

# NOCC-A21 Electrician: Competence Package

Relevant Occupation/trade title: Electrician			SAQA ID: 91761		
Learning Area 1: Prepare for work			Total Hours:	264	
Learning Project 1: Investigate and analyse roles, responsibilities of an Electrician, structures and procedures of the company environment and work ethics, norms and values			Total Hours:	16	
Requisite learning areas/projects to be in place (Pre-requisite and co-requisite):		NONE			
Learning project description: Apprentices are introduced to the world of work of an electrician, learn about their roles and responsibilities, structures and procedures of companies in the field of electrical work, as well as the importance of work ethics and values for their professionalism					
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: NONE	KM-04-KT01	WM: NONE		
Planning/Preparation	<p><b><u>Provide access to (Given):</u></b></p> <p>Sample of different job advertisements for electricians (electronic and print) Videos showing electricians in the workplace Career pathway charts Career stories of successful electricians Company organograms Company values and code of conduct</p> <p><b><u>Apprentices must be able to do/perform the following (hard and soft) skills:</u></b></p>	<p><b><u>Knowledge of:</u></b></p> <ul style="list-style-type: none"><li>• Work roles of electricians in different industry sectors (job descriptions incl. work locations)</li><li>• Importance of electricians for the functioning of society</li><li>• Different types of electricians (occupational titles)</li><li>• Typical work schedules in industry (part-time, full time, overtime, shift-work, job-sharing etc.)</li><li>• Job advertisements</li><li>• Career perspectives for</li></ul>	<p><b><u>Under supervision:</u></b></p> <ul style="list-style-type: none"><li>• Induct apprentice to company-vision//mission, specific structures and procedures</li><li>• Introduce apprentice to the team</li><li>• Explain to apprentices and co-workers the aims of the training programme</li><li>• Structured conversation on company-specific expectations with</li></ul>	<ul style="list-style-type: none"><li>• Videos (e.g. an electrician in the workplace, career options for electricians)</li><li>• Instruction/Lecture</li><li>• Group work</li><li>• Desk study/ Self-learning</li><li>• Visualisation of findings</li><li>• Feedback sessions/ Presentation of</li></ul>	<p><b>Print materials, electronic files, software applications incl.:</b></p> <ul style="list-style-type: none"><li>• Learning Material</li><li>• Codes of practice and company values</li><li>• Industry sector publications</li><li>• Overview of sector and work opportunities</li><li>• Company documents (Org charts, Job descriptions etc.)</li></ul>

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	<p><b><u>Identify the world of work of an electrician:</u></b></p> <ul style="list-style-type: none"> <li>Identify the world of work of an electrician</li> <li>Understand the importance of electricians for society</li> <li>Acknowledge the physical work environment of an electrician (locations, hazards, discomforts, working hours)</li> <li>Identify professional associations and bodies for electricians</li> <li>Identify the need for registration, licencing, certification with professional associations</li> <li>Research and recognise possible career paths and employment opportunities for electricians (also from success stories)</li> <li>Obtain an overview of applicable salary systems and average payment scales for electricians</li> </ul> <p><b><u>Identify Structures and procedures of electrical companies</u></b></p> <ul style="list-style-type: none"> <li>Identify structures and procedures of electrical companies</li> <li>Illustrate fundamental structure and functions of electrical companies (e.g. procurement, maintenance, service provision, distribution &amp; marketing, administration)</li> <li>Comprehend the different levels of division of labour for electricians in the work environment</li> </ul>	<p>electricians</p> <ul style="list-style-type: none"> <li>Average salary scales and basis for decisions on salary levels</li> <li>Professional bodies and associations</li> <li>Licencing, certification and registration requirements for electricians</li> <li>Organisational charts and structures of electrical</li> <li>Typical operational procedures in electrical companies</li> <li>Required work attitudes, ethics and values for employment (incl. appropriate dress code and behaviour)</li> <li>Importance of occupational pride</li> <li>Line of command in the workplace</li> <li>Applicable codes of practice/conduct/ethics in the workplace</li> </ul>	<p>regards to work ethics and core values of the business and signing of agreed values to be adhered to</p> <ul style="list-style-type: none"> <li>Clarify apprentices role and responsibilities in the company</li> <li>Introduce the allocated supervisors/mentors and clarify reporting structures</li> <li>Apprentice to identify company work areas/divisions and present established profile to staff</li> <li>Have a summative feedback session with apprentice on adherence to appropriate dress code and behaviour in the workplace</li> </ul>	<p>results</p>	<ul style="list-style-type: none"> <li>Labour market statistics</li> <li>Salary statistics</li> <li>Computer with internet access</li> </ul>
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	<ul style="list-style-type: none"> <li>• Explore typical procedures of electrical companies</li> <li>• Identify and interpret requirements and key activities of the workplace including various work schedules i.e. part-time, overtime, shifts etc.</li> </ul> <p><b><u>Understand the individual roles and responsibilities of an electrician as well as work ethical norms and values</u></b></p> <ul style="list-style-type: none"> <li>• Understand the individual roles and responsibilities of an electrician as well as the importance of work ethics and values and occupational pride</li> <li>• Investigate applicable code of ethics/ conduct/ practice for electricians</li> <li>• Evaluate own job responsibilities and own contributions to service delivery as an electrician</li> <li>• Interpret and comply with the range of organisational values and cultural norms</li> </ul>				
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<b>Total</b>	Hours: 16				
<b>Specialisation additions</b>					
<b>Assessment guidance</b>					
<ul style="list-style-type: none"> <li>• Self assessment</li> <li>• Group assessment</li> <li>• Theory test</li> </ul> <p><b>Criteria for assessment:</b></p> <ul style="list-style-type: none"> <li>• Correctly identify work values and ethics for employment in the sector</li> <li>• Create a profile of a professional worker in the electrical industry</li> <li>• Draw an organogram of own host company</li> <li>• Explain why you can be proud to be an electrician (contribution to society)</li> </ul>					

Work in progress