

Domain**ELECTRONICS****Title:****Develop Workplace Standards****Level: 5****Credits: 3****Purpose**

This unit standard will facilitate the acquisition of skills and knowledge required to develop workplace standards. It includes Identifying standards, developing workplace standards, evaluating workplace standards and implementing workplace standards. This unit standard is intended for those who work as electronics supervisors.

Special Notes

1. Entry information:

Prerequisite

- *Unit 1157 - Demonstrate basic knowledge of workplace health and safety*

2. To demonstrate competence, minimum evidence of the ability to: identify standards, develop workplace standards, implement workplace standards and evaluate workplace standards, at least one standard is required

3. Assessment evidence may be collected from a real or a simulated workplace in which electronics operations are carried out.

4. Glossary of terms

- 'specifications' refers to any, or all of the following: manufacturers' specifications and recommendations, workplace specific requirements

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act, No. 11, 2007
- Occupational Health and Safety Regulations No. 18, 1997 and all subsequent amendments.

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

Elements and Performance Criteria

Element 1: Identify a need to develop workplace standards

Performance Criteria

- 1.1 Nature of work is identified.
- 1.2 The need for standards is identified.
- 1.3 Existing standards are analysed for benchmarking.

Element 2: Develop workplace standards

Performance Criteria

- 2.1 New workplace standards are proposed.
- 2.2 Workplace standards are selected from the proposed standards and adjusted to meet requirement.
- 2.3 Workplace standards are compiled.

Element 3: Implement workplace standards

Performance Criteria

- 3.1 Workplace standards are communicated to relevant personnel.
- 3.2 Compliance to workplace standards is monitored.
- 3.3 Non-compliance to workplace standards is reported.
- 3.4 Action for non-compliance to workplace standards is recommended.

Element 4: Evaluate workplace standards

Performance Criteria

- 4.1 Existing workplace standards are analysed for continuous improvement.
- 4.2 Adjustments to workplace standards are recommended if necessary.
- 4.3 Adjustments to workplace standards are documented and communicated.

Registration Data

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

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