

		<b>Unit ID: E2</b>
<b>Domain</b>	<b>Electronics</b>	
<b>Title:</b>	<b>Plan and organise work in electronic work environment</b>	
<b>Level: 1</b>	<b>Credits: 3</b>	

**Purpose**

This unit standard specifies the competencies required to Plan and organise work in electronic work environment. It includes planning and preparing for work, sequencing work safely and clean up. This unit standard is intended for those who work in electronics industry

**Special Notes**

1. Entry information:

Prerequisite

- *Unit 1157- Demonstrate basic knowledge of workplace health and safety or demonstrated equivalent knowledge and skills.*
2. This unit standard is to be delivered and assessed in the context of electronics operations and should be assessed in conjunction with all technical unit standards selected from this domain.
  3. To demonstrate competence, at a minimum, requires evidence of the selection of the necessary tools, materials, personal protective equipment and work sequence for a minimum of three separate individual or group tasks. Perform these tasks ensuring identification of requirements and finishing of the tasks, selection and use of processes, tools, equipment and completing all work to specification.
  4. Assessment evidence may be collected from a real or a simulated workplace in which electronics operations are carried out.
  5. All inspection, operation and maintenance procedures associated with the use of tools and equipment shall comply with manufacturers' guidelines and instructions.
  6. *Glossary* 'Specifications' refers to any, or all of the following: manufacturers' specifications and recommendations, site and workplace specific requirements.
  7. Regulations and legislation relevant to this unit standard include the following:
    - Occupational Health and Safety Regulations No. 18, 1997
    - Regulations relating to the Health and Safety of employees at work, 1997
    - Labour Act, No. 11, 2007 and all subsequent amendments and all subsequent amendments.
  8. Performance of all elements in this unit standard must comply with standards.

## **Quality Assurance Requirements**

This unit standard and others within this subfield may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Plan and prepare for work**

#### **Range**

Work situation is to include, but is not limited to selecting of tools and equipment, materials, the personal protective equipment and plan the logical sequence for the task.

#### **Performance Criteria**

- 1.1 Work instructions, including plans, specifications, quality requirements and operational details are obtained, confirmed and applied.
- 1.2 Workplace inspection, equipment defect identification, assessment of conditions and hazards and determination of work requirements is carried out.
- 1.3 Safety requirements are followed in accordance with safety plans and policies.
- 1.4 Sign and barricade requirements are identified and adhered to.
- 1.5 Tools and equipment to carry out tasks are selected according the requirements of the job, checked for serviceability and any faults are rectified or reported prior to commencement.
- 1.6 Material quantity requirements are calculated in accordance with work plans and/or specifications.
- 1.7 Materials appropriate to the work application are identified, obtained, prepared, safely handled and located ready for use.
- 1.8 Environmental protection requirements are identified and applied in accordance with environmental plans and regulatory obligations.

### **Element 2: Sequence work tasks**

#### **Range**

Work sequencing may include, but is not limited to receiving instructions, organising for task, carrying out task and cleaning up after completing task.

#### **Performance Criteria**

- 2.1 Work plan is determined and performed in a logical and efficient sequence.

- 2.2 Individual steps to perform a given task are determined and performed in a logical and efficient sequence following the workshop manual and workplace specific requirements.
- 2.3 Tasks are completed to meet work instructions.

**Element 3: Complete work**

**Performance Criteria**

- 3.1 Work is completed and appropriate personnel are notified in accordance with workplace procedures.
- 3.2 Work area is cleared and materials disposed of, reused or recycled in accordance with legislation, regulations and job specifications.
- 3.3 Tools and equipment are cleaned, checked, maintained and stored in accordance with manufacturers' recommendations and standard work practices.
- 3.4 Reusable material is collected and stored in accordance with workplace procedures.
- 3.5 Work completion details are finalized in accordance with workplace procedures.

**Registration Data**

<b>Subfield:</b>	Electrical Engineering
<b>Date first registered:</b>	
<b>Date this version registered:</b>	
<b>Anticipated review:</b>	
<b>Body responsible for review:</b>	Namibia Training Authority