

National Competency Standards for

“Dies and Moulds Technology”

“CAD/CAM Supervisor”

Level-4



**National Vocational and Technical Training
Commission (NAVTTC) Government of
Pakistan**

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INTRODUCTION

Dies and mould technology is one of the booming industries of Pakistan. There is an increasing demand of the Dies and mould technologist. Therefore, the skills are required to be inducted in the future generation. If an individual is planning to pursue a career in dies and mould technology, this program will be helpful in targeting various industries including mechanical, electrical, automobile, hydraulics, computers, home appliances, ceramics, household products, plastic (especially furniture, Food packaging, crockery and aerospace sector)etc. If an individual is planning to take up a dies & mould technology course, this course will help him/her weigh their choices better.

Keeping in view of the above the competency based national vocational qualifications have been developed by NAVTTC to train the unskilled human resource on the technical and entrepreneurial skills to be employed / self-employed and inevitably set sustainable impact on their lives by increase in their livelihood income.

Training Course is based on competency standards which are defined by the industry and the traditional role of a trainer changes and shifts towards the facilitation of training. A trainer encourages and assists trainees to learn for themselves. Trainees are likely to work in groups (pairs) and all doing something different. Some are doing practical tasks in the workshop, some writing, some not even in the classroom or workshop but in another part of the building using specialist equipment, working on computers doing research on the Internet or the library. As trainees learn at different pace they might well be at different stages in their learning, thus learning must be tailored to suit individual needs. The following facilitation methods (teaching strategies) are generally employed

PURPOSE OF THE QUALIFICATION

The purpose of the training is to provide skilled manpower to improve the existing dies & mould industry. This will improve the quality in different industrial sectors by Die & Mould associate engineers and the availability of skilled professionals will bring socio-economic benefits to all stakeholders. The specific objectives of developing these qualifications are as under:

- Improve the professional competence of die & mould associate engineer
- Capacitate the local community and trainers in modern CBT training, methodologies and processes as envisaged under NVQF
- Provide flexible pathways and progressions in the Dies & mould sector.
- Enable the trainees to perform their duties in efficient manner
- Establish a standardized and sustainable system of training die & mould associate engineer in Pakistan

DATE OF VALIDATION

This national vocational qualification (NVQ) has been validated by the Qualifications Development Committee (QDC) in 25th to 29th Jan, 2021 and will remain in currency until 20th Jan 2031.

*Shall be reviewed after 3 years

CODE OF QUALIFICATION

Qualification Title	Code
National Vocational Certificate Level 4, (Dies and Mould Technology) "CAD/CAM Supervisor"	

ENTRY REQUIREMENT

- For National Vocational Certificate Level-4 in "CAD/CAM Supervisor" (Dies and Mould Technology), the entry requirement is award of National Vocational Certificate Level-3 in "CNC Machinist".

QUALIFICATIONS DEVELOPMENT COMMITTEE

The following members participated in the qualification development of these qualifications:

Sr. No.	Name	Designation	Organization	Email	Contact No.
1.	Mehwish Aisha Ahsan	DACUM Facilitator	CBT Expert/Certified Assessor	mehwish.aisha.ahsan@gmail.com	03015050713
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QUALIFICATIONS REVIEW AND VALIDATION COMMITTEE

The following members participated in the qualification development of these qualifications:

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SUMMARY OF COMPETENCY STANDARDS

CAD/CAM Supervisor in Dies and Mould Technology								
Code	Competency Standards	Le vel	Theory		Practical		Total	
			C	Hr.	C	Hr.	C	Hr.
1.	A-Establish and maintain the occupational Health and safety system	4	1	10	2	20	3	30
2.	B-Perform Advance communication	4	1	10	2	20	3	30
3.	C- Perform CNC Milling/Machining Centre Operations	4	3.9	39	20.1	201	24	240
4.	D-Perform Electric Discharge Machining (EDM) Sinker Operations	4	3	30	12	120	15	150
5.	E-Perform (EDM) Wire Cut Operations	4	3	30	12	120	15	150
Total			11.9	119	48.1	481	60	600
6.	F-Analyse Workplace Policies and Procedures	4	1	10	2	20	3	30
7.	G-Perform Heat Treatment	4	2.7	27	6.3	63	9	90
8.	H-Perform CAD/CAM operations	4	2	20	18	180	20	200
9.	I-Perform Advance Grinding Operations	4	2.9	29	11.1	111	14	140
10.	J- Die and Mould Maintenance	4	2.9	29	11.1	111	14	140
Total			11.5	115	48.5	485	60	600
Grand Total			23.4	234	96.6	966	120	1200

Competency Standard A: Establish and Maintain the Occupational Health and Safety System

Overview: This unit covers how to establish, maintain and evaluate an occupational health and safety system in the work environment. This unit applies to workers who have either a legislated or delegated responsibility to implement OHS systems to meet the organization's policy requirements. These roles require significant role or delegated authority to allow effective implementation and review. While designed for public safety workers, this unit could be applied in a range of industries. This unit does not cover the broader implementation of organisation wide OHS policy.

Competency Units	Performance Criteria
CU1. Organise consultation process	<p><i>You must be able to:</i></p> <p>P1. Identify and invite relevant personnel or other representative personnel into the development and maintenance processes.</p> <p>P2. Handle issues raised through consultation according to issue resolution procedures.</p> <p>P3. Verify results from the consultation process and makes it available to relevant personnel.</p>
CU2. Design Occupational Health and Safety framework	<p><i>You must be able to:</i></p> <p>P1. Identify hazards and risks correctly and confirm according to occupational health and safety legislation, codes of practice and prevailing trends.</p> <p>P2. Develop procedure for ongoing identification of hazards and risks and integrated within work systems and procedures</p> <p>P3. Develop occupational health and safety policies line with relevant legislation.</p> <p>P4. Incorporate and define occupational health and safety responsibilities and duties into job descriptions/statements.</p> <p>P5. Provide adequate resources in a timely and consistent manner.</p> <p>P6. Develop and implement measures to control assessed risks in accordance with the hierarchy of control, relevant occupational health and safety legislation, codes of practice and trends.</p> <p>P7. Implement interim solutions until a permanent control measure.</p> <p>P8. Record details clearly and efficiently according to organisation policy and procedures and relevant legislation</p>

<p>CU3. Design and implement an Occupational Health and Safety awareness training program</p>	<p><i>You must be able to:</i></p> <p>P1. Devise educational information on the occupational health and safety system and make it available to all relevant personnel.</p> <p>P2. Provide appropriate training to all relevant personnel to enable the implementation of safety procedures</p>
<p>CU4. Establish, monitor and maintain Occupational Health and safety system</p>	<p><i>You must be able to:</i></p> <p>P1. Establish a system for keeping occupational health and safety records in accordance with legislative requirements.</p> <p>P2. Work activities are monitored to ensure that hazard identification and risk assessment and control procedures are effectively adopted.</p> <p>P3. Inadequacies in hazard identification, risk assessment and established risk control measures are identified in accordance with the hierarchy of control and reported to designated personnel.</p> <p>P4. Amendments to procedures are undertaken through appropriate consultation methods</p>
<p>CU5. Establish and maintain a system for accident investigation</p>	<p><i>You must be able to:</i></p> <p>P1. A system is developed and implemented for reporting and investigation of all accidents/incidents in accordance with the policies and procedures.</p> <p>P2. Training is provided to employees responsible for accident investigation for effective implementation of accident investigation policy.</p> <p>P3. Policies and procedures for reporting and investigating all accidents/incidents are reviewed and updated as required</p>
<p>CU6. Evaluate the organization's Occupational Health and Safety system and related policies procedures and programs</p>	<p><i>You must be able to:</i></p> <p>P1. The effectiveness of the occupational health and safety system and related policies, procedures and programs is assessed according to the organization's occupational health and safety policy.</p> <p>P2. Improvements to the occupational health and safety system are developed and implemented.</p> <p>P3. Compliance with occupational health and safety legislation and codes of practice is assessed to ensure that legal occupational health and safety standards are maintained</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- State details of all relevant Occupational Health and Safety legislation and its relevance to organisation operations
- State details of codes of practice and their relevance to organisation operations
- Explain hierarchy of control (the preferred order of risk control measures from most to least preferred that is:
 - elimination
 - substitution
 - engineering control
 - administrative controls
 - and personal protective equipment)
- Describe literacy levels and communication skills of work group members
- State knowledge of current principles and practices used to implement and monitor organizational OH&S policies
- Explain procedures and programs
- Elaborate suitable communication techniques to address needs of work group members

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to establish and maintain the occupational health and safety system. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Demonstrated understanding of principles and practices for Occupational Health and Safety.
- Demonstrated understanding of the significance of other management systems and procedures for occupational health and safety.

Competency Standard B: 001100853 Perform Advance Communication

Overview: This unit describes the performance outcomes, skills and knowledge required to develop communication skills used professionally. It covers plan and organise work and conduct trainings at workplace, along with demonstrating professional skills independently.

Competency Units	Performance Criteria
CU1. Demonstrate professional skills	<p>P1. Use different modes of communication to communicate</p> <ul style="list-style-type: none"> • Speaking • Reading • Writing • Listening • Presentation • visual representation etc <p>P2. Develop CV Skills according requirements</p> <p>P3. Upgrade professional skills by attending trainings, webinars, conferences etc.</p> <p>P4. Perform Continuous professional development as required at workplace</p> <p>P5. Develop interview skills</p>
CU2. Plan and Organize work	<p>P1. Identify task requirements.</p> <p>P2. Plan steps to complete tasks.</p> <p>P3. Review planning and organizing process.</p> <p>P4. Organize work.</p>
CU3. Provide trainings at workplace	<p>P1. Assess the need for training</p> <p>P2. Prepare trainees for the learning experience</p> <p>P3. Present training session</p> <p>P4. Support trainees in managing their own learning</p> <p>P5. Facilitate group learning</p> <p>P6. Provide opportunity for practice</p> <p>P7. Provide feedback on progress on trainees</p> <p>P8. Review delivery experience</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Explaining the training skills
- Identification of the professional skills
- Describing the advanced language skills
- Understanding of the assessment and trainees feedback methods
- Direct and indirect communication methods
- Explaining the need of the training type at the work place

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Job sheet
- Office emails and coordination reports
- Feedback Performa

Competency Standard C: Perform CAD/CAM Operations

Overview: This competency standard deal with learning the competencies needed to create 3-Dimensional models by using various tools and commands in CAD/CAM application. You can manipulate 3D objects and develop 3D product/model to ensure job requirements. You can perform tool path generation and simulation to present final outcomes. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Develop 3D Product/Model	<p>You must be able to:</p> <p>P1. Set up template for required specifications.</p> <p>P2. Create/import/link/fetch/merge 2D drawing to make 3D objects according to given specification</p> <p>P3. Use Geometry & shapes to make 3D objects according to given specification.</p>
CU2. Manipulate 3D objects using Editing Tools	<p>You must be able to:</p> <p>P1. Modify 3D objects in line with the requirements.</p> <p>P2. Make customized 3D models according to the requirement of given job.</p> <p>P3. Generate core and cavity inserts of the product model</p>
CU3. Perform Tool Path Generation and Simulation	<p>You must be able to:</p> <p>P1. Select appropriate CAM software according to the machine control unit</p> <p>P2. Import 3D CAD model</p> <p>P3. Set reference point and apply material/stock for machining to the model as per job requirements</p> <p>P4. Use appropriate part programming credentials (Coordinates, Feed, Speed, Tooling Information etc.) according to the CNC machine control unit</p> <p>P5. Apply machining feature(s), toolpath strategies and leads/links as per prescribed procedure</p> <p>P6. Check the simulation according to the applied tool path strategy to verify movements of tool/cutter to get same results as per defined sequence</p> <p>P7. Generate part program file against the applied machining sequence according to the post processor of CNC machine</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- 3D and its concepts.
- Functions of 3D tools and commands.

- Preset views such as isometric, top, bottom, front, left, etc.
- Importance of Tool Path Generation
- Tool path simulation
- Cutting tools and workpiece materials
- CNC Machine operations
- Programming codes
- Skills to edit NC program file according to requirement

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Generate NC program file of Tool Path for CNC machine
- Develop operation sheet for CNC operator with the detail information of all programs

Competency Standard D: Perform Electric Discharge Machining (EDM) Sinker Operations

Overview: This competency standard deal with learning the competencies needed to perform electric discharge machining (EDM) sinker operations. That includes preparing a machine before performing EDM machining process. It will also allow you to carryout EDM process and inspect job as per drawing. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Prepare a Machine before performing (EDM) machining Process	<p><i>You must be able to:</i></p> <p>P1. Switch on the machine</p> <p>P2. Check die-electric fluid level</p> <p>P3. Run machine warm-up cycle</p> <p>P4. Select appropriate tool & clamping device according to the job requirement.</p> <p>P5. Manage the measuring instruments as per job requirement.</p>
CU2. Perform setting of workpiece and electrode	<p><i>You must be able to:</i></p> <p>P1. Mount the workpiece on machine table.</p> <p>P2. Align the workpiece.</p> <p>P3. Mount electrode on machine head as per requirement</p> <p>P4. Align the electrode as per requirement.</p> <p>P5. Set reference for electrode and workpiece.</p> <p>P6. Set flushing as per job requirement.</p>
CU3. Carryout (EDM) Process	<p><i>You must be able to:</i></p> <p>P1. Set EDM parameters (on time, off time, ampere, depth, etc.)</p> <p>P2. Prepare a workpiece by performing EDM machining process as per standard procedure</p> <p>P3. Check quality of the component at suitable intervals.</p> <p>P4. Shut down the machine at safe position after finishing the work.</p>
CU4. Inspect the job as per drawing	<p><i>You must be able to:</i></p> <p>P1. Perform cleaning of the job using appropriate method</p> <p>P2. Inspect the job using appropriate measuring tool</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Basic drawings
- Programming techniques
- Clamping devices used on EDM sinker machine
- Portable devices used with EDM sinker machine
- EDM parameter settings for EDM process according to electrode and type of job material
- Inspection of job
- Measuring instruments and their usage

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Produce required profile of cavity with electrode on EDM Sinker machine as per requirement

Competency Standard E: Perform (EDM) Wire Cut Operations

Overview: This competency standard deal with learning the competencies needed to perform (EDM) wire cut operations. That includes preparing a machine and job before performing (EDM) wire cutting process and inspects the job as per drawing. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Prepare a Machine before performing (EDM) wire cutting Process	<p><i>You must be able to:</i></p> <p>P1. Switch on the machine</p> <p>P2. Check die-electric fluid level</p> <p>P3. Run machine warm-up cycle</p> <p>P4. Select appropriate tool & clamping device according to the job requirement.</p> <p>P5. Manage the measuring instruments as per job requirement.</p>
CU2. Generate program and carry out simulation	<p><i>You must be able to:</i></p> <p>P1. Import the file of CAD drawing into machine computer</p> <p>P2. Prepare the program for wire cutting Process</p> <p>P3. Perform simulation to verify required cutting path</p>
CU3. Perform workpiece and wire setting	<p><i>You must be able to:</i></p> <p>P1. Clamp and align the work piece according to job requirement</p> <p>P2. Perform wire setting according to work piece and cutting path requirement</p> <p>P3. Set EDM Wire cutting parameters</p>
CU4. Perform (EDM) Wire cutting process	<p><i>You must be able to:</i></p> <p>P1. Setup die-electric as per job requirement</p> <p>P2. Carryout (EDM) wire cutting process as per job requirement</p> <p>P3. Check quality of the component at suitable intervals.</p> <p>P4. Shut down the machine at safe position after finishing the work.</p>
CU5. Inspect the job as per drawing	<p><i>You must be able to:</i></p> <p>P1. Perform cleaning of the job using appropriate method</p> <p>P2. Inspect the job using appropriate measuring tool</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic drawing through 2D CAD software
- Programming techniques
- Clamping devices used on EDM wire cut
- Portable devices used with EDM wire cut
- EDM parameter settings for wire cutting process according to type of job material
- Inspection of job
- Measuring instruments and their usage

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Perform EDM wire cutting process on job as per drawing requirement

Competency Standard F: 041700841 Analyse with Workplace Policy and Procedures

Overview: This unit describes the skills and knowledge required to implement a workplace policy & procedures and to modify the policy to suit changed circumstances. It applies to individuals with managerial responsibilities who undertake work developing approaches to create, monitor and improve strategies and policies within workplaces and engage with a range of relevant stakeholders and specialists.

Competency Units	Performance Criteria
CU1. Manage work timeframes	<p><i>You must be able to:</i></p> <p>P1. Complete work tasks within deadlines in according to order of priority</p> <p>P2. Supervisors are informed of any delays in work times or projects</p>
CU2. Manage to convene meeting	<p><i>You must be able to:</i></p> <p>P1. Develop agenda in line with meeting purpose</p> <p>P2. Select participants and notify them accordingly</p> <p>P3. Carryout meeting arrangements according to the time</p> <p>P4. Record the minutes of the meeting</p>
CU3. Set and meet own work priorities at instant	<p><i>You must be able to:</i></p> <p>P1. Take initiative to prioritize and facilitate competing demands to achieve organizational goals and objectives</p> <p>P2. Use technology efficiently and effectively to manage work priorities and commitments</p> <p>P3. Maintain appropriate work-life balance</p>
CU4. Develop and maintain professional competence	<p><i>You must be able to:</i></p> <p>P1. Assess personal knowledge and skills against competency</p> <p>P2. Participate in networks to enhance personal knowledge, skills and work relationships</p> <p>P3. Seek feedback from employees, clients and colleagues to develop and improve competence</p>
CU5. Follow and implement work safety requirements	<p><i>You must be able to:</i></p> <p>P1. Identify and report emergency incidents</p> <p>P2. Practice organizational policy and procedures for responding to emergency incidents</p> <p>P3. Identify and implement workplace procedures and work instructions for controlling risks</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This

includes the knowledge of:

- Healthy work life balance
- Meeting terminologies, structures and arrangements
- Relevant organizational procedures and policies regarding meetings, chairing and minutes.
- Barriers to implement policies and procedures in an organization and possible strategies to address them.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to understand workplace policy and procedures. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

Competency Standard G: Perform Heat Treatment

Overview: This competency standard deal with learning the competencies needed to perform heat treatment. That includes preparation of material for heat treatment, hardening, carburising hardening, normalizing, tempering, flame hardening, induction hardening and annealing. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Prepare material for heat treatment	<p><i>You must be able to:</i></p> <p>P1. Prepare provision for holding the workpiece in furnace.</p> <p>P2. Check the hardness of the workpiece using appropriate hardness tester</p> <p>P3. Set the workpiece according to the requirement.</p>
CU2. Perform Annealing	<p><i>You must be able to:</i></p> <p>P1. Set the temperature of furnace as per material specification</p> <p>P2. Held the part in the furnace to reach the required soaking time</p> <p>P3. Cool the workpiece inside the furnace.</p>
CU3. Perform Normalizing	<p><i>You must be able to:</i></p> <p>P1. Set the temperature of furnace as per material specification.</p> <p>P2. Held the part in the furnace to reach the required soaking time.</p> <p>P3. Cool the workpiece at room temperature.</p>
CU4. Perform Hardening	<p><i>You must be able to:</i></p> <p>P1. Set the temperature of furnace as per material specification</p> <p>P2. Held the part in the furnace to reach the required soaking time.</p> <p>P3. Ensure that quenching media temperature is as per standard requirement of the material.</p> <p>P4. Dip the part in specific quenching media (bath) to achieve required hardness</p> <p>P5. Agitate quenching media as per requirement to absorb heat of a part.</p> <p>P6. Verify the required hardness</p>
CU5. Perform Tempering	<p><i>You must be able to:</i></p> <p>P1. Take hardened sample</p> <p>P2. Place the sample in the furnace</p> <p>P3. Adjust the tempering temperature of furnace and soaking time of the furnace according to requirement.</p>

	P4. Cool the specimen at room temperature.
CU6. Perform Flame hardening	<p><i>You must be able to:</i></p> <p>P1. Place the workpiece in flame exposed area</p> <p>P3. Adjust the oxyacetylene flame torch.</p> <p>P4. Gently heat all the surface of workpiece for a prescribed time.</p> <p>P5. Quench the workpiece in quenching media.</p> <p>P6. Clean the workpiece.</p> <p>P7. Verify the required hardness</p>
CU7. Perform Induction hardening	<p><i>You must be able to:</i></p> <p>P1. Set on the induction heating apparatus.</p> <p>P2. Place the workpiece in heat exposed area of induction heating apparatus.</p> <p>P3. Control the heat-up times to within ± 0.1s and should be less than 20s to avoid penetration of heat deep from the surface of workpiece</p> <p>P4. Quench the workpiece in quenching media</p> <p>P5. Clean the workpiece</p> <p>P6. Verify the required hardness</p>
CU8. Perform carburizing	<p><i>You must be able to:</i></p> <p>P1. Handle the samples with appropriate care.</p> <p>P2. Pack the samples in carbonaceous material in steel box and seal the boxes by suitable method.</p> <p>P3. Place the boxes in the furnace</p> <p>P4. Heat the samples for suitable time and temperature.</p> <p>P5. Turn off the furnace and remove the steel boxes from furnace and recover the specimen.</p> <p>P6. Clean the workpiece.</p> <p>P7. Verify the required hardness</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Process of heat treatment
- Time, temperature & transformation diagram
- Quenching procedure
- Selection of quenching media as per material requirements.(oil, water & air)
- Heat treatment temperature according to the material
- Different types of furnace
- Workpiece setting before hardening
- Iron ,iron carbide phase diagram
- Formation martensite
- Purpose of different heat treatment processes
- Methods of casehardening
- Types of hardness tests

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard

- Perform annealing/normalizing process on given material
- Perform hardening (complete procedure) of given material and verify the hardness
- Perform tempering treatment on hardened work piece

Competency Standard H: Perform CNC Milling/Machining Centre Operations

Overview: This competency standard deal with learning the competencies needed to Perform CNC Milling/Machining Centre Operations. That includes prepare the machine before performing CNC Milling/machining centre operations, work piece setting , generate and feed the program for CNC Milling. You can inspect the job as per requirements. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Prepare a Machine before performing CNC Milling/Machining centre operations	<p><i>You must be able to:</i></p> <p>P1. Switch on the machine</p> <p>P2. Check oil levels</p> <p>P3. Run machine warm-up cycle</p> <p>P4. Select appropriate tool & clamping device according to the job requirement.</p> <p>P5. Manage the measuring instruments as per job requirement.</p>
CU2. Perform workpiece and tools setting on the machine	<p><i>You must be able to:</i></p> <p>P1. Mount the work-piece as per SOPs</p> <p>P2. Mount the cutter in spindle/ATC as per job requirement</p> <p>P3. Perform off-set setting of the workpiece and tools (compensations)</p>
CU3. Generate the part program for CNC Milling	<p><i>You must be able to:</i></p> <p>P1. Set reference point for machining as per job requirements</p> <p>P2. Use appropriate part programming credentials (Coordinates, Feed, Speed, Tooling Information etc.) according to the CNC machine control unit</p> <p>P3. Generate part program using G & M codes</p> <p>P4. Perform simulation of generated program</p>
CU4. Feed the program	<p><i>You must be able to:</i></p> <p>P1. Ensure proper synchronization between machine control unit and part program file as per procedure</p> <p>P2. Switch machine to receiving mode and feed the desired part program file into machine control unit for further execution as per procedure</p> <p>P3. Select the desired part program file for execution as per procedure</p>
CU5. Perform CNC Milling Operations	<p><i>You must be able to:</i></p> <p>P1. Ensure to control the safe operation of working on CNC machines before executing part program according to the safety measures</p>

	<p>P2. Control the feed and speed override of machine before and during the operation according to the requirement</p> <p>P3. Carry out CNC Milling Operations</p>
CU6. Inspect the job as per drawing	<p><i>You must be able to:</i></p> <p>P1. Perform deburring of the job using appropriate tool</p> <p>P2. Inspect the job using appropriate measuring tool</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Working of CNC Milling Machine
- Control panel and commands
- Programming techniques
- Cutting tools and job materials
- Magazine and their sequence of tool mounting
- Types of cutting fluids and their usage
- G codes and M codes
- Clamping devices and their types
- Feed and speed and other machining parameters setting on CNC milling/Machining centre
- Milling tools and their types with respect to operations and materials

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Execute programs on CNC milling/machining centre and carry out machining operations on workpiece as per drawing requirements

Competency Standard I: Perform Advance Grinding Operations

Overview: This competency standard deal with learning the competencies needed to perform advance grinding operations. That includes prepare machine before grinding operations. You can perform mounting and dressing before grinding operation, cylindrical/tool and cutter/jig grinding and inspect the job as per drawing. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Prepare Machine Before Grinding Operation	<p>You must be able to:</p> <p>P1. Switch on the machine.</p> <p>P2. Check the safety measures as per SOPs.</p> <p>P3. Check and maintain coolant level.</p> <p>P4. Run machine warm-up cycle.</p>
CU2. Perform mounting and dressing Before Grinding Operation	<p>You must be able to:</p> <p>P1. Select appropriate grinding wheel according to the work piece material.</p> <p>P2. Mount the grinding wheel as per standard procedure.</p> <p>P3. Dress the grinding wheel as per standard procedure.</p> <p>P4. Shut down the machine after completion the task.</p>
CU3. Perform Cylindrical Grinding	<p>You must be able to:</p> <p>P1. Select appropriate tool & clamping device according to the job requirement.</p> <p>P2. Manage the measuring instruments as per job requirement.</p> <p>P3. Check the grinding machine safety covers before starting the process.</p> <p>P4. Set travel length of grinding wheel as per workpiece requirement.</p> <p>P5. Set the appropriate RPM according to the requirement</p> <p>P6. Perform centre to centre alignment of machine.</p> <p>P7. Mount the work piece between centres as per requirement.</p> <p>P8. Apply coolant on cylindrical grinding process.</p> <p>P9. Perform Cylindrical grinding as per standard procedure.</p> <p>P10. Check quality of the component at suitable intervals.</p> <p>P11. Shut down the machine after completion the task.</p>
CU4. Perform Tool and Cutter Grinding	<p>You must be able to:</p> <p>P1. Select the suitable size, type and shape of grinding wheel.</p>

	<p>P2. Mount work piece onto correct attachment for required procedure.</p> <p>P3. Adjust the attachments according to different types of tools and cutter grinding.</p> <p>P4. Follow procedure for sharpening of tools and cutter that is safe and appropriate.</p> <p>P5. Check quality of the component at suitable intervals.</p> <p>P6. Shut down the machine after completion the task.</p>
CU5. Perform Jig Grinding	<p><i>You must be able to:</i></p> <p>P1. Select appropriate tool & clamping device according to the job requirement.</p> <p>P2. Manage the measuring instruments as per job requirement.</p> <p>P3. Mount the grinding tool as per SOPs.</p> <p>P4. Check the grinding machine safety covers before starting the process.</p> <p>P5. Execute Jig grinding operation according to SOPs as per requirement.</p> <p>P6. Check quality of the component at suitable intervals.</p> <p>P7. Shut down the machine after completion the task.</p>
CU6. Inspect the job as per drawing	<p><i>You must be able to:</i></p> <p>P1. Perform cleaning of the job using appropriate tool.</p> <p>P2. Inspect the job using appropriate measuring tool.</p>

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Basic engineering drawings
- Types of Grinding Machines and their usage
- Specification of grinding wheels & their application
- Coolant & procedure of application
- Hazards relevant to grinding operation
- Standard procedures of grinding
- Calculating the of RPM of work piece & grinding wheel according to the job specification

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard

- Perform cylindrical grinding operations
- Perform tool & cutter grinding operations
- Perform Jig grinding operations

Competency Standard J: Perform Die and Mould Maintenance

Overview: This competency standard deal with learning the competencies needed to maintenance of die and mould. That includes overhauling and inspection of faulty product. You can take remedial action for product. Your underpinning knowledge will be sufficient to provide you the basis for your work.

Competency Units	Performance Criteria
CU1. Perform overhauling of die and mould	<i>You must be able to:</i> P1. Select tooling as per requirement P2. Perform disassembling of die/ mould P3. Perform cleaning and remove corrosion from different parts P4. Inspect all parts by appropriate method and take remedial action on defective parts P5. Perform assembling of all parts as per SOPs.
CU2. Perform inspection of faulty product	<i>You must be able to:</i> P1. Select tools required for the inspection of product P2. Perform inspection of product as per SOPs. P3. Prepare inspection report and list down the possible causes of the defects as per SOPs
CU3. Perform Remedial action	<i>You must be able to:</i> P1. Perform analysis of all causes to find out real source of defect as per SOPs. P2. Perform remedial action to remove the fault as per SOPs,

Knowledge & Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Types of Moulding Materials
- Types of Die/Mould Metals
- Basic structure of Mould
- Guide system
- Types of injection
- Types of Ejection
- Air vents
- Parting lines
- Mould Strength
- Cooling System
- Draft angles
- Moulding Machines and their operating parameters
- Press machines and their operating parameters
- Moulding defects and causes
- Defects of press working Dies

- Basic structure of press tools
- Heat treatment processes for Die and Mould parts

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:

- Generate inspection report of Die/Mould product
- Perform remedial action to remove the defect from product

COMPLETE LIST OF TOOLS AND EQUIPMENT

SR#	Tools & Equipment	Quantity
1.	Computer Systems	26
2.	Scanner	1
3.	Printer	1
4.	Hardness Testers	1
5.	Universal testing machine(UTM)	1
6.	Impact Testing Machines	1
7.	Lathe machine with accessories	5
8.	Lathe Tools(Facing, Threading, Knurling, Parting off, Forming etc)	10each
9.	Drilling machine with accessories	5
10.	Drilling tools (twist drill, center drill, counter boring tool , reamer, taps etc)	10 each
11.	Milling Machine with accessories	5
12.	Milling tools(End mill, Ball nose, Face mill, Side and face mill, Slab mill, Convex cutter, Concave cutter, Dovetail cutter, Involute cutter ,etc)	10 each
13.	CNC Lathe/Turning centre with tools and accessories	5
14.	CNC Milling/Machining centre with tools and accessories	5
15.	CNC EDM Sinker Machine with accessories	2
16.	CNC EDM Wire Cut Machine with accessories	2
17.	EDM Small Hole Drilling Machine with accessories	1
18.	Surface Grinding Machine with accessories and consumables	2
19.	Cylindrical Grinding Machine with accessories and consumables	2
20.	Pedestal Grinder with accessories and consumables	2
21.	Tool and cutter Grinder with accessories and consumables	2
22.	Shaper Machine with accessories	2
23.	Planer Machine with accessories	1
24.	Jig Grinding Machine with accessories	1
25.	Jig Boring Machine with accessories	1
26.	Steel Rules	10
27.	Tri Square	10
28.	Inside Vernier Caliper	10
29.	Odd leg Vernier Caliper	10

30.	Trammel Vernier Caliper	10
31.	Outside Vernier Caliper	10
32.	Vernier Depth gauge	5
33.	Vernier Bevel protractor	5
34.	Thread gauges	5
35.	Screw pitch gauges	5
36.	Fillet gauges	5
37.	Feeler gauges	5
38.	Vernier Height gauge	5
39.	Dial indicators with magnetic stand	5
40.	Vernier Micrometer	5
41.	Inside Micrometer	5
42.	Outside Micrometer	10
43.	Depth Micrometer	5
44.	Snap Gauge set	2
45.	Dial Bore Gauge	5
46.	Set of Adjustable Wrench	5
47.	Set of Spanners (Open end, Ring)	5 each
48.	Pipe wrench	2
49.	Pipe Dies	2
50.	L-key sets	5
51.	Nose pliers	5
52.	Grip pliers	5
53.	Straight peen Hammer	5
54.	Ball peen Hammer	5
55.	Mallets Hammer	5
56.	Claw Hammer	5
57.	Long nose Tong	5
58.	Short nose tong	5
59.	Flat Chisel	5
60.	Scraper of different shapes	5 each
61.	scriber	10
62.	Hand hacksaw	25

63.	Chipping hammer	10
64.	Oxy acetylene welding torch	10
65.	Tip cleaners	5
66.	Oxy acetylene welding cylinder set(oxygen, C ₂ H ₂)	5
67.	Oxy acetylene welding table	5
68.	Welding gloves	10 set
69.	Face screen	10
70.	Goggles	10
71.	Electric arc welding transformer	5
72.	Electric arc welding pliers	5
73.	Disc grinder 4 inch	5
74.	Disc cutter	5
75.	Electric arc welding table	5
76.	Welding electrode of different size & grade	10 packs
77.	3D scanner	1
78.	3D printer	1
79.	Rockwell Hardness tester	1
80.	Brinell Hardness tester	1
81.	Vicker Hardness tester	1
82.	Mould polishing stones(Mesh no 240 to 1200)	10 each
83.	Sand papers of different grade(Mesh no 180 to 2000)	10 each
84.	Diamond Paste tubes of different grades (Micron 2500 to 5000)	2 each
85.	Ceramics stones of different grades (Mesh no 300 to 1200)	5 each
86.	Diamond hand file set	5 set
87.	Riffle hand file set	5
88.	Needle hand file set	5
89.	Round hand file	5
90.	Half round hand file	5
91.	Triangular hand file	5
92.	Square hand file	5
93.	Flat hand file	5
94.	Ultra sonic Polishing box	2

95.	Drawing board	25
96.		

Digital Skills

1- Create User Documentation

Overview:

This unit describes the performance outcomes, skills and knowledge required to create user documentation that is clear to the target audience and easy to navigate.

Unit of Competency	Performance Criteria
CU1. Determine documentation standards and requirements	P1. Determine documentation requirements P2. Investigate documentation and industry standards for requirements and determine appropriate application to user documentation P3. Design documentation templates using appropriate software and obtain approval from appropriate person
CU2. Produce user documentation	P1. Conduct a review of the subject system, program, network or application in order to understand its functionality P2. Gather existing technical, design or user specifications and supporting documentation P3. Create user documentation based on template to record the operation of the subject system, program, network or application
CU3. Review and obtain sign-off	P1. Submit user documentation to target audience for review P2. Gather and analyse feedback P3. Make changes to user documentation P4. Submit user documentation to appropriate person for approval

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Content features, including clarity and readability
- Document design, web design and usability
- Functions and features of templates and style guides
- Instructional design principles

Critical Evidence(s) Required

The candidates need to produce following critical evidence(s) to be competent in this competency standard

- Document that Meets business requirements

- Document that is clear to the target audience

2- SCM (Supply Chain Management)

Overview:

This competency unit covers to develop efficient E-Marketing strategies in accordance with the Vision and Mission statement of the organization driven by Electronic means.

Competency Unit	Performance Criteria
CU1. SCM (Supply Chain Management)	P1. Identity potential Suppliers P2. Select the appropriate supplier P3. Place order as per requirement/inventory P4. Inspect received order P5. Maintain Inventory as per Inventory Control / store keeping techniques P6. Identity different available transportation mode P7. Identify steps of reverse SCM i-e from consumer to organization

Knowledge and Understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Procurement Cycle (Launch of RFP/RFQ, Tender, Bidding, Comparative Statement, Award of Contract, Maintenance)
- Different techniques to manage
- Product delivery and their traceability
- Incorporation of Outsourcing in logistics.
- Electronic Data Interchange methodologies and format

Critical Evidence(s) Required

A candidate who demonstrates competency in this unit must be able to provide skills of implementing E-Marketing strategies

3- Perform Writing and Editing Tasks

Overview:

This unit describes the skills and knowledge required to apply the conventions of plain English to writing and editing tasks of different forms. It also includes editing and proofreading techniques. It applies to individuals in various writing contexts who write and edit texts using appropriate language, style, grammar, spelling, and standard conventions for editing and proofreading.

Unit of Competency	Performance Criteria
CU1. Apply clear and appropriate language and style to writing and editing tasks	P1. Use safe work practices including addressing ergonomic requirements when undertaking writing tasks P2. Use clear, concise and plain English in writing and editing tasks P3. Apply appropriate paragraph structure to written material to ensure clarity of meaning and ease of reading P4. Make clear and logical connections between sentences, paragraphs and sections P5. Determine and incorporate the language and style of the audience
CU2. Apply the appropriate voice, tone and tense	P1. Determine appropriate voice, tone and tense of the written materials according to audience requirements P2. Maintain consistent voice, tone and tense throughout written material
CU3. Apply appropriate grammar, spelling and punctuation	P1. Apply appropriate grammar conventions to a range of written contexts including use of numbers, quotations, and tables P2. Apply appropriate spelling and punctuation conventions in writing and editing tasks.
CU4. Perform editing and proofreading tasks to meet requirements	P1. Edit written material to ensure clear meaning through language and paragraphs, consistent voice, tone and tense P2. Copyedit written material by checking grammar, spelling and punctuation using standard editing conventions P3. Proofreading using style guides and by monitoring written material for errors

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1.** Main features of clear, concise and plain English language for written material
- K2.** Grammar, punctuation and spelling conventions that meet the task requirements
- K3.** Editing conventions used in substantive editing and copyediting of written material
- K4.** Basic software used to write and collect feedback

Critical Evidence(s) Required

A person who demonstrates competency in this unit must be able to provide evidence of the ability to perform writing and editing tasks that is clear to the target audience and easy to navigate. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Demonstrated evidence is required of the ability to:

- Write and edit at least one written material (2500-4000 words) and edit another material written by another author (2500-4000 words), of different forms (e.g. blog, journal, book) that demonstrate use of:
 - clear and concise language
 - clear and logical paragraph structures
 - appropriate voice, tone, tense and language
 - plain English grammar, spelling and punctuation
 - accepted grammar conventions for a range of written contexts including use of numbers, quotation and tables
 - standard editing conventions
- Complete editing and proofreading tasks using handwritten and digital methods
- Accurately follow a style guide where required
- Follow relevant health and safety practices for writing tasks

Entrepreneurial Skills

1. Coordinate a Teamwork

Overview:

This unit is concerned with the competencies required to achieve operational outcomes and effective working relationships through managing and developing individuals and teams.

Unit of Competency	Performance Criteria
CU1. Develop and maintain a cooperative work group	P1- Work contributions and suggestions from staff are continually sought and encouraged P2- Contributions to work group operations are acknowledged and suggestions are dealt with constructively P3- Develop staff skills according to work requirements P4- Implement new work practices P5- Address conflict between staff members in accordance with current personnel practices.
CU2. Communicate objectives and required standards	P1- Inform the staff of the objectives and standards required P2- Commit to objectives and standards P3- Practices of safe, fair and participative work principals are and promote to staff
CU3. Provide feedback on performance	P1- Give constructive feedback on all aspects of work performance provided to individuals and team P2- Access and address performance in a fair and timely manner in accordance with relevant guidelines, procedures and natural justice
CU4. Support and participate in development activities	P1- Assess training needs of all staff, implemented and promoted P2- Devise an action plan to meet individual and group training and development needs is collaboratively developed, agreed to and implemented P3- Identify specific training needs of individuals P4- Encourage staff in applying skills and knowledge in the workplace P5- Provide training to the required standard on the job P6- Support and encourage staff to attend training courses and to take up other development opportunities.
CU5. Provide leadership. direction and guidance to the work group	P1- Link between the function of the group and the goals of the organization P2- Participate in decision making routinely to develop, implement and review work of the group and to allocate responsibilities where appropriate P3- Give opportunities and encouragement to others to develop new and innovative work practices and strategies

	<p>P4- Identify conflict and resolve with minimum disruption to work group function</p> <p>P5- Provide staff with the support and supervision necessary to perform work safely and without risk to health</p> <p>P6- Allocate tasks within the competence of staff and support with appropriate authority, autonomy and training</p> <p>P7- Supervise appropriately the changing priorities and situations and considers the different needs of individuals and the requirements of the task</p>
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Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- Principles of effective team operation
- Principles of human resource management
- Training delivery processes in the workplace
- Outline the industry assessment guidelines

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to coordinate a work team. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Soft Skills

1- Organize Schedules

Overview:

This unit describes the skills and knowledge required to manage appointments and diaries for personnel within an organization, using manual and electronic diaries, schedules and other appointment systems. It applies to individuals employed in a range of work environments who provide administrative support to teams and individuals.

Unit of Competency	Performance Criteria
CU1. Establish schedule requirements	P1. Identify organizational requirements and protocols for diaries and staff planning tools P2. Identify organizational procedures for different types of appointments P3. Determine personal requirements for diary and schedule items for individual personnel P4. Establish appointment priorities and clarify in discussion with individual personnel
CU2. Manage schedules	P5. Identify recurring appointments and deadlines, and schedule these in accordance with individual and organizational requirements P6. Establish availability of attendees, and schedule new appointments in accordance with required timelines and diary commitments P7. Negotiate alternative arrangements and confirm when established appointments are changed P8. Record appointments and manage schedules in accordance with organizational policy and procedures

Knowledge and understanding

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. This includes the knowledge of:

- K1.** Key provisions of relevant legislation, standards and codes that affect aspects of business operations or the achievement of team goals
- K2.** Organizational requirements for managing appointments for personnel within the organization
- K3.** Range of appointment systems that could be used
- K4.** Important considerations when managing the schedules of others.

Critical Evidence(s) Required

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to organize schedules. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other

circumstances and environments.