Conduct housekeeping 		samples <p>PPE:</p> <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. 					