

NOCC-A21 Electrician: Competence Package

Relevant Occupation/trade title: Electrician			SAQA ID: 91761		
Learning Area 1: Prepare for work			Total Hours:		264
Learning Project 11: Manage your personal finances			Total Hours:		16
Requisite learning areas/projects to be in place (Pre-requisite and co-requisite):			LA 1 - LP 1 and LP 2		
Learning project description: Understand the importance of managing personal finances, understand the relationship between income and expenses and develop a financial plan (short, medium and long term)					
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: None	WM: None		
Planning/Preparation	<p>Provide access to (Given): Documents as in last column and calculator</p> <p>Apprentices must be able to do/perform the following (hard and soft) skills:</p> <ul style="list-style-type: none"> Understand the importance of managing own finances Understand the difference between income and expenses Evaluate personal spending and saving habits Evaluate own debt situation 	<p>Knowledge of:</p> <ul style="list-style-type: none"> Personal Monthly Income Monthly expenses (fixed and flexible) Indirect expenses (bank charges, interest, etc.) Types of accounts Types of saving vehicles Debt and how to avoid it Legislation related to Tax 	<p>Under supervision:</p> <ul style="list-style-type: none"> Review salary slip and have a structured discussion on the items listed Draw up a personal budget plan to accommodate fixed costs, particularly costs for monthly travel Have a discussion on monthly business planning/budgets (how do these relate to personal budgets, where are they similar?) Perform basic calculations to understand deductions related to legal obligations 	<p>First day: Bring in an external financial service provider e.g. Old Mutual for basics on finances</p> <p>Second day: Lecture, presentations, You-Tube videos Group discussions on how to deal with family pressures and some simulated role play</p>	<p>Legislation related to TAX (Personal/ Income/ UIF) – Mock Bank statements and mock salary advice Calculator Real salary slips of apprentices if available</p>
Implementation/Execution	<ul style="list-style-type: none"> Draw up a personal monthly budget Recognise the 				

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	importance of saving for future goals and contingent costs <ul style="list-style-type: none"> Deal with spending pressures resulting from family obligations 				
Evaluation/ Documentation	Evaluate results: <ul style="list-style-type: none"> Review own budget at the end of each month (actual spending compared to budgeted spending) 				
Total	Hours: 16				
Specialisation additions					
Assessment criteria					
Criteria for assessment: <ul style="list-style-type: none"> Correct explanation of what expenses can be avoided or can be regarded as flexible Own financial plan and explanation of how this plan was drawn up/what was considered Personal monthly budget, based on the stipend that apprentices receive 					