

Domain **Control and Instrumentation****Title:** **Carry out administration activities****Level: 4****Credits: 2****Purpose**

This unit standard specifies the competencies required to carry out administration activities Fill-in job cards, Delegate work activities, Supervise subordinates, Participate in meetings, Execution of procurement activities.

Special Notes

1. Entry information:

Prerequisite

- none

2. The evidence required to demonstrate competency in this unit must be relevant to workplace operations

3. All inspection, operation and maintenance procedures associated with the use of tools and equipment

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

- Labour Act 2007, No. 11, 2007
- Regulations relating to the health & safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007
- And all subsequent amendments

6. Performance of all elements in this unit standard must comply with industry 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. All approved unit standards, qualifications and national assessment arrangements are available on the Namibia Training Authority website www.nta.com.na.

Elements and Performance Criteria

Element 1: Fill-in job cards

Range

Filling in job cards may include but is not limited to feedback on work done, cause, additional work to be performed, duration of the work done and malfunction period of a specific equipment or machinery.

Materials and equipment used or required for additional work must be recorded.

Performance Criteria

- 1.1 Feedback on completed work is recorded.
- 1.2 Feedback on the cause that required the work is recorded.
- 1.3 Additional work to be performed is recorded.
- 1.4 Duration of the work performed is recorded.
- 1.5 Duration of malfunction is recorded.

Element 2: Delegate work activities

Range

Delegating work activities may include but is not limited to assigning range of tasks to respective personnel in the section on a daily-, weekly-, monthly- and yearly basis, according to nature and complexity of the task, in line with the workplace objectives.

Performance Criteria

- 2.1 Task is delegated to personnel in line with workplace objectives.
- 2.3 routine work is scheduled according to workplace maintenance strategies.
- 2.4 scheduled work is allocated according to availability of man power.
- 2.5 work instructions and materials are provided for a given task.

Element 3: Supervise subordinates

Range

Supervising subordinates may include but is not limited to ensuring the alignment of workplace objectives, ensuring that training requirement of subordinates are met, and fully equipping subordinates with appropriate tools and equipment to perform their work in a safe and efficient manner.

Performance Criteria

- 3.1 Subordinates' key performance indicators are aligned with workplace and organizational objectives.

- 3.2 Subordinate development plans entailing training requirements are developed and executed.
- 3.3 Subordinates are properly equipped with the appropriate tools and PPE.

Element 4: Execution of procurement activities

Range

Execution of procurement activities may include but is not limited to acquiring fit for purpose equipment in line with the relevant statutory and mandatory standards of the workplace and ensuring cost efficiency.

Performance Criteria

- 4.1 Statutory and mandatory standards are interpreted and implemented.
- 4.2 Fit for purpose and reliable equipment is acquired in line with company objectives.
- 4.3 Cost-effective procurement methodology principles are applied in accordance with procurement legislation.

Element 5: Participate in meetings

Range

Meeting participation may include but is not limited to identifying and following predetermined and agreed meeting procedures, making constructive contributions, providing accurate feedback and recording goals and outcomes.

Performance Criteria

- 5.1 Processes for meetings are identified and followed to predetermined or agreed procedures.
- 5.2 Meeting effectiveness is demonstrated by being punctual and specific.
- 5.3 Responses are sought and provided to others in the meeting.
- 5.4 Constructive contributions are made.
- 5.5 Goals and outcomes are identified and recorded.
- 5.6 Minutes of meetings are taken in line with workplace procedures.

Registration Data

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