

**National Vocational Qualification
Curriculum of Building Painting & Decorating
Level - 4 (Architect Supervisor)**



**National Vocational and Technical Training Commission,
Islamabad**



National Vocational Qualification Level – 4 of Building Painting & Decorating



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1. Introduction

Pakistan is a developing country with the 5th largest population in the world. More than 60% of our population is below 30 years of age which makes it the second youngest populated country in South Asia. The youth bulge provides unique challenges as well as opportunities for the country's social and economic development. To control the increasing unemployment, promote entrepreneurship, alleviate poverty and provide skilled manpower for industrial/economic growth, the Govt. of Pakistan has laid a lot of emphasis on the Technical Vocational Education and Training (TVET) Sector.

Building painter & decorator plays a vital role in the success of every construction project. A building painter and decorator provide interior and exterior decorating services to construction industry. They decorate newly-built or existing houses, apartments, factories, offices, and stores, to improve the appearance of a building and to protect it from damage. Therefore, this trade is designed to uplift the employment opportunities for youth. This trade aims to achieve the above-highlighted objectives through hands-on practical training, delivered by a team of dedicated professionals. Contrary to that, it is primarily aimed to equip the trainees to perform commercially in the construction industry.

Architect Supervisor curriculum is designed to impart not only technical skills required for supervision but also soft skills (communication skills, and personal grooming etc.) as well as E-commerce and entrepreneurial skills. This course also seeks to inculcate work ethics to foster better citizenship in general and improve the image of the Pakistani workforce in particular.

2. Purpose of training programme

The purpose of this training programme is to give a thorough understanding and skills of the construction sector with special reference to architect supervisor in one-year training programmed to the trainee. The construction industry needs skilled labor for meeting the national and



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international standards. It is therefore important to stress the need for a multidisciplinary approach to meet the challenges within the sector.

Upon successful completion of this course, the trainee should be able to:

- Core elements and the development of the painting process
- Give an account of essentials construction industry and the future of this industry
- Demonstrate an understanding of different painting traits.
- Point out relevant industry stakeholders & their roles in driving innovation in paint management
- Improve the professional competence of the trainees
- Provide opportunities for recognition of skills attained through non-formal or informal pathways
- Improve the quality and effectiveness of training and assessment for paint industry skilled labor
- Enhance construction industry activities at regional/provincial/national levels through a better approach.

3. Overall objectives of the training course

The primary objective of this training program is to provide the trainees with up-to-date knowledge and skills required by the construction sector with special reference to building painting in 1-year training programmed in a comprehensive way to cope with the challenges of the construction Industry (building painting). After qualifying for the course at different levels (Level 2 – 4), the trainees will be able to get job in construction Industry (supervision) and able to perform as entrepreneurs. The contents of the course are specifically designed in such a way that it covers all the major areas of architect supervisor in construction sector of Pakistan.

The overall objectives of developing this qualification are to:

- Improve the overall quality of training delivery and set national benchmarks for training of Architect Supervisor (Level 4) in the country



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- Provide flexible and progressive learning opportunities for trainees to receive relevant and up-to-date skills in the construction industry
- Provide basis for competency-based assessment which is recognized and accepted by employers in modern days
- Establish standardized and sustainable training in consultation with the construction industry.

4. Competencies to be gained after completion of course

After completing this course, the trainee will be capable of performing different activities in construction industry especially supervision effectively. Furthermore, this skilled training program enables the trainee to develop multispectral competencies such as creative thinking, problem solving, research skills, personal and group management, presentation and communication skills, technical and professional negotiations related to construction industry. The below listed competencies imprinted by this training program are quite prominent to the trainees' profile to enhance their employability in their career in construction industry:

- Knowledge and concepts of supervision and management in the construction industry
- Creative thinking and troubleshooting skills in the construction industry
- Potential to translate theoretical knowledge into practice
- Identify and explore potential areas of opportunities in construction industry
- Develop strategies to maintain the quality and safety of the workplace
- Time management, working in teams and conflict handling among co-workers
- Safe and secure use of workplace tools, techniques and materials at worksites
- Digital documentation and effective communication skills
- Working on commercial setups and meeting the timelines



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5. Job opportunities available immediately and in the future

The successful pass out of this course may avail entrepreneurial opportunities and/ or fetch job/ employment in construction sectors as architect supervisor / supervisor (Level-IV)

6. Trainee entry level

Entry requirements for this qualification are Matric or equivalent (Architect Supervisor)

7. Minimum qualification of trainer

BE / B-Tech (Civil) with 3 years of relevant experience

8. Recommended trainer trainee ratio

The recommended trainer and trainee ratio per class is 1:24

9. Medium of instruction

Urdu, English or Regional Language

10. Curriculum development committee

The following members participated in the Curriculum development workshop from 29 Nov to 03 Dec 2021, in PITAC Lahore:



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Sr. No	Name	Designation & Organization
1.	Muhammad Aasim	Assistant Director, NAVTTTC Coordinator, Islamabad
2.	Muhammad Nasir Khan	DACUM Facilitator
3.	Mr. Muhammad Irshad Najam	Instructor, Civil Draftsman & Building Painter. GTTI Gulberg
4.	Mr. Muhammad Saleem	Sr. Instructor Draftsman Civil GTTI Moghalpora Lahore
5.	Mr. Daniyal Saqib	Project Engineer at Cheema Developers Private Limited, Abbottabad
6.	Engr. Ihsanullah Shah	Senior Sub Engineer, University of Haripur Consultant Structural Engineer from PEC
7.	Mr. Inam Ul Haq	Instructor, CTTI Islamabad
8.	Engr. Mehak Javed	Site Engineer, NESPAK Lahore
9.	Engr. Rebab Maria Mahmood	Site Engineer, IMC Lahore
10.	Mr. Malak Shams ul Arifin	Lecturer, GCT Nowshera, Representative KP-TEVTA
11.	Engr. Humaira Kanwal	Assistant Professor, UOL, Lahore
12.	Zunaira Rana	Certified Assessor of CBT&A, Toba Tek Singh

11. Curriculum validation committee

The following members participated in the Curriculum development workshop from 13 to 17 Dec 2021, in PITAC Lahore:



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Sr. No	Name	Designation & Organization
1.	Muhammad Aasim	Assistant Director, NAVTTTC Coordinator, Islamabad
2.	Muhammad Nasir Khan	DACUM Facilitator
3.	Mr. Muhammad Irshad Najam	Representative Punjab TEVTA, GTTI Gulberg
4.	Mr. Abdul Rehman	Representative PBTE. Lahore
5.	Miss. Faruk Naz	Representative KP TEVTA, Lecturer COE Hayatabad Peshawar
6.	Engr. Israr Ahmad	Secretary, Representative KP BTE
7.	Mr. Muhammad Saleem	Sr. Instructor Draftsman Civil GTTI Moghalpura Lahore
8.	Engr. Ihsanullah Shah	Senior Sub Engineer, University of Haripur Consultant Structural Engineer from PEC
9.	Mr. Inam Ul Haq	Instructor, CTTI Islamabad
10.	Engr. Mehak Javed	Site Engineer, NESPAK Lahore
11.	Engr. Rebab Maria Mahmood	Site Engineer, IMC Lahore
12.	Mr. Shahid Ameen	Lab Technologist, Punjab Tianjin University of Technology, Lahore
13.	Engr. Humaira Kanwal	Assistant Professor, UOL
14.	Engr. Abdul Basit Mansoor	Assistant Executive Engineer PAK PWD, Lahore
15.	Engr Arsalan Hameed Khan	Assistant Manager, Planning & projects Department, LWMC



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12. Duration of the course (total time, theory & practical)

Module.	Competency Standards	Theory Hours	Practical Hours	Total Contact Hours	Credit Hours
Module 01	Prepare trade requirements	20	60	80	8
Module 02	Data collection, analyze and organize	20	90	110	11
Module 03	Apply latest supervision techniques in workplace	10	90	100	10
Module 04	Observe Procedures, Specification and Manual of instructions	20	90	110	11
Module 05	Interpret technical drawings and plans	10	90	100	10
Module 06	Perform mensuration and calculations	30	90	120	12
Module 07	Implement allocated resources	20	90	110	11
Module 08	Supervise work activities	20	90	110	11
Module 09	Apply problem solving techniques	20	60	80	8
Module 10	Monitor work accomplishments	20	60	80	8
Module 11	Work safely in an office environment	10	30	40	4
Module 12	Develop work place documents	10	30	40	4
Module 13	Manage personal work priorities and professional development	10	30	40	4
Module 14	Apply E-commerce	10	30	40	4
Module 15	Develop entrepreneurship skills	10	30	40	4
Total		240	960	1200	120



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13. Summary of competency standards

The proposed curriculum is composed of 15 modules that will be covered in 1200 hours. This course should be delivered in a one-year period. The distributions of contact hours (practical & theory) are:

- Theory: (20%) Practical (80%)
- Theory: 240 hours
- Practical: 960 hours
- **Total:** 1200 hours

14. Summary – overview of the curriculum

Module Title	Learning Units	Theory Days/hours	Workplace Days/hours	Total Timeframe of modules
Module 01. 0732P&WC16 Prepare trade requirements	LU-1. Interpret Trade requirements LU-2. Acquire resources based on trade requirements LU-3. Secure handling of resources	20	60	80
Module 02. 0732P&WC17 Data collection, analyze and organize	LU-1. Study Information Requirements LU-2. Process data LU-3. Analyze, interpret and organize information gathered	20	90	110



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Module Title	Learning Units	Theory Days/hours	Workplace Days/hours	Total Timeframe of modules
	LU-4. Present findings/ recommendations			
Module 03. 0732P&WC18 Apply latest supervision techniques in workplace	LU-1. Evaluate effectiveness and efficiency of workplace LU-2. Foster the habit of critical inquiry and curiosity in the workplace LU-3. Monitor practical action plans for improving workplace conditions.	10	90	100
Module 04. 0732P&WC19 Observe Procedures, Specification and Manual of instructions	LU-1. Identify and access specification/ manual LU-2. Interpret manuals LU-3. Apply information according to manual	20	90	110
Module 05. 0732P&WC20 Interpret technical drawings and plans	LU-1. Analyze signs, symbols, and data LU-2. Interpret drawings and plans	10	90	100
Module 06. 0732P&WC21 Perform menstruation and calculations	LU-1. Select measuring instruments LU-2. Carry out measurements and calculations	30	90	120
Module 07. 0732P&WC22 Implement allocated	LU-1. Verify job assignment LU-2. Assign resources	20	90	110



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Module Title	Learning Units	Theory Days/hours	Workplace Days/hours	Total Timeframe of modules
resources	LU-3. Monitor resources and manpower placement			
Module 08. 0732P&WC23 Supervise work activities	LU-1. Inspect Work Activities LU-2. Record Work Performance LU-3. Ensure OHS Standards	20	90	110
Module 09. 0732P&WC24 Apply problem-solving techniques	LU-1. Analyze the problem LU-2. Identify possible solutions LU-3. Recommend solution to higher management LU-4. Implement solution LU-5. Evaluate/ Monitor results and outcome	20	60	80
Module 10. 0732P&WC25 Monitor work accomplishment	LU-1. Identify work accomplishment LU-2. Record work accomplishment LU-3. Transmit work accomplishment	20	60	80
Module 11. 0732P&WC26 Work safety in an office environment	LU-1. Work safety LU-2. Implement workplace safety requirements LU-3. Participate in OHS consultative processes LU-4. Follow safety procedures	10	30	40
Module 12. 0732P&WC27 Develop work place	LU-1. Interpret written information LU-2. Develop written materials	10	30	40



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Module Title	Learning Units	Theory Days/hours	Workplace Days/hours	Total Timeframe of modules
documents	LU-3. Draft document LU-4. Review document LU-5. Write final document			
Module 13. 0732P&WC28 Manage personal work priorities and professional development	LU-1. Establish personal work goals LU-2. Set and meet own work priorities LU-3. Develop and maintain professional competence	10	30	40
Module 14. 0732P&WC29 Apply E-commerce	LU-1. Apply SCM (Supply Chain Management) LU-2. Apply Social Media Marketing	10	30	40
Module 15. 0732P&WC30 Develop Entrepreneurship Skills	LU-1. Concept of Entrepreneurship LU-2. Project Preparation & Marketing Analysis LU-3. Investment Procurement	10	30	40
Total		240	960	1200



15. Cores modules

Module 01 - 0732P&WC16. Prepare trade requirements

Objectives:

After completion of this module learner will be able to prepare, identify, interpret, and organize workplace information and other relevant data.

Duration:	Total hours	80	Practical:	60	Theory:	20
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-4. Interpret Trade requirements	<ul style="list-style-type: none">Identify work procedure of trade based on approved construction documents and specifications	<ul style="list-style-type: none">Explain required construction documents at site (Drawings, Schedule, Specifications)Enlist Construction	10 Hours Theory 18 Hours Practical Total: 28 Hours	<ul style="list-style-type: none">Construction Documents DrawingsMaterial SpecificationsTechnical Specifications	<ul style="list-style-type: none">Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<ul style="list-style-type: none"> Identify work requirements of trade based on approved construction documents and specifications Estimate required resources in accordance with work requirements of trade 	<p>Documents</p> <ul style="list-style-type: none"> Explain 5M(Manpower, machinery, method, money & material) related to construction industry 			
LU-5. Acquire resources based on trade requirements	<ul style="list-style-type: none"> Coordinate required resources with appropriate personnel based on quantity of 	<ul style="list-style-type: none"> Describe different mode of required resources Describe different methods of 	05 Hours Theory 21 Hours Practical Total: 26 Hours	<ul style="list-style-type: none"> Construction Documents Drawings Material Specifications 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	work <ul style="list-style-type: none"> Acquire required resources as per work requirements Inspect acquired work resources based on estimated quantities and specification 	procurement resources <ul style="list-style-type: none"> Explain inspection procedure as per required resource/SOP 		<ul style="list-style-type: none"> Technical Specifications 	
LU-6. Secure handling of resources	<ul style="list-style-type: none"> Transport acquired resources in accordance with handling procedures Inspect 	<ul style="list-style-type: none"> Describe methods of handling of construction materials Explain inspection procedure of transported 	05 Hours Theory 21 Hours Practical Total: 26 Hours	<ul style="list-style-type: none"> Construction Documents Drawings Material Specifications Technical Specifications 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<p>transported resources for damages and functionality based on specifications and schedules</p> <ul style="list-style-type: none"> Secure transported resources in accordance with company standard operating procedures (SOPs) 	<p>resources</p> <ul style="list-style-type: none"> Explain steps to secure transported resources 		<ul style="list-style-type: none"> Company's SOPs related to procurement Forms Record Register 	



Module 02 - 0732P&WC17. Data collection, analyse and organize

Objectives:

After completion of this module the learner will be able to process, analyses interpret and organize workplace information and other relevant data.

Duration:	Total hours	110	Practical:	90	Theory:	20
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Study information requirements	<ul style="list-style-type: none"> Identify needs using standard procedures Select respondents based on established survey/research Gather the information on relevant forms and recording systems 	<ul style="list-style-type: none"> Define data and information Understand concept of research Describe components of research Explain 	10 Hours Theory 18 Hours Practical Total: 28 Hours	<ul style="list-style-type: none"> Construction Documents Drawings Specifications Forms Record Register 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		methods of data collection • Explain contents of technical reports			
LU-2. Process data	• Process the collected data on a prescribed method. • Use relevant data as references in accordance with the objectives of the program. • Compile information according to the required form	• Describe methodologies for data processing • Explain Reliability and Validity	04 Hours Theory 21 Hours Practical Total: 25 Hours	• Construction Documents Drawings • Specifications • Forms • Record Register	• Class room and workplace/ Lab
LU-3. Analyze, interpret and	• Analyze data using relevant methodologies	• Analysis and interpretation of	04 Hours Theory 21 Hours Practical	• Construction Documents	• Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
organize information gathered	<ul style="list-style-type: none"> Apply statistical analysis/methods according to the objectives of the program Prepare graphs and other visual presentations to facilitate analysis / interpretation of information 	<ul style="list-style-type: none"> results Understand different methods of presentation (findings, graphs, tables etc.) 	Total: 25 Hours	<ul style="list-style-type: none"> Drawings Specifications Forms Record Register 	
LU-4. Present findings/ recommendations	<ul style="list-style-type: none"> Summarize findings/ recommendations and present. Gather relevant inputs to finalize report. Prepare draft report based on standard format. Submit technical reports and disseminate to concerned offices 	<ul style="list-style-type: none"> Understand summarizing the conclusions Practice Prepare a technical report 	02 Hours Theory 30 Hours Practical Total: 32 Hours	<ul style="list-style-type: none"> Forms Record Register 	<ul style="list-style-type: none"> Class room and workplace/ Lab



Module 03 - 0732P&WC18. Apply supervision techniques in workplace

Objectives:

After completion of this module, the learner will be able to understand and apply fundamental critical thinking skills in the workplace.

Duration:	Total hours	100	Practical:	90	Theory:	10
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Evaluate effectiveness and efficiency of workplace	<ul style="list-style-type: none"> Check effectiveness and efficiency of workplace standards. Implement usage of inquiry and dialogue to communicate evaluation measures and results. Prepare evaluation report and communicate to team 	<ul style="list-style-type: none"> Explain the importance of asking questions for individuals. Describe basic measuring units and conversion. 	04 Hours Theory 21 Hours Practical Total: 25 Hours	<ul style="list-style-type: none"> Drawings Calculator 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	members.				
LU-2. Foster the habit of critical inquiry and curiosity in the workplace	<ul style="list-style-type: none"> • Manage issues and problems in the workplace among team members. • Evaluate efficiency and effectiveness of workplace policies, procedures, and protocols. • Apply growth mind-set, positive relationship, and communication in the context of critical inquiry and curiosity in the workplace. 	<ul style="list-style-type: none"> • Understand efficiency and effectiveness • Explain critical inquiry at work place • Describe workplace policies, procedures, and protocols 	04 Hours Theory 30 Hours Practical Total: 34 Hours	<ul style="list-style-type: none"> • Charts • Rate analysis • Company SOPs 	<ul style="list-style-type: none"> • Class room and workplace/ Lab
LU-3. Monitor practical action plans for	<ul style="list-style-type: none"> • Formulate practical action plans to improve workplace conditions. 	<ul style="list-style-type: none"> • Explain change management and continuous 	02 Hours Theory 39 Hours Practical Total: 41 Hours	<ul style="list-style-type: none"> • Record Register • Charts 	<ul style="list-style-type: none"> • Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
improving workplace conditions.	<ul style="list-style-type: none"> Implement proposed changes and directions as per procedures. 	<ul style="list-style-type: none"> improvement concepts. Prepare practical action plans for improving workplace conditions 		<ul style="list-style-type: none"> Rate analysis Company SOPs 	



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Module 04 - 0732P&WC19. Observe procedures, specifications, and manual of instructions

Objectives:

After completion of this module, the learner will be able to identify, interpret, apply services to specifications and manuals as well as storing manuals.

Duration:	Total hours	110	Practical:	90	Theory:	20
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Identify and access specification/manual	<ul style="list-style-type: none"> Select appropriate manual of instructions as per job requirements. Use updated version of manual. 	<ul style="list-style-type: none"> Understand types of manuals used in the construction industry. Describe symbols and codes used in 	10 Hours Theory 21 Hours Practical Total: 31 Hours	<ul style="list-style-type: none"> Specification Catalog Manuals SOPs 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		manuals			
LU-2. Interpret manuals	<ul style="list-style-type: none"> Locate relevant sections, chapters of specifications/ manuals about work to be conducted. Interpret information and procedure in the manual by industry practices. 	<ul style="list-style-type: none"> Describe different chapters of manuals Understand different sections of specifications 	05 Hours Theory 24 Hours Practical Total: 29 Hours	<ul style="list-style-type: none"> Specification Catalog Manuals SOPs 	<ul style="list-style-type: none"> Class room and workplace/ Lab
LU-3. Apply information according to manual	<ul style="list-style-type: none"> Ensure work steps, as per specifications. Apply manual data according to the given task Interpret all corrected information/data to improve working manual. Revise information as per 	<ul style="list-style-type: none"> Understanding the application of manual data/ specifications Describe how manuals are updated Understand 	05 Hours Theory 45 Hours Practical Total: 50 Hours	<ul style="list-style-type: none"> Specification Catalog Manuals SOPs 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	company requirements <ul style="list-style-type: none"> Store manual/specification at designated place appropriately to prevent damage. 	methods of storing manuals/ specification			



Module 05 - 0732P&WC20. Interpret technical drawings and plans

Objectives:

After completing this module, the learner will be able to analyze and interpret symbols, data, and work plans based on the required performance standards.

Duration:	Total hours	100	Practical:	90	Theory:	10
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Analyze signs, symbols, and data	<ul style="list-style-type: none"> Identify signs, symbols, and data according to job specifications Determine signs, symbols, and data according to site regulations 	<ul style="list-style-type: none"> Describe Signs and symbols used in construction industry Practice: Draw the signs and symbols used in Building 	05 Hours Theory 45 Hours Practical Total: 50 Hours	<ul style="list-style-type: none"> Drawings Symbols charts 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		construction			
LU-2. Interpret drawings and plans	<ul style="list-style-type: none"> Identify necessary tools and materials according to the work plan List supplies and materials according to specifications Recognize components, assemblies, or objects as required Identify dimensions as appropriate to the plan Match specification details with existing/available drawings 	<ul style="list-style-type: none"> Explain rules and regulations for building drawings. Explain the system of measurements Explain linear measurement Describe unit conversions <p>Practice:</p> <ul style="list-style-type: none"> Study the architectural plan of 5 Marla House 	05 Hours Theory 45 Hours Practical Total: 50 Hours	<ul style="list-style-type: none"> Building codes (rules and regulations) List of material suppliers Specifications 	<ul style="list-style-type: none"> Class room and workplace/ Lab



Module 06 - 0732P&WC21. Perform mensuration and calculations

Objectives:

After completion of this module the learner will be able to select the appropriate measuring instruments and carry out measurements & calculations.

Duration:	Total hours	120	Practical:	90	Theory:	30
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Select measuring instruments	<ul style="list-style-type: none"> Select/identify measuring tools as per object/ components to be measured. Obtain specifications from relevant sources Use alternative measuring tools without sacrificing cost and 	<ul style="list-style-type: none"> Explain the system of measurements. Describe linear measurements. Enlist tools used for measurements. Explain process of measurement. Explain application of 	10 Hours Theory 45 Hours Practical Total: 55 Hours	<ul style="list-style-type: none"> Manual of measuring tools Micrometer (In-out, depth) Vernier caliper (out, inside) Thickness 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	quality of work	<p>different tools used for measurements</p> <p>Practice:</p> <ul style="list-style-type: none"> • Demonstrate the selection of measuring instruments • Demonstrate handling of measuring instruments 		<p>gauge</p> <ul style="list-style-type: none"> • Try-square • Protractor • Steel ruler • Metallic tape • Invar tape • Calculator 	
LU-2. Carry out measurements and calculations	<ul style="list-style-type: none"> • Identify systems of measurement and convert according to job requirements • Perform calculations needed to complete work 	<ul style="list-style-type: none"> • Explain formulas for volume, areas, perimeters of planes and geometric figures • Describe the process of preparing 	<p>20 Hours Theory</p> <p>45 Hours Practical</p> <p>Total: 65 Hours</p>	<ul style="list-style-type: none"> • Drawings • Steel ruler • Metallic tape • Invar tape • Calculator • Thickness 	<ul style="list-style-type: none"> • Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<p>tasks using the four-basic process of addition (+), subtraction (-), multiplication (x) and division (/)</p> <ul style="list-style-type: none"> • Use calculations involving fractions, percentages, and mixed numbers to complete measurements. • Check numerical computation and correct it for accuracy. • Obtain measurements from drawings • Measure physical work 	<p>measurement sheet.</p> <ul style="list-style-type: none"> • Explain unit conversion process • Explain process for measurements of physical work <p>Practice:</p> <ul style="list-style-type: none"> • Prepare measurement sheets from drawings, • Demonstrate physical measurement as per task • Calculate the area/volume of geometric figures 		gauge	



Module 07 - 0732P&WC22. Implement allocated resources

Objectives:

After completion of this module the learner will be able to understand knowledge for implementing allocated resources.

Duration:	Total hours	110	Practical:	90	Theory:	20
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Verify job assignment	<ul style="list-style-type: none">Identify job requirementsEstimate manpower as per jobEnsure required resources as per job specifications	<ul style="list-style-type: none">Explain various types of resourcesDifferentiate between specifications and estimationPractice:Estimate manpower as per job	08 Hours Theory 21 Hours Practical Total: 29 Hours	<ul style="list-style-type: none">Stock registerConsumable materials registerConstruction DocumentIndent booksProgress Charts	<ul style="list-style-type: none">Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		description			
LU-2. Assign resources	<ul style="list-style-type: none"> Identify required tools and materials as per job Schedule resources based on job requirements Ensure required tools and materials based on job requirements 	<ul style="list-style-type: none"> Describe scheduling Describe resource scheduling <p>Practice:</p> <ul style="list-style-type: none"> Prepare resource schedule 	08 Hours Theory 30 Hours Practical Total: 38 Hours	<ul style="list-style-type: none"> Construction Document Indent books Progress Charts Forms and Records Calculator 	<ul style="list-style-type: none"> Class room and workplace/ Lab
LU-3. Monitor resources and manpower placement	<ul style="list-style-type: none"> Check worker's qualifications & manpower placement based on work assignments Check worker's tools, materials, and equipment 	<ul style="list-style-type: none"> Criteria for checking worker's qualification and placement. Explain productivity 	04 Hours Theory 39 Hours Practical Total: 43 Hours	<ul style="list-style-type: none"> Stock register Consumable materials register Construction schedules Indent books 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	by occupational safety & health standards and job requirements.	<ul style="list-style-type: none"> • Explain muster roll and inventory • Describe safety management plan 		<ul style="list-style-type: none"> • Progress Charts • Forms and Records • Calculator 	



Module 08 - 0732P&WC23. Supervise work activities

Objectives:

After completion of this module, the learner will be able to supervise the completion of construction work activities.

Duration:	Total hours	110	Practical:	90	Theory:	20
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Inspect Work Activities	<ul style="list-style-type: none"> Check utilization of materials and equipment as per company's SOPs Ensure construction methodologies as per company's SOPs Ensure work performance in accordance with company's SOPs 	<ul style="list-style-type: none"> Describe standard work procedures Explain Construction Method Statements Explain the importance of administrative Policies 	08 Hours Theory 30 Hours Practical Total: 38 Hours	<ul style="list-style-type: none"> Administrative policies Stock register Specifications Progress Charts Forms and Records 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		Practice: <ul style="list-style-type: none"> • Prepare construction method statement 			
LU-2. Record Work Performance	<ul style="list-style-type: none"> • Measure work performance in accordance with company's SOPs • Notify workers regarding their performance in accordance with company's SOPs • Discuss workers concerns in accordance with company's SOPs 	<ul style="list-style-type: none"> • Describe different techniques used for measuring performance • Explain quality control techniques • Explain analysis and monitoring Skills Practice: Prepare work performance report	08 Hours Theory 39 Hours Practical Total: 47 Hours	<ul style="list-style-type: none"> • Consumable materials register • Construction schedule • Indent books • Progress Charts • Forms and Records • Reports • Company's SOPs 	<ul style="list-style-type: none"> • Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-3. Ensure OHS Standards	<ul style="list-style-type: none"> Contribute to workplace meetings, inspections, or other consultative activities Raise OHS issues with designated persons in accordance with organizational procedures Take actions to eliminate workplace hazards or to reduce risks 	<ul style="list-style-type: none"> Explain OHS standards Describe work place hazards Understand different methods to reduced hazards at workplace Practice: Prepare corrective action for different OHS issues 	04 Hours Theory 21 Hours Practical Total: 25 Hours	<ul style="list-style-type: none"> OHS Standards Risk register Risk management plan PPEs 	<ul style="list-style-type: none"> Class room and workplace/ Lab



Module 09 - 0732P&WC24. Apply problem-solving techniques

Objectives:

After completion of this module the learner will be able to identify the causes of problem and to apply the best practices for problem solving, it includes the application of structured processes and improvement tools.

Duration:	Total hours	80	Practical:	60	Theory:	20
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Analyze the problem	<ul style="list-style-type: none"> Evaluate issues/concerns based on data gathered Identify possible causes of problem within the area of responsibility as based on experience and the use of problem-solving tools/analytical 	<ul style="list-style-type: none"> Describe the functions of management Identification of problems and their causes as per company's SOPs Explain problem analyzing 	04 Hours Theory 09 Hours Practical Total: 13 Hours	<ul style="list-style-type: none"> Construction Document Progress Charts Forms and Records 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	techniques <ul style="list-style-type: none"> Develop possible cause statements based on findings 	techniques <ul style="list-style-type: none"> Describe problem solving techniques 			
LU-2. Identify possible solutions	<ul style="list-style-type: none"> Consider all possible options for resolution of the problem in accordance with safety and operating procedures Consider strengths and weaknesses of possible options Determine corrective action is to resolve the problem and its possible future cause 	<ul style="list-style-type: none"> Explain identification process for problem solving Describe Strength, Weakness, Opportunities & Threats (SWOT) analysis <p>Practice:</p> <ul style="list-style-type: none"> Prepare possible solution for identified problem 	04 Hours Theory 09 Hours Practical Total: 13 Hours	<ul style="list-style-type: none"> Construction Document Progress Charts Forms and Records 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-3. Recommend solution to higher management	<ul style="list-style-type: none"> • Prepare report/ communication or documentation • Submit recommendations to appropriate personnel • Follow up recommendations 	<ul style="list-style-type: none"> • Understand the process for preparing action plans <p>Practice: Prepare action plan for a given problem</p>	04 Hours Theory 15 Hours Practical Total: 19 Hours	<ul style="list-style-type: none"> • Construction Document • SOPs • Progress Charts • Forms and Records 	<ul style="list-style-type: none"> • Class room and workplace/ Lab
LU-4. Implement solution	<ul style="list-style-type: none"> • Identify measurable objectives • Identify resource needs • Implement recommendations in accordance with the plan 	<ul style="list-style-type: none"> • Explain the process for implementing action plans <p>Practice:</p> <ul style="list-style-type: none"> • Prepare implementation plan for implementing corrective actions 	04 Hours Theory 15 Hours Practical Total: 19 Hours	<ul style="list-style-type: none"> • Construction Document • Schedule • Progress Charts • Forms and Records 	<ul style="list-style-type: none"> • Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-5. Evaluate/ Monitor results and outcome	<ul style="list-style-type: none"> Identify processes and improvements based on evaluative assessment of problem. Prepare report and submit to concern. 	<ul style="list-style-type: none"> Describe how to monitor the outcomes of action plans Describe the process of preparing monitoring reports <p>Practice:</p> <ul style="list-style-type: none"> Prepare report of implemented action plans 	04 Hours Theory 12 Hours Practical Total: 16 Hours	<ul style="list-style-type: none"> Construction Document Progress Charts Forms and Records Reports 	<ul style="list-style-type: none"> Class room and workplace/ Lab



Module 10 - 0732P&WC25. Monitor work accomplishment

Objectives:

After completion of this module the learner will be able to monitor work accomplishments.

Duration:	Total hours	80	Practical:	60	Theory:	20
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Identify work accomplishment	<ul style="list-style-type: none"> Check work accomplishment in accordance with plans and Occupational Safety and Health Standards Compare work accomplishment against approved work schedules and 	<ul style="list-style-type: none"> Explain the methods for inspection of work activities Describe the process of comparing actual with planned work Understand productivity rates of construction trade Practice: 	08 Hours Theory 09 Hours Practical Total: 17 Hours	<ul style="list-style-type: none"> Company's SOP Specification Schedule Forms and Records Performance reports Progress charts 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	plans	<ul style="list-style-type: none"> Prepare report of completed activities 			
LU-2. Record work accomplishment	<ul style="list-style-type: none"> Prepare reports in accordance with company SOPs. Record individual worker's performance rating in accordance with company SOPs. Communicate accomplishment issues in accordance with company SOPs. 	<ul style="list-style-type: none"> Explain the process of recoding individuals work performance Describe the process of preparing progress report Describe the different methods of communicating reports <p>Practice:</p> <ul style="list-style-type: none"> Prepare progress report of ongoing activities 	07 Hours Theory 09 Hours Practical Total: 16 Hours	<ul style="list-style-type: none"> Company's SOP Specification Schedule Forms and Records Performance reports Progress charts 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-3. Transmit work accomplishment	<ul style="list-style-type: none"> Submit accomplishment reports and performance rating in accordance with company SOPs. Secure transmittal record in accordance with company SOPs. 	<ul style="list-style-type: none"> Explain organization's management and accountability systems Describe performance report Practice: Prepare a cover letter for submission of progress report 	05 Hours Theory 42 Hours Practical Total: 47 Hours	<ul style="list-style-type: none"> Company's SOP Performance reports Progress charts 	<ul style="list-style-type: none"> Class room and workplace/ Lab



16. Generic modules

Module 11 - 0732P&WC26. Work safety in an office environment

Objectives:

After completing this module, the learner will be able to protect/apply personal health and safety at workplace according to the industry's approved guidelines, procedures and interpret rules/regulations. Trainee will also be able to identify and use Personal Protective Equipment (PPE) according to the work place requirements.

Duration:	Total hours	40	Practical:	30	Theory:	10
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Work safety	<ul style="list-style-type: none"> Follow established safety procedures during work Check pre start system and equipment as per work place procedures 	<ul style="list-style-type: none"> Explain role and responsibilities of employers and employees Describe the guild lines 	03 Hours Theory 06 Hours Practical Total: 09 Hours	<ul style="list-style-type: none"> SOPs OHS Guidelines 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		required for work place safety			
LU-2. Implement workplace safety requirements	<ul style="list-style-type: none"> Identify existing and potential hazards in the workplace Nominate designated persons for reporting queries and concerns about safety in the workplace Report and record it in accordance with workplace procedures Identify and implement workplace procedures 	<ul style="list-style-type: none"> Describe hazards Describe commonly used hazard signs and safety symbols. Describe emergency procedures (fires, accidents, and evacuation) 	03 Hours Theory 06 Hours Practical Total: 09 Hours	<ul style="list-style-type: none"> SOPs OHS Guidelines 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	and work instructions for controlling risks <ul style="list-style-type: none"> Report emergency incidents and injuries to designated persons 				
LU-3. Participate in OHS consultative processes	<ul style="list-style-type: none"> Contribute to workplace meetings, inspections, or other consultative activities Raise OHS issues with designated persons as per organizational procedures Take actions to eliminate workplace hazards or to reduce risks 	<ul style="list-style-type: none"> Explain OHS Describe effective measures required for handling OHS issues <p>Practice:</p> <ul style="list-style-type: none"> Participate in OHS consultative processes as 	02 Hours Theory 09 Hours Practical Total: 11 Hours	<ul style="list-style-type: none"> SOPs OHS Guidelines 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		per task			
LU-4. Follow safety procedures	<ul style="list-style-type: none"> Identify and report emergency incidents Follow organizational procedures for responding to emergency incidents 	<ul style="list-style-type: none"> Explain how to follow up safety procedures 	02 Hours Theory 09 Hours Practical Total: 11 Hours	<ul style="list-style-type: none"> SOPs OHS Guidelines 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Module 12 - 0732P&WC27. Develop work place documents

Objectives:

After completion of this module the learner will be able to develop and interpret required document at workplace as well as planning, drafting, and reviewing a basic document before writing the final version.

Duration:	Total hours	40	Practical:	30	Theory:	10
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Interpret written information	<ul style="list-style-type: none">Read workplace materials to identify the subject and key information for using or reporting to others.Read procedural manuals and codes of practice to locate specific information to carry out work functions in accordance with policy	<ul style="list-style-type: none">Explain the reading and writing proceduresExplain the integration of information from several sources	02 Hours Theory 06 Hours Practical Total: 08 Hours	<ul style="list-style-type: none">Organizational policies and procedures for document productionBusiness letters, memos, job applications, resumes,	<ul style="list-style-type: none">Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<p>and standards.</p> <ul style="list-style-type: none"> • Read a range of written materials to locate and select required information for summaries, short reports, and responses to requests. • Identify the cultural context and prior knowledge required to interpret workplace information and obtain assistance when required. • Determine audience and purpose for the document • Seek assistance with interpretation of complex 			<p>meeting agendas and minutes</p>	



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	materials in accordance with organizational procedures.				
LU-2. Develop written materials	<ul style="list-style-type: none"> Identify and comply with established requirements for a range of written materials in accordance with organizational procedures and standard templates. Determine format and structure Establish key points for inclusion Identify organizational requirements Establish method of 	<ul style="list-style-type: none"> Describe the ways to write and sequence paragraphs Outline the linking ideas in written material through selection and use of words, grammatical structures, headings and punctuation Elaborate spelling, punctuation and grammar for workplace documents 	02 Hours Theory 06 Hours Practical Total: 08 Hours	<ul style="list-style-type: none"> Organizational policies and procedures for document production Business letters, memos, job applications, resumes, meeting agendas and minutes 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	communication	<ul style="list-style-type: none"> Explain the implementation of ergonomic requirements for office work Explain the environmental policies relating to paper use/wastage/ recycling Describe the process for preparing general information and papers according to target audience 			
LU-3. Draft document	<ul style="list-style-type: none"> Develop draft document to communicate key points 	<ul style="list-style-type: none"> Elaborate the ways of proofreading and 	02 Hours Theory	<ul style="list-style-type: none"> Organizational policies and 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<ul style="list-style-type: none"> Obtain and include any required additional information Prepare written information in an accurate, concise, and unambiguous manner that meets intended audience and organizational requirements. 	<ul style="list-style-type: none"> editing documents Elaborate spelling, punctuation and grammar for workplace documents at an experienced level <p>Practice:</p> <ul style="list-style-type: none"> Develop draft document as per task 	06 Hours Practical Total: 08 Hours	<ul style="list-style-type: none"> procedures for document production Business letters, memos, job applications, resumes, meeting agendas and minutes 	
LU-4. Review document	<ul style="list-style-type: none"> Check draft for suitability of tone for audience, purpose, format, and communication style Check draft for readability, grammar, spelling, sentence, and paragraph 	<ul style="list-style-type: none"> Describe the problem-solving skills to determine document design and production processes <p>Practice:</p> <ul style="list-style-type: none"> Review document as 	02 Hours Theory 06 Hours Practical Total: 08 Hours	<ul style="list-style-type: none"> Organizational policies and procedures for document production Business letters Memos 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<p>construction and correct any inaccuracies or gaps in content.</p> <ul style="list-style-type: none"> • Check draft for sequencing and structure • Check draft to ensure it meets organizational requirements • Ensure draft is proof-read, where appropriate, by supervisor or colleague 	per task		<ul style="list-style-type: none"> • Job applications • Resumes • Meeting agendas and minutes 	
LU-5. Write final document	<ul style="list-style-type: none"> • Make and proofread necessary changes • Ensure document is sent to intended recipient within required time frames • File copy of document in 	<ul style="list-style-type: none"> • Explain the usage of resources to assist in document production, such as dictionary, thesaurus, templates, style sheets 	<p>02 Hours Theory 06 Hours Practical Total: 08 Hours</p>	<ul style="list-style-type: none"> • Organizational policies and procedures for document production • Business letters 	<ul style="list-style-type: none"> • Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	accordance with organizational policies and procedures	<ul style="list-style-type: none"> Describe the ways to produce business letters, memos, job applications, resumes, meeting agendas and minutes Explain the ways to fold and insert letters into a standard and window faced envelope. <p>Practice:</p> <ul style="list-style-type: none"> Prepare final document as per task 		<ul style="list-style-type: none"> Memos Job applications Resumes Meeting agendas and minutes 	



Module 13 - 0732P&WC28. Manage personal work priorities and professional development

Objectives:

After completing this module, the learner will be able to create systems and processes to organize information and prioritize tasks. The Underpinning knowledge applies to individuals working in managerial positions who have excellent organizational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behavior of others as managers at this level are role models in their work environment.

Duration:	Total hours	40	Practical:	30	Theory:	10
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Establish personal work goals	<ul style="list-style-type: none"> Serve as a positive role model in the workplace through personal work planning Ensure personal work 	<ul style="list-style-type: none"> Explain principles and techniques involved in the management and organization of: <ul style="list-style-type: none"> a. Performance measurement 	03 Hours Theory 09 Hours Practical Total: 12 Hours	<ul style="list-style-type: none"> Any required material 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	goals, plans and activities as per organization plans • Measure and maintain personal performance as per work goals	b. Personal behavior, self-awareness and personality traits identification c. A personal development plans d. Personal goal setting e. Time management			
LU-2. Set and meet own work priorities	• Take initiative to prioritize and facilitate competing demands to achieve work priorities • Use technology efficiently and	• Discuss management development opportunities and options for self-development Practice: • Demonstrate methods for achieving a healthy work-	04 Hours Theory 09 Hours Practical Total: 13 Hours	• Any required material	• Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	effectively to manage work priorities and commitments <ul style="list-style-type: none"> Maintain appropriate work-life balance 	life balance			
LU-3. Develop and maintain professional competence	<ul style="list-style-type: none"> Assess personal knowledge and skills against competency standards to determine development needs Feedback from stakeholders, and use this feedback to improve competence Participate in networks 	<ul style="list-style-type: none"> Explain types of learning method Describe types of work methods and practices which improve personal performance. <p>Practice:</p> <ul style="list-style-type: none"> Develop a personal development plan which includes career objectives and an action plan 	03 Hours Theory 12 Hours Practical Total: 15 Hours	<ul style="list-style-type: none"> Any required material 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	to enhance personal knowledge, skills and work relationships				



Module 14 - 0732P&WC29. Apply E-Commerce

Objectives:

After completing this module, the learner will be able to develop efficient E-Marketing strategies in accordance with the Vision and Mission statement of the organization driven by Electronic means.

Duration:	Total hours	40	Practical:	30	Theory:	10
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Apply SCM (Supply Chain Management)	<ul style="list-style-type: none"> Identify Potential Suppliers Select the appropriate supplier Place order as per requirement Inspect received order Maintain Inventory as per Inventory Control / store keeping techniques Identify different available 	<ul style="list-style-type: none"> Explain SCM concept Explain product delivery and their traceability Explain inventory management system 	05 Hours Theory 12 Hours Practical Total: 17 Hours	<ul style="list-style-type: none"> Computer system Inventory register 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	transportation modes <ul style="list-style-type: none"> Identify steps of reverse SCM i.e. from organization to supplier 	Practice: <ul style="list-style-type: none"> Prepare inventory for SCM 			
LU-2. Apply Social Media Marketing	<ul style="list-style-type: none"> Identify different social media marketing techniques Apply suitable classified advertisement techniques on social media Perform Electronic Mail Marketing Creation of Blogs 	<ul style="list-style-type: none"> Describe Knowledge of different social media sites (Facebook, Twitter, LinkedIn, etc.) Explain the process of brand pages' creation on social media sites. 	05 Hours Theory 18 Hours Practical Total: 23 Hours	<ul style="list-style-type: none"> Computer system 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
		Practice: <ul style="list-style-type: none"> Demonstrate how to create social media platform 			



Module 15 - 0732P&WC30. Develop Entrepreneurship Skills

Objectives:

After completion of this module, the learner will be able to apply entrepreneurship skills, concept, market analysis and investment.

Duration:	Total hours	40	Practical:	30	Theory:	10
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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
LU-1. Concept of Entrepreneurship	<ul style="list-style-type: none"> Understand Entrepreneurship - Enterprises: conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. Understand the functions of entrepreneurs in relation to the enterprise and economy. 	<ul style="list-style-type: none"> Explain entrepreneurship Describe the difference between enterprise and entrepreneurship 	05 Hours Theory 06 Hours Practical Total: 11 Hours	<ul style="list-style-type: none"> Project Proposals 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<ul style="list-style-type: none"> Identify source of business ideas 				
LU-2. Project Preparation & Marketing Analysis	<ul style="list-style-type: none"> Understand the qualities of a good entrepreneur, SWOT, and risk analysis. Develop communication skills between buyer and seller. Keep record of each business deal (email, etc.). 	<ul style="list-style-type: none"> Explain SWOT analysis Describe communications skills related to buyer and seller Describe the record keeping for business deal <p>Practice:</p> <ul style="list-style-type: none"> Perform SWOT analysis 	03 Hours Theory 12 Hours Practical Total: 15 Hours	<ul style="list-style-type: none"> SOWT analysis of previous projects Record Registers 	<ul style="list-style-type: none"> Class room and workplace/ Lab
LU-3. Investment Procurement	<ul style="list-style-type: none"> Develop project, feasibility, legal formalities. Understand investment 	<ul style="list-style-type: none"> Explain process for developing a project feasibility, 	02 Hours Theory 12 Hours Practical Total: 14 Hours	<ul style="list-style-type: none"> Project feasibility reports 	<ul style="list-style-type: none"> Class room and workplace/ Lab



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Learning Unit	Learning Outcomes	Learning Elements	Duration	Materials (Tools & Equipment) Required	Learning Place
	<p>procedure - Loan</p> <p>procurement - Banking processes.</p>	<p>and legal formalities</p> <ul style="list-style-type: none"> Describe the procedures of loan procurement for investment <p>Practice:</p> <ul style="list-style-type: none"> Prepare a project proposal for loan 		<ul style="list-style-type: none"> Loan forms 	