



TECHNICAL &
VOCATIONAL
EDUCATION &
TRAINING
AUTHORITY



National Competency Standard for Handy Person
Standard Code: SOC24S18V1

*[Endorsed by the MALDIVES QUALIFICATIONS AUTHORITY
(MQA)]*



Key for coding Competency Standards and Related Materials

DESCRIPTION	REPRESENTED BY
Industry Sector as per ESC (Three letters)	Construction Sector (CON) Fisheries and Agriculture Sector (FNA) Transport sector (TRN) Tourism Sector (TOU) Social Sector (SOC) Foundation (FOU)
Competency Standard	S
Occupation within industry Sector	Two digits 01-99
Unit	U
Common Competency	1
Core Competency	2
Optional/ Elective Competency	3
Assessment Resources Materials	A
Learning Resources Materials	L
Curricula	C
Qualification	Q1, Q2 etc
MNQF level of Qualification	L1, L2 etc
Version Number	V1, V2 etc
Year of endorsement of standard, qualification	By two digits Example- 07

Competency Standard for Handy Person

Endorsement Application for Qualification 01	
NATIONAL CERTIFICATE I IN HANDY PERSON	
Qualification code: SOC24SQ1L118	Total Number of Credits: 10
Purpose of the qualification	
The holders of this qualification will be able to upskill their knowledge and skills in solving household problems	
Regulations for the qualification	National Certificate I in Handy Person will be awarded to those who are competent in units 1+2+3+4+5+6
Schedule of Units	
Unit	Unit Title
1.	Practice housekeeping procedures
2.	Apply safety practices
3.	Assemble furniture's and finish simple wood-based items
4.	Carry out basic electrical operations at home
5.	Perform routine maintenance of Refrigerator and Air-conditioning system
6.	Install sanitary and other fittings
Code	
	SOC24S1U01V1
	SOC24S1U02V1
	SOC24S1U03V1
	SOC24S1U04V1
	SOC24S1U05V1
	SOC24S1U06V1
Accreditation requirements	The training provider should have the required training facility to provide the trainees the hands-on experience related to this qualification
Recommended sequencing of units	As appearing under the section 06

UNIT DETAILS

Unit	Unit Title	Code	Level	CR
01	Practice housekeeping procedures	SOC24S1U01V1	1	0.5
02	Apply safety practices	SOC24S1U02V1	1	0.5
03	Assemble furniture's and finish simple wood-based items	SOC24S1U03V1	1	2
04	Carry out basic electrical operations at home	SOC24S1U04V1	1	2
05	Perform routine maintenance of Refrigerator and Air-conditioning system	SOC24S1U05V1	1	3
06	Install sanitary and other fittings	SOC24S1U06V1	1	2

Qualifications:

National Certificate I in Handy Person will be awarded to those who are competent in units
1+2+3+4+5+6

Qualification Code: SOC24SQ1L118

Competency Standard for

HANDY PERSON

Unit No	Unit Title
1.	Practice housekeeping procedures
2.	Apply safety practices
3.	Assemble furniture's and finish simple wood-based items
4.	Carry out basic electrical operations at home
5.	Perform routine maintenance of Refrigerator and Air-conditioning system
6.	Install sanitary and other fittings

Competency Standard Development Process

The competencies were determined based on the analysis of the tasks required for performing basic technical services for households. The task analysis was based on the existing documents prepared among the experts in the industry and on the advice of the experts in the different technical fields in Maldives. Competency standards used for similar type of training in other countries were also examined.

The competency standard was formulated based on existing National Competency Standards of Carpentry, Electrician, Refrigeration and Air Conditioning Mechanic and Plumber. The aim of this competency standard is to train and upskill people to handle basic household issues.

Unit 01

UNIT TITLE	Practice housekeeping procedures				
DESCRIPTOR	This unit covers the knowledge, skills and attitudes required to apply the basic housekeeping procedures.				
CODE	SOC24S1U01V1	LEVEL	1	CREDIT	0.5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Sort and remove unnecessary items	1.1 Reusable, recyclable materials are sorted according to their types 1.2 Unnecessary items are removed and disposed off
2. Arrange items	2.1 Items are arranged in accordance to their types 2.2 Work area is arranged according to the activity requirements 2.3 Activities are prioritized based on instructions. 2.4 Items are provided with clear and visible identification marks based on procedure 2.5 Safety equipment are kept clear and accessible based on instructions
3. Maintain work area, tools and equipment	3.1 Cleanliness and orderliness of work area is maintained 3.2 Tools and equipment are cleaned in accordance with manufacturer's instructions/manual 3.3 Minor repairs are performed on tools and equipment in accordance with manufacturer's instruction/manual 3.4 Defective tools and equipment are identified and taken for maintenance
4. Follow standardized work process and procedures	4.1 Materials for common use are maintained in designated area 4.2 Work is performed according to the manufacturer's instructions/manual
5. Perform work spontaneously	5.1 Work is performed as per the instruction on the manual

Tools, equipment and material used in this unit may include

Unnecessary items;

- Non-recyclable materials
- Unserviceable tools and equipment
- Waste materials

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Minor repair;

- Replacement of parts
- Application of lubricants
- Sharpening of tools
- Tightening of nuts, bolts and screws

ASSESSMENT GUIDE

Forms of assessment

Assessment for the unit needs to be holistic and must include real or simulated workplace activities.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

- Third party report
- Interview
- Demonstration with questioning

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

Critical aspects (for assessment)

This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Work process and procedures• Safety signs and symbols• Environmental requirements relative to work safety• Accident/Hazard reporting procedures	<ul style="list-style-type: none">• Basic communication skills• Interpersonal skills• Reading skills required to interpret instructions• Reporting/recording accidents and potential hazards

Unit 02

UNIT TITLE	Apply safety practices				
DESCRIPTOR	This unit covers the competencies required to apply safety practices at home				
CODE	SOC24S1U02V1	LEVEL	1	CREDIT	0.5

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Identify hazardous area	1.1 Hazards are identified correctly and accurately
2. Use protective clothing and devices	2.1 Appropriate <i>protective clothing and devices</i> correctly selected and used
3. Perform safe handling of tools, equipment and materials	3.1 Safety procedures for pre-use check and operation of tools and equipment are followed 3.2 Tools, equipment and materials are handled safely
4. Perform first aid	4.1 First aid treatment of injuries is carried out according to the recommended procedures
5. Use fire extinguisher	5.1 Fire extinguisher selected and operated correctly according to the type of fire.

Tools, equipment and material used in this unit may include

Hazards;

- Cluttered tools and materials
- Slippery floors (caused by oil, grease or any liquid)
- Exposed electrical wires
- Sharp edges
- Machine without guards or with exposed moving parts

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Devices;

- safety glasses/goggles
- safety shoes
- overalls
- cap
- gloves

Injuries;

- burns/scalds
- fractures
- cuts and abrasions
- poisoning
- foreign bodies in the eye
- concussion
- shock

Type of fires;

- common combustibles (wood, cloth, paper, rubber and plastic)
- flammable liquids (gasoline, oil, solvents, paints, etc.)
- energized electrical equipment (wiring, fuse boxes, circuit breakers, appliances, etc.)
- combustible metals (magnesium, sodium, etc.)

ASSESSMENT GUIDE

Forms of assessment

Assessment for the unit needs to be holistic and must include real or simulated workplace activities.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

- Demonstration
- Written or oral short answer questions
- Practical exercises

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

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Critical aspects (for assessment)

- Identified hazardous area
- used protective clothing and devices
- handled tools, equipment and materials properly
- performed first aid
- used fire extinguisher

This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Safety precautionary measures• Housekeeping• Machine tools• First aid• Engineering materials• Fire extinguishers	<ul style="list-style-type: none">• Operating machine tools• Handling tools and materials• Interpreting instructions

Unit 03

UNIT TITLE	Assemble furniture's and finish simple wood-based items				
DESCRIPTOR	This unit covers the competencies required to assemble furniture's and finish a simple wood-based item				
CODE	SOC24S1U03V1	LEVEL	1	CREDIT	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Assemble the wooden components of the furniture	1.1. Components trial assembled ensuring correct fit 1.2. Components assembled employing appropriate assembling techniques using appropriate adhesives, bolts and / or other fixtures 1.3. Adhesives or bolts used in accordance with manufactures instruction 1.4. Overall accuracy checked in terms of measurements and standard work practices 1.5. Quality of the product checked in terms of rigidity, steadiness, angular accuracy and neatness
2. Apply, Lacquer / Top coat / Automotive paint	2.1. Mixture prepared to the required viscosity, according to manufacturer's instructions and adding, retardants if required according to climatic conditions 2.2. Finishing material applied under suitable environmental conditions using brush / spray gun / pounce bag and adhering to relevant safety and health practices 2.3. Final finish obtained to comply with the specified surface finish

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Tools, equipment and material used in this unit may include

The material used for furniture may include the following:

- Plywood
- H. D. F. / M. D. F. board
- Chipboard
- Hard board
- Boxboard
- P. V. C. board
- Fittings & accessories

Tools and equipment used in this unit may include:

- Portable power tools
- Safety gear and equipment
- Cleaning equipment
- Hand tools such as;
 - Bench tools
 - Gouges
 - Measuring tape
 - Marking knife
 - Claw hammer

Depending on the finish required for the furniture, a selection may be made from the following:

- Enamel paint finish
- Varnish finish
- Special finishes to withstand and or resist chemicals and also to resist fire for short durations

ASSESSMENT GUIDE

Forms of assessment

Assessment for the unit needs to be holistic and must include real or simulated workplace activities.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

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Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

Critical aspects (for assessment)

- Understanding and interpretation of the plans, specifications, sketches and instructions.
- Ability to make component members to given dimensions and shapes using the most appropriate joinery.
- To make the carvings according to the given design.
- To assemble components according to the given sketches, plans and instructions and make the unit rigid and is fit for the purpose and use.
- Safety precautions.

This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Selection of appropriate tools, machinery, materials and methods to suit the requirement• Assembling methods for furniture items• Safety precautions and use of safety gear and equipment	<ul style="list-style-type: none">• Read and interpret furniture instructions.• Assemble timber and other related material to form furniture.• Fix and fit locks and other fittings.• Follow relevant safety practices in all operations and use safety gear.

Unit 04

UNIT TITLE	Carry out basic electrical operations at home				
DESCRIPTOR	This unit covers the competencies required to carry out basic electrical operations at home				
CODE	SOC24S1U04V1	LEVEL	1	CREDIT	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Change a light bulb	1.1 The power is turned off before attempting to remove the light bulb 1.2 The bulb is allowed to cool before removing it 1.3 The bulb is pulled off the socket by gently turning it anticlockwise 1.4 The replacement bulb is inserted into the socket by turning it clockwise 1.5 The power is restored 1.6 The old bulb is disposed
2. Replace a switch board and related accessories	2.1 Power is turned off from the main circuit breaker or fuse panel. 2.2 The switch plate is unscrewed and removed. 2.3 The voltage tester is used to make sure that the circuit is dead. 2.4 The switch is unscrewed from the electrical box and pulled out with the wires still attached. 2.5 The new switch is compared with the one being replaced to find the corresponding locations for the electrical screw connectors 2.6 The first wire is attached to the same-colored screw on the new switch as it was on the old; the same is done with the second

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	2.7 The new, wired switch is gently pushed back into the electrical box and screwed in place. 2.8 The switch plate is screwed and the power is turned on.
3. Change appliance cords and plugs	3.1 The cord is cut off about 2 inches above the plug. 3.2 The two prongs are squeezed off the new plug together and pulled out of the casing. 3.3 The cord is slipped through the plug casing. 3.4 The cord is pushed into the slot at the back of the unit. 3.5 The prongs are squeezed closed (together). 3.6 The unit is sledged back into the casing and the plastic insulator is replaced.
4. Clean out the agitator of the washing machine	4.1 The cap of the agitator is taken off and it is pulled off the shaft 4.2 The odds and end underneath are cleaned properly 4.3 The agitator is reassembled.

Tools, equipment and material used in this unit may include

Electrician's tool kit;

Control and protective switchgear used in domestic electrical installations

- Wires, cables and cable cutter
- Electrical conduit
- Anchor bolts
- Insulation tape
- Electrical measuring and detected instruments includes:
 - Continuity tester/ buzzer
 - Clamp-on meter
 - Insulation resistance testers
 - Multi-meter

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ASSESSMENT GUIDE

Forms of assessment

Assessment for the unit needs to be holistic and must include real or simulated workplace activities.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

Critical aspects (for assessment)

- Safety of self, others and property
- Adherence to standards and latest regulations

This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Type of electrical control and protection switchgear and accessories used in domestic electrical installations• Types of electrical accessories used in domestic installations• Electrical tools and measuring instruments used in domestic electrical installation work	<ul style="list-style-type: none">• Use the correct type of electrician's tools and measuring instruments

Unit 05

UNIT TITLE	Perform routine maintenance of Refrigerator, Air-conditioning system				
DESCRIPTOR	The unit covers the competencies required to perform routine maintenance of refrigerator and air-conditioning.				
CODE	SOC24S1U05V1	LEVEL	1	CREDIT	2

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
5. Clean and/or Replace Air Filter	5.1 The cooling system is turned off 5.2 The filters are located and removed 5.3 The air filter is soaked in warm, soapy water 5.4 The filter is air dried. 5.5 The cleaned filter is replaced.
6. Keep the refrigerator clean, cool and defrosted	6.1 The freezer is switched off 6.2 The door is left ajar for ice to get melted. 6.3 A very mild odorless cleaner is used to wipe down the inside 6.4 The refrigerator is dried thoroughly with a clean lint free cloth 6.5 The freezer is switched on

Tools, equipment and material used in this unit may include

- General electricians' and mechanics' tools
- Air conditioning tools and equipment
- Testing & measuring instruments
- Personal safety equipment

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ASSESSMENT GUIDE

Forms of assessment

Assessment for the unit needs to be holistic and must include real or simulated workplace activities.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

Critical aspects (for assessment)

- Safety of self, others and property

This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Reading and interpretation of manufacturer's manuals, drawings, sketches pertaining to installation/repair/servicing of refrigerators and air conditioners	<ul style="list-style-type: none">• Refer manufacturer's manuals/ specification etc., on installation/repair /servicing or maintenance Ref & AC Systems

Unit 06

UNIT TITLE	Install sanitary and other fittings				
DESCRIPTOR	The unit covers the competencies required to install simple sanitary and other fittings				
CODE	SOC24S1U06V1	LEVEL	1	CREDIT	3

ELEMENTS OF COMPETENCIES	PERFORMANCE CRITERIA
1. Install simple sanitary fittings	<p>1.1 The items are checked against manufacturer's instructions and assembled any sub components as necessary .</p> <p>1.2 Fittings are installed and connected without damage or distortion to fittings, pipe work, environment or to other services</p> <p>1.3 Completed installation, checked for correct functioning and compliance with correct specifications</p>
2. Install kitchen water supply fitting	<p>2.1 The items are checked against manufacturer's instructions and assembled any sub components as necessary.</p> <p>2.2 Water supply connected and operation of items checked to identify any operational defects and causes</p> <p>2.3 Defects or faults identified and corrected as necessary</p>

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Tools, equipment and material used in this unit may include

The following tools, equipment and material may be used for this unit:

- Pliers-small / large
- Hammer
- Measuring tape
- Lubricants
- Relevant pipes, pipe fittings, fixtures other accessories
- Chalk
- Screw drivers- two types in three sizes

ASSESSMENT GUIDE

Forms of assessment

Assessment for the unit needs to be holistic and must include real or simulated workplace activities.

Evidence of performance may be provided by customers, team leaders/members or other persons, subject to agreed authentication arrangements.

Assessment context

Assessment of this unit must be completed on the job or in a simulated work environment which reflects a range of safe working practices.

Critical aspects (for assessment)

- Instructional details made available by manufacturers
- Orally, or by other methods of communication, answer questions asked by the assessor.
- Identify superiors who can be approached for the collection of competency evidence where appropriate.
- Present evidence of credit for any off-job training related to this unit

This unit may be assessed in conjunction with all and units which form part of the normal job role.

Assessment conditions

It is preferable that assessment reflects a process rather than an event and occurs over a period of time to cover varying circumstances.

UNDERPINNING KNOWLEDGE AND SKILLS

Underpinning Knowledge	Underpinning Skills
<ul style="list-style-type: none">• Functional knowledge of all accessories, fixtures, fittings, specials, pumps and filters• Knowledge in safety requirements and standards	<ul style="list-style-type: none">• Skills in identifying defects in piped systems and restoring it• Handling of personal protective equipment-