

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><u>Apprentices must be able to do/perform the following (hard and soft) skills:</u></p> <ul style="list-style-type: none">Understand the importance of managing own financesUnderstand the difference between income and expensesEvaluate personal spending and saving habitsEvaluate own debt situation	<p><u>Knowledge of:</u></p> <ul style="list-style-type: none">Personal Monthly IncomeMonthly expenses (fixed and flexible)Indirect expenses (bank charges, interest, etc.)Types of accountsTypes of saving vehiclesDebt and how to avoid itLegislation related to Tax	<p><u>Under supervision:</u></p> <ul style="list-style-type: none">Review salary slip and have a structured discussion on the items listedDraw up a personal budget plan to accommodate fixed costs, particularly costs for monthly travelHave 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>	Legislation related to TAX (Personal/ Income/ UIF) – Mock Bank statements and mock salary advice Calculator Real salary slips of apprentices if available
Implementation/ Execution	<ul style="list-style-type: none">Draw up a personal monthly budgetRecognise 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 					