



Federal Democratic Republic of Ethiopia
OCCUPATIONAL STANDARD

BASIC LEGAL METROLOGY WORK

NTQF Level I



*Ministry of Education
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Introduction

Ethiopia has embarked on a process of reforming its TVET-System. Within the policies and strategies of the Ethiopian Government, technology transformation – by using international standards and international best practices as the basis, and, adopting, adapting and verifying them in the Ethiopian context – is a pivotal element. TVET is given an important role with regard to technology transfer. The new paradigm in the outcome-based TVET system is the orientation at the current and anticipated future demand of the economy and the labor market.

The Ethiopia Occupational Standards (EOS) is the core element of the Ethiopian National TVET-Strategy and an important factor within the context of the National TVET-Qualification Framework (NTQF). They are national Ethiopian standards, which define the occupational requirements and expected outcome related to a specific occupation without taking TVET delivery into account.

This document details the mandatory format, sequencing, wording and layout for the Ethiopia Occupational Standard which comprised of Units of Competence.

A Unit of Competence describes a distinct work activity. It is documented in a standard format that comprises:

- Occupational title and NTQF level
- Unit title
- Unit code
- Unit descriptor
- Elements and Performance criteria
- Variables and Range statement
- Evidence guide

Together all the parts of a Unit of Competence guide the assessor in determining whether the candidate is competent.

The ensuing sections of this EOS document comprise a description of the occupation with all the key components of a Unit of Competence:

- chart with an overview of all Units of Competence for the respective level (Unit of Competence Chart) including the Unit Codes and the Unit titles
- contents of each Unit of Competence (competence standard)
- occupational map providing the Technical and Vocational Education and Training (TVET) providers with information and important requirements to consider when designing training programs for this standards and for the individual, a career path

UNIT OF COMPETENCE CHART

Occupational Standard: Basic Legal Metrology Work		
Occupational Code: TRD LMW		
<i>NTQF Level I</i>		
TRD LMW1 01 0215 Follow Defined OHS Policies and Procedures	TRD LMW1 02 0215 Interpret Technical Drawing	TRD LMW1 03 0215 Operate Personal Computer
TRD LMW1 04 0215 Verify Weights & Non-automatic Mechanical Weighing Instrument	TRD LMW1 05 0215 Verify Dimensional Measuring Instrument	TRD LMW1 06 0215 Transport Safely Using Manual Handling Methods
TRD LMW1 07 0215 Follow Basic Principles of Operation of Devices	TRD LMW1 08 0215 Use Hand Tools and Test Instruments	TRD LMW1 09 0215 Apply Knowledge of Legal System to Complete Tasks
TRD LMW1 10 0215 Apply Quality Standards	TRD LMW1 11 0215 Work with Others	TRD LMW1 12 0215 Receive and Respond to Workplace Communication
TRD LMW1 13 0215 Demonstrate Work Values	TRD LMW1 14 0215 Develop Understanding of Entrepreneurship	TRD LMW1 15 0215 Apply 3S

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Follow Defined OHS Policies and Procedures
Unit Code	TRD LMW1 01 0215
Unit Descriptor	<p>This unit covers the skills and knowledge and attitudes required to This unit covers general Occupational Health and Safety (OHS) requirements in all organization functional areas. It covers the basic OHS responsibilities all staff members are expected to be able to uphold and maintain and is therefore appropriate for all organization staff.</p> <p>This unit supports the attainment of skills and knowledge required for competent workplace performance in organization of all sizes. Knowledge of the legislation and regulations within which an organization must operate is essential.</p>

Elements	Performance Criteria
1. Identify workplace procedures for occupational health and safety	<p>1.1. Familiarity with OHS policies and procedures is developed and maintained on an ongoing basis in accordance with departmental practices.</p> <p>1.2. OHS manuals and instructions are identified and accessed accordingly.</p> <p>1.3. Work area is managed by the individual and maintained in accordance with OHS standards for the workplace.</p>
2. Follow workplace procedures for hazard identification and risk control	<p>2.1. Hazards in the work area are recognized and reported to designated personnel according to workplace procedures.</p> <p>2.2. Workplace procedures and work instructions for controlling risks are followed accurately.</p> <p>2.3. Workplace procedures for dealing with accidents, fire and emergencies are followed whenever necessary within the scope of responsibilities and competencies.</p>
3. Contribute to management of OHS in the workplace	<p>3.1. OHS issues are raised with designated personnel in accordance with workplace procedures and relevant OHS legislation.</p> <p>3.2. Contributions to OHS in the workplace are made within organizational procedures and scope of responsibilities.</p> <p>3.3. A proactive approach to OHS in the workplace is demonstrated.</p>

Variable	Range
Procedures	may include: <ul style="list-style-type: none"> hazard procedures

	<ul style="list-style-type: none"> • emergency procedures • accident and incident procedures • procedures for use of personal protective equipment • reporting procedures for accidents, incidents, hazards and emergencies • risk control.
Work area	<p>may include:</p> <ul style="list-style-type: none"> • desk • office, including closed door or open plan style • indoor or outdoor location • immediate workstation space, including computer equipment and filing and storage areas. • reception area.
Hazards	<p>may include:</p> <ul style="list-style-type: none"> • damaged or broken furniture and fittings • spillages • damaged or worn equipment • items blocking exits • cords or ropes across walkways • items of equipment in areas of pedestrian traffic • slippery surfaces • breakages • heavy lifting.
Emergencies	<p>may include:</p> <ul style="list-style-type: none"> • chemical spills • fires • bomb scares • armed robberies.
Contributions to OHS in the workplace	<p>may include:</p> <ul style="list-style-type: none"> • OHS committees • team or work group meetings where OHS information is discussed and shared with colleagues • attendance at OHS seminars where continuous learning and development in OHS matters is developed • participating in continuous improvement processes.
A proactive approach to OHS in the workplace	<p>may be demonstrated by:</p> <ul style="list-style-type: none"> • identifying opportunities to avoid hazards that are not obvious to others • initiating changes to procedures and processes to avoid or reduce the risk of hazards in the workplace.

Evidence Guide	
Critical Aspects of Competence	<p>Demonstrates skills and knowledge competences to:</p> <ul style="list-style-type: none"> • follow defined OHS policies and procedures in the workplace

	<ul style="list-style-type: none"> • recognise and report hazards and potential hazards in the workplace • identify and follow all relevant workplace procedures, including OHS and emergency procedures • contribute actively to management of OHS in the workplace.
Underpinning Knowledge and attitudes	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • procedures relating to hazards, fires, emergencies, accidents and risk control • meaning of OHS signs and symbols relevant to area of work.
Underpinning Skills	<p>Demonstrate skills of:</p> <ul style="list-style-type: none"> • identifying risks and hazards • verbal communication skills • filling in accident and incident forms • participating in group meetings and sharing information with others • interpreting OHS signs and symbols • deciding appropriate action in emergencies by utilising basic problem-solving techniques • using two-way radio if relevant to workplace requirements.
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Interpret Technical Drawing
Unit Code	TRD LMW1 02 0215
Unit Descriptor	This unit covers interpreting technical drawing applying to any of the full range of engineering disciplines. Technical drawings may utilize perspective, exploded views or hidden view techniques. Technical drawings may include symbol glossaries.

Elements	Performance Criteria
1. Select correct technical drawing	1.1 Drawing is checked and validated against job requirements or equipment. 1.2 Drawing version is checked and validated.
2. Interpret technical drawing	2.1 Components, assemblies or objects are recognized as required. 2.2 Dimensions are identified as appropriate to field of employment. 2.3 Instructions are identified and followed as required. 2.4 Material requirements are identified as required. 2.5 Symbols in the drawing are recognized as appropriate. 2.6 Technical drawings are interpreted.

Variable	Range
Interpreting technical drawing	<ul style="list-style-type: none"> an extensive work and the candidate is not required to have complete familiarity with all its contents, the application of would usually be in line with standard operating procedures; interpretation may require guidance particularly in respect to any geometric tolerance

Evidence Guide	
Critical Aspect of Competence	Must demonstrate skills and knowledge competence to: <ul style="list-style-type: none"> describe relationship between the views contained in the drawing explain objects represented in the drawing identify and apply units of measurement used in the preparation of the drawing identify and explain dimensions of the key features of the objects depicted in the drawing identify and use symbols applied in the drawing undertake numerical operations, geometry and

	<p>calculations/formulae within the scope</p> <ul style="list-style-type: none"> • read, interpret information on the drawing, written job instructions, specifications, standard operating procedures, charts, lists and other applicable reference documents
Underpinning Knowledge and Attitudes and Attitude	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • relationship between the views contained in the drawing • objects represented in the drawing • units of measurement used in the preparation of the drawing • dimensions of the key features of the objects depicted in the drawing • understanding of the instructions contained in the drawing • the actions to be undertaken in response to those instructions • the materials from which the object(s) are made • any symbols used in the drawing as described in range statement • hazard and control measures associated with interpreting technical drawings, including housekeeping • safe work practices and procedures
Underpinning Skills	<p>Demonstrates skills in:</p> <ul style="list-style-type: none"> • checking the drawing against job requirements/related equipment in accordance with standard operating procedures • confirming the drawing version as being current in accordance with standard operating procedures • where appropriate, obtaining the current version of the drawing in accordance with standard operating procedures • reading, interpreting information on the drawing, written job instructions, specifications, standard operating procedures, charts, lists and other applicable reference documents • checking and clarifying task related information • undertaking numerical operations, geometry and calculations/formulae within the scope
Resources Implication	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	<p>Competence may be assessed in the work place or in a simulated work place setting.</p>

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Operate Personal Computer
Unit Code	TRD LMW1 03 0215
Unit Descriptor	This unit defines the competence required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying programs, navigating a directory structure, saving work, printing, closing down the PC and word processing.

Elements	Performance Criteria
1. Start the computer	<p>1.1 Peripheral device connections are checked for correct position.</p> <p>1.2 Input voltage for the device is checked based on the OHS standards.</p> <p>1.3 Power is switched on at both the power point and computer.</p>
2. Access basic system information	<p>2.1 User name and password are inserted as prompted and access, privacy, security and related conditions of use displayed are noted on introductory screens.</p> <p>2.2 Operating system is navigated to access system information to identify system configuration and application versions in operation.</p> <p>2.3 On-line help functions are used as required.</p>
3. Navigate and Manipulate desktop environment	<p>3.1 Desktop icons are created and customized.</p> <p>3.2 Desktop icons are selected, opened and closed to access application programs.</p> <p>3.3 Application windows are manipulated and desktop is returned to original conditions.</p>
4. Organize basic directory/ folder structure and files	<p>4.1 Directories and subdirectories are created and named.</p> <p>4.2 Attributes of directories are identified.</p> <p>4.3 Subdirectories between directories are moved.</p> <p>4.4 Directories are renamed as required.</p> <p>4.5 Directories and subdirectories are accessed via different paths.</p>
5. Organize files for user and/or organization requirements	<p>5.1 System browser is used to search drives for specific files.</p> <p>5.2 Most commonly used types of files in the directories are accessed.</p> <p>5.3 Groups of files are selected, opened and renamed as</p>

	<p>required.</p> <p>5.4 Files between directories are moved.</p> <p>5.5 Files to disks are copied.</p> <p>5.6 Deleted files are restored as necessary.</p> <p>5.7 Disks are erased and formatted as necessary.</p>
6. Print information	<p>6.1 Printers are added if required and ensured to have correct printer settings.</p> <p>6.2 Default printer is changed if appropriate.</p> <p>6.3 Information is printed from an installed printer.</p>
7. Operate application software	<p>7.1 Documents and customized basic settings are created to meet page layout conventions.</p> <p>7.2 Document and create tables are formatted.</p> <p>7.3 Images and use mail merge are added.</p> <p>7.4 Basic print settings and print documents are selected.</p>

Variable	Range
Peripheral device	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Mouse, keyboard, visual display unit, monitor and printer
OHS standards	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Correct posture, lighting, type of desk, type of monitor, style of chair, typing position, repetitive strain injury prevention, ventilation, light position, correct lifting method, and length of time in front of computer • physical safety considerations such as general electrical safety and cabling, power supply and leads as they apply to computer and peripheral installations
Computer	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Laptops, workstations, servers or other devices
Operating System	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Linux 7.0 or above, Windows 2000 or above, Apple OS X or above
System information	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • hardware and software components that run a computer
On-line help functions	<ul style="list-style-type: none"> • instruction manual or a portion of the manual, integrated into the program.
Application programs	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • database programs, word processors, email programs, internet browsers, system browsers and spreadsheets
Attributes	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Indicates several properties of the directory, for example, they

	indicate whether the directory is read-only, whether it needs to be backed up, and whether it is visible or hidden
System browser	May include but is not limited to Windows explorer
Disks	May include but not limited to: <ul style="list-style-type: none"> Floppy disks, CDS, CD-RW (compact disks-read write), DVD RW, zip disks, flash drives, solid state hard drives
Printer settings	May include but not limited to: <ul style="list-style-type: none"> Layout, paper size, paper tray, cartridge type, number of copies, orientation

Evidence Guide

Critical aspects of Competence	Demonstrate knowledge and skills to: <ul style="list-style-type: none"> Confirm the ability to use software, navigate around the desktop, use system features to perform tasks, and save results of work Ensure the ability to create open and retrieve documents, customize basic settings, format documents, create tables, add objects and images, and save and print documents
Underpinning Knowledge and Attitudes	Demonstrates knowledge of: <ul style="list-style-type: none"> Organizational benchmarks for minimum typing skills, including speed and accuracy Creating and opening documents Formatting documents Inserting tables and images Saving, printing and closing documents Mail merge function Basic keyboarding skills Computer functions Basic parts of a computer and various hardware components Storage devices and basic categories Basic software operation
Underpinning Skills	Demonstrates skills to: <ul style="list-style-type: none"> Access basic system information Operate application software
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> Interview / Written Test Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Verify Weights & Non-automatic Mechanical Weighing Instrument
Unit Code	TRD LMW1 04 0215
Unit Descriptor	This unit covers the knowledge, skills and attitudes needed to identify, inspect, verify and decision based on the legal aspect of weights & non-automatic mechanical weighing instruments under legal metrology control.

Elements	Performance Criteria
1. Plan and Prepare Tasks	<p>1.1 Measuring instruments to be verified are identified.</p> <p>1.2 Appropriate equipment and standards are selected based on the standard requirement.</p> <p>1.3 Supportive documents and reference standards are prepared and used.</p>
2. Perform adjustment (simple repair)	<p>2.1 Availability of all accessories and parts is checked.</p> <p>2.2 The functionality of the non-automatic mechanical balance is checked.</p> <p>2.3 Adjustment or simple repair are performed in accordance with legislation, organizational guidelines and Instrument manual if required.</p>
3. Carry out Pre-verification works	<p>3.1 Weights and balances are cleaned if necessary.</p> <p>3.2 Balances are put in a level position and the reading is confirmed to be zero.</p> <p>3.3 Data sheet is prepared for data collection.</p>
4. Perform verification	<p>4.1 The standard weights and the weights to be verified and put gently are handled according to the procedures.</p> <p>4.2 Readings are collected as per the standard requirement.</p> <p>4.3 Clean and in place the standard weights are put in its storage case.</p>
5. Generate result and act	<p>5.1 Error calculation is performed by subtracting the instrument reading from the standard value.</p> <p>5.2 The maximum error calculated is taken.</p> <p>5.3 The calculated error is compared against the maximum permissible error.</p> <p>5.4 Conformance report is prepared and verification sticker or stamp put in accordance with the legislation requirement and</p>

	organizational procedures if the result comply the standard requirement; otherwise take an action based on the law.
6. Maintain statutory/Legal records	<p>6.1 Test reports are used to present verification results in the required format</p> <p>6.2 Verification documentation is completed in accordance with legislative requirements and organizational procedures</p> <p>6.3 Accurate and complete records are kept in accordance with licensing requirements.</p>

Variable	Range
Measuring Instruments	<p>Include the following:</p> <ul style="list-style-type: none"> • Weights under legal control • Non-automatic mechanical balances under legal metrology control
Equipment and standards	<p>May include the following but not limited to:</p> <ul style="list-style-type: none"> • Non-automatic verification balances • Comparator balances • Standard weights • Tweezers • Toggles • Gloves • Brush
Supportive documents and reference standards	<p>May include the following but not limited:</p> <ul style="list-style-type: none"> • Reference Standard Certificates of Verification • Test procedures for verifying measuring instruments • Organizational procedures e.g. company quality assurance manual • National Measurement Act • Occupational Health and Safety (OHS) regulations, guidelines and procedures material data safety sheets • Equipment manuals and warranty, supplier catalogues and handbooks
Accessories and parts	<p>May include the following but not limited to:</p> <ul style="list-style-type: none"> • Load receptor • Levers • Supplementary weights • Indicators • Display units • Knife edge
Non-automatic mechanical balance	<p>May include the following but not limited to:</p> <ul style="list-style-type: none"> • Mechanical Self-indicating balance

	<ul style="list-style-type: none"> • Semi self-indicating balances • Beam balance • Ungraduated balances • All armed balances
Verification	Covers only periodic or subsequent verification
Maximum permissible errors	<ul style="list-style-type: none"> • The Maximum allowable deviation of the instrument reading from the true value/standard readings/
Verification Sticker or stamp	A mark attached on verified instrument when it fulfils the standard requirement

Evidence Guide	
Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> • Identify, access and apply test procedures • Identify and use suitable reference standards • Install and repair weighing instruments to meet statutory requirements • Carried out verification • Conduct error calculation, interpret and take actions • Report results in the required formats and expected timeframe
Underpinning Knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Design, major components and functions for weights and non-automatic mechanical balances. • Licensing requirements for a verifier including: <ul style="list-style-type: none"> ➢ Quality management system ➢ License conditions ➢ Maintenance of statutory records • General chemical and physical principles and concepts including weight, mass and gravity • Knowledge of the operating procedures across a range of environments including laboratories, retail, manufacturing, industrial, mining, construction, medical, chemical, petroleum, farming and abattoirs. • Knowledge of metrological terms and terminology specific to weighing instruments such as maximum permissible errors, traceability, uncertainty, maximum permissible difference, eccentricity, repeatability, error of measurement, error of indication and linearization. • National measurement legislation applicable to non-automatic weighing instruments • Detailed knowledge of national test procedures and operating procedures for equipment and reference standards used in job role including: <ul style="list-style-type: none"> ➢ Purpose of test ➢ Test conditions and possible environmental impacts on performance of the instrument

	<ul style="list-style-type: none"> ➤ Key preparation/measurement steps in test method ➤ Calculation steps to give results in appropriate units and precision ➤ Maximum permissible errors for non-automatic mechanical weighing instruments under inspection • Procedures for completing verification documentation • Organisational policy and procedures for verifying non – automatic mechanical weighing instruments • Safety principles and procedures relevant to instruments and test environment • Basic first aid and site safety induction if required • Types and uses of equipment and standards • Safe handling procedures in using measuring instruments and standards • Fundamental operation of mathematics • Practicing and applying legal metrology aspects based on law and standards
Underpinning Skills	<p>Demonstrate skills of:</p> <ul style="list-style-type: none"> • Diagnosing faults in non-automatic mechanical weighing instruments • Installing and simple repairing weighing instruments with a basic design • Accessing, interpreting and applying a range of documents for the verification of weighing instruments including: <ul style="list-style-type: none"> ➤ National measurement legislation ➤ Routine national test procedures ➤ Certificates of approval ➤ National measurement institute verification policy ➤ National and international design rules ➤ Pattern approval documents • Accessing and interpreting Certificates of Verification for a limited range of reference standards • Performing verifications over durations of up to one day in routine environments • Using advanced communication and negotiation skills to: <ul style="list-style-type: none"> ➤ Explain the purpose of verification ➤ Inform traders of non-compliances and consequences of failing to rectify them ➤ Explain verification procedures and outcomes to traders and managers • Accessing, transporting, setting up, validating, using and maintaining a limited range of test equipment and reference standards • Identifying and evaluating environmental impacts on performance of a range of non-automatic mechanical weighing instruments

	<ul style="list-style-type: none"> • Conducting tests and recording results with close attention to detail and accuracy • Performing calculations involving: <ul style="list-style-type: none"> ➢ Fractions, decimals, ratios, proportions and percentages ➢ Scientific notation, correct units and the correct number of significant figures ➢ Interpretation of statistical quantities, such as mean, median, mode, range, variance and standard deviation • Analysing performance results over a number of operating conditions • Planning routine tasks • Developing/implementing an efficient verification strategy that has a limited impact on traders, the public, employees and suppliers • Demonstrating professionalism and maintaining the rights of the trader at all times • Solving routine/expected problems • Working safely which may include applying basic first aid, confined space entry and working with heavy machinery • Communication skills
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Verify Dimensional Measuring Instrument
Unit Code	TRD LMW1 05 0215
Unit Descriptor	This unit of competency covers the ability to apply National Test Procedures to determine whether a dimensional measuring instrument is suitable for trade and then mark it accordingly. It also involves the installation and/or simple repair of dimensional measuring instruments.

Elements	Performance Criteria
1. Plan and Prepare Tasks	<p>1.1 Dimensional measuring instruments to be verified are identified.</p> <p>1.2 Appropriate equipment and standards are selected based on the standard requirement.</p> <p>1.3 Supportive documents and reference standards are prepared and used.</p>
2. Perform installation (simple repair)	<p>2.1 Availability of all accessories and parts is checked and cleaned if necessary.</p> <p>2.2 Specified test equipment is ensured to fit for purpose in accordance with applicable legislation and organizational procedures.</p> <p>2.3 Installation or simple repair is performed in accordance with legislation, organizational guidelines and Instrument manual (if required).</p>
3. Pre-verification	<p>3.1 The dimensional measuring instrument is cleaned if necessary.</p> <p>3.2 Dimensional measuring instrument reading to zero is adjusted if necessary.</p> <p>3.3 Data sheet is prepared for data collection.</p>
4. Perform Verification	<p>4.1 The verification is conducted in accordance to the documented procedure and legislation requirement.</p> <p>4.2 Readings are collected as per the standard requirement.</p> <p>4.3 The standard and verified instrument is cleaned and put in place.</p>
5. Generate Result and act	<p>5.1 Error calculation is performed by subtracting the instrument reading from the standard value.</p> <p>5.2 The maximum error calculated is taken.</p> <p>5.3 The maximum permissible errors for the instrument are identified from the legislative and standard requirements.</p>

	<p>5.4 Maximum error calculated is compared against the maximum permissible error.</p> <p>5.5 Conformance report is prepared and verification sticker or stamp put in accordance with standard procedure or legislation requirement if the result comply the standard requirement; otherwise take an action based on the law.</p>
6. Maintain statutory/Legal records	<p>6.1 Test reports are used to present verification results in the required format</p> <p>6.2 Verification documentation is completed in accordance with legislative requirements and organizational procedures</p> <p>6.3 Accurate and complete records are kept in accordance with licensing requirements</p>

Variable	Range
Dimensional measuring instruments	<p>May Include the following but not limited to:</p> <ul style="list-style-type: none"> • Metter stick • Tape meter • Calipers • Thickness gauge • Rulers • Dipsticks • Area measuring instruments • Multi-dimensional measuring instruments
Equipment and standards	<p>May include the following but not limited to:</p> <ul style="list-style-type: none"> • Standard and instrument holders • Tweezers • Gauge blocks • Standard Tape meters • Working bench
Supportive documents and reference standards	<p>May include the following but not limited :</p> <ul style="list-style-type: none"> • Reference Standard Certificates of Verification • Test procedures for verifying measuring instruments • Organizational procedures e.g. company quality assurance manual • National Measurement Act • Occupational Health and Safety (OHS) regulations, guidelines and procedures material data safety sheets • Equipment manuals and warranty, supplier catalogues and handbooks
Maximum permissible errors	<ul style="list-style-type: none"> • The Maximum allowable deviation of the instrument reading from the true value/standard readings/
Verification sticker	<ul style="list-style-type: none"> • A mark attached on verified instrument when it fulfills the

or stamp	standard requirement
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Evidence Guide	
Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> • Selected proper measuring standards and equipment according to tasks • Carried out verification • Conduct error calculation, interpret and take actions • Maintained and stores instruments
Underpinning Knowledge	<p>Demonstrate knowledge and attitude of:</p> <ul style="list-style-type: none"> • Design, major components and functions for dimensional measuring instruments. • Licensing requirements for a verifier including: <ul style="list-style-type: none"> ➢ Quality management system ➢ License conditions ➢ Maintenance of statutory records • General chemical and physical principles and concepts including length, temperature, weight, mass and gravity. • Knowledge of the operating procedures across a range of environments including laboratories, retail, manufacturing, industrial, mining, construction, medical, chemical, petroleum, farming and abattoirs. • Knowledge of metrological terms and terminology specific to weighing instruments such as maximum permissible errors, traceability, uncertainty, maximum permissible difference, eccentricity, repeatability, error of measurement, error of indication and linearization. • National measurement legislation applicable to dimensional measuring instruments • Detailed knowledge of national test procedures and operating procedures for equipment and reference standards used in job role including: <ul style="list-style-type: none"> ➢ Purpose of test ➢ Test conditions and possible environmental impacts on performance of the instrument ➢ Key preparation/measurement steps in test method ➢ Calculation steps to give results in appropriate units and precision ➢ Maximum permissible errors for dimensional measuring instruments under inspection • Procedures for completing verification documentation • Organisational policy and procedures for verifying dimensional measuring instruments • Safety principles and procedures relevant to instruments and test environment • Basic first aid and site safety induction if required

	<ul style="list-style-type: none"> • Types and uses of equipment and standards • Safe handling procedures in using measuring instruments and standards • Fundamental operation of mathematics • Practicing and applying legal metrology aspects based on law and standards
Underpinning Skills	<p>Demonstrate skills of:</p> <ul style="list-style-type: none"> • Diagnosing faults in dimensional measuring instruments • Installing and simple repairing dimensional measuring instruments with a basic design • Accessing, interpreting and applying a range of documents for the verification of dimensional measuring instrument including: <ul style="list-style-type: none"> ➤ National measurement legislation ➤ Routine national test procedures ➤ Certificates of approval ➤ National measurement institute verification policy ➤ National and international design rules ➤ Pattern approval documents • Accessing and interpreting Certificates of Verification for a limited range of reference standards • Performing verifications over durations of up to one day in routine environments • Using advanced communication and negotiation skills to: <ul style="list-style-type: none"> ➤ Explain the purpose of verification ➤ Inform traders of non-compliances and consequences of failing to rectify them ➤ Explain verification procedures and outcomes to traders and managers • Accessing, transporting, setting up, validating, using and maintaining a limited range of test equipment and reference standards • Identifying and evaluating environmental impacts on performance of a range of dimensional measuring instruments • Conducting tests and recording results with close attention to detail and accuracy • Performing calculations involving: <ul style="list-style-type: none"> ➤ Fractions, decimals, ratios, proportions and percentages ➤ Scientific notation, correct units and the correct number of significant figures ➤ Interpretation of statistical quantities, such as mean, median, mode, range, variance and standard deviation • Analysing performance results over a number of operating conditions • Planning routine tasks • Developing/implementing an efficient verification strategy that has a limited impact on traders, the public, employees and

	<p>suppliers</p> <ul style="list-style-type: none"> • Demonstrating professionalism and maintaining the rights of the trader at all times • Solving routine/expected problems • Working safely which may include applying basic first aid, confined space entry and working with heavy machinery • Communication skills
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the onsite or in-house work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Transport Safely Using Manual Handling Methods
Unit Code	<u>TRD LMW1 06 0215</u>
Unit Descriptor	This unit involves the skills and knowledge required to shift loads using manual handling methods, including assessing the risks associated with relocating the load, planning the relocation process and carrying out the relocation in accordance with the plan.

Elements	Performance Criteria
1. Assess risks arising from the relocation of the load	1.1 Products, goods or materials to be relocated are identified. 1.2 Locations for storage are determined and potential routes to be followed are identified. 1.3 Effect of load relocation on original load base is predicted. 1.4 Points of balance are estimated. 1.5 Required clearances are compared to available space and adjustments made. 1.6 Effects of moving contents which may be loose, liquid, dangerous or hazardous are considered. 1.7 Potential risks in route(s) which may be followed are considered. 1.8 Risks to self arising from the required lifting, load carrying, and set down or movements of the goods are identified. 1.9 Manual handling procedures are identified for lifting, lowering, carrying, pushing and pulling. 1.10 Team lifting processes are considered for application. 1.11 Appropriate personal protective equipments are worn.
2. Plan load relocation	2.1 Relocation of the load is planned consistent with the code of practice for manual handling. 2.2 Process including predicting and planning for potential difficulties for relocating load is proposed. 2.3 Proposed process is checked against code of practice and workplace procedures for compliance.
3. Relocate load	3.1 Actions are loaded for lifting, lowering and carrying, pulling and pushing in accordance with workplace procedures and OHS requirements. 3.2 Applications appropriate for team relocation of load are identified.

	<p>3.3 Team lifting tasks are coordinated.</p> <p>3.4 Planned process and route are followed.</p> <p>3.5 Relocated materials are set down without damage to goods, personnel or equipment and checked for stability.</p> <p>3.6 Relocation is checked to meet work requirements, with any variance(s) reported.</p>
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Variable	Range
General context	<p>May include:</p> <ul style="list-style-type: none"> • Work must be carried out in compliance with the relevant OHS regulations concerning the manual lifting and movement of loads • Work is performed under some supervision generally within a team environment • Work involves the application of the basic principles for the safe lifting and movement of loads when shifting materials using manual handling methods as part of day-to-day work
Worksite environment	<p>May include:</p> <ul style="list-style-type: none"> • The shifting operations may be conducted in a range of work environments by day or night • Customers may be internal or external • Workplaces may comprise large, medium or small worksites • Work may be conducted in: <ul style="list-style-type: none"> • restricted spaces • exposed conditions • controlled or open environments • Materials to be shifted may include: <ul style="list-style-type: none"> ➤ goods ➤ equipment and tools ➤ cleaning materials ➤ components and parts of vehicles and equipment such as tyres, batteries, lifting gear, etc. ➤ materials used in the course of work such as drums of fuel, raw materials, packaging, etc. • Loads to be shifted may be: <ul style="list-style-type: none"> ➤ irregularly shaped ➤ packaged or unpackaged ➤ labelled or unlabelled • Hazards in the work area may include exposure to: <ul style="list-style-type: none"> ➤ chemicals ➤ dangerous or hazardous substances ➤ movements of equipment, goods and materials ➤ Personnel in the work area may include: <ul style="list-style-type: none"> ➤ workplace personnel

	<ul style="list-style-type: none"> ➤ site visitors ➤ contractors ➤ official representatives • Communication in the work area may include: <ul style="list-style-type: none"> ➤ phone ➤ electronic data interchange ➤ fax ➤ e-mail ➤ Internet ➤ radio ➤ oral, aural or signed communications • Depending on the type of organisation concerned and the local terminology used, workplace procedures may include: <ul style="list-style-type: none"> ➤ company procedures ➤ enterprise procedures ➤ organisational procedures ➤ established procedures • Personal protection equipment may include: <ul style="list-style-type: none"> ➤ gloves ➤ safety headwear and footwear ➤ safety glasses ➤ two-way radios ➤ high visibility clothing
Sources of information/documents	<p>May include:</p> <ul style="list-style-type: none"> • Information/documents may include: <ul style="list-style-type: none"> ➤ goods identification numbers and codes ➤ manifests, bar codes, goods and container identification ➤ manufacturer's specifications for equipment/tools ➤ workplace procedures and policies ➤ supplier and/or client instructions ➤ material safety data sheets ➤ codes of practice including the National Standards for Manual Handling and the Industry Safety Code ➤ relevant legislation, regulations and related documentation ➤ award, enterprise bargaining agreement, other industrial arrangements ➤ standards and certification requirements ➤ quality assurance procedures ➤ emergency procedures
Applicable regulations and legislation	<p>May include:</p> <ul style="list-style-type: none"> • Applicable regulations and legislation may include: <ul style="list-style-type: none"> ➤ relevant State/Territory OHS legislation ➤ relevant State/Territory environmental protection legislation ➤ workplace relations regulations ➤ workers compensation regulations ➤ licence, patent or copyright arrangements ➤ dangerous goods and air freight regulations

	<ul style="list-style-type: none"> ➤ export/import/quarantine/bond requirements ➤ marine orders
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Evidence Guide	
Critical Aspects of Competence	<p>Demonstrates skills and knowledge competencies to:</p> <ul style="list-style-type: none"> • Assessment must confirm appropriate knowledge and skills to: • locate, interpret and apply relevant information • provide customer/client service and work effectively with others • convey information in written and oral form • maintain workplace records • select and use appropriate workplace colloquial and technical language and communication technologies in the workplace context • follow the designated work plan for the job • use appropriate techniques and body positioning when lifting, lowering and carrying, pulling and pushing and team lifting
Underpinning Knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Relevant OHS and procedures and guidelines concerning the manual lifting and movement of loads • Risks when manually lifting and handling materials and goods and related precautions to control the risk, including: <ul style="list-style-type: none"> ➤ the load on the spine during lifting ➤ controlled actions on a movement during lifting ➤ rotation and side movement of the spine during lifting ➤ postures and positions during lifting ➤ work layout ➤ weight of the load ➤ load type and position ➤ frequency of shifting operations ➤ distance over which load is to be shifted ➤ time allowed for the shifting of the load ➤ Workplace procedures and policies for the shifting of goods and materials ➤ Housekeeping standards procedures required in the workplace ➤ Site layout and obstacles
Underpinning Skills	<p>Demonstrate skills of:</p> <ul style="list-style-type: none"> • Ability to modify activities depending on differing workplace contexts, risk situations and environments • Ability to read and comprehend simple statements in English including material data safety sheets (where applicable) • Ability to identify containers and goods coding, IMDG markings and, where applicable, emergency information panels

	<ul style="list-style-type: none"> • Ability to estimate the size, shape and special requirements of loads
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Follow Basic Principles of Operation of Devices
Unit Code	TRD LMW1 07 0215
Unit Descriptor	This unit describes the knowledge and skills required to work according to organization policies, procedures and programs.

Elements	Performance Criteria
1. Follow organisation guidelines	1.1 Workplace instructions and policies are followed. 1.2 Organisational programs and procedures are supported within the job role. 1.3 Organisational resources are used for the purpose intended 1.4 Clarification is sought and obtained when necessary
2. Work ethically	2.1 Decisions and actions align within job description are ensured to be consistent with organization philosophy 2.2 Duties are performed promptly and consistently in all workplace activities 2.3 Ensure inappropriate gifts are not accepted 2.4 Client resources and possessions are used for the purpose intended 2.5 Behave in a reasonable and careful manner at all times 2.6 Confidentiality is maintained in accordance with organisation requirements 2.7 Difficulties in carrying out duties are reported to appropriate person/supervisor

Variable	Range
Report	May include: <ul style="list-style-type: none"> • Face-to-face reports • Letters • Memos • Notes • Records • Reports via phone
Organization guidelines	May include: <ul style="list-style-type: none"> • Administrative systems of the workplace including: filing; record-keeping; workplace programs and timetable management systems; use of equipment; staff rosters

	<ul style="list-style-type: none"> • Appropriate relationships with clients • Confidentiality requirements • Gifts and gratuities • Grievance procedures • Job descriptions • WHS • Workplace agreements
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Evidence Guide	
Critical Aspects of Competence	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> • The individual being assessed must provide evidence of specified essential knowledge as well as skills • This unit is most appropriately assessed in the workplace or in a simulated workplace and under the normal range of workplace conditions This may include the use of languages other than English and alternative communication systems • Assessment must include normal range of workers' activities
Underpinning knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • Legal and ethical issues associated with work role • Organisation Work Health and Safety (WHS) policies and procedures • Organisation philosophy • Organisation policies, procedures and programs relating to the work role • Relevance of the work role and functions to maintaining sustainability of the workplace, including environmental, economic, workforce and social sustainability
Underpinning skills	<p>Demonstrate skills to:</p> <ul style="list-style-type: none"> • Follow relevant policies, protocols, guidelines and procedures of the organisation in relation to workers activities • Work within legal and ethical requirements of job role • Demonstrate language, literacy and numeracy competence appropriate to the requirements of the organisation policies and procedures: • this may vary from listening skills when workplace instructions are delivered verbally, to reading skills when worker has to refer to an instruction manual • language used may be English or community language • Use basic workplace technology and equipment in line with workplace requirements and instructions
Resources Implication	<p>Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.</p>

Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none">• Interview / Written Test• Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Use Hand Tools and Test Instruments
Unit Code	TRD LMW1 08 0215
Unit Descriptor	This unit covers the knowledge, skills and attitudes on the safe use, handling and maintenance of tools and test instruments during verification of measuring instruments.

Elements	Performance Criteria
1. Plan and prepare tasks and workstation	1.1 Tasks to be undertaken are properly identified. 1.2 Appropriate hand tools and test instruments are identified and selected according to the task requirements. 1.3 Workstation is made ready in accordance with job requirements/specifications.
2. Prepare hand tools	2.1 Appropriate hand tools are checked for proper operation and safety. 2.2 Unsafe or faulty tools are identified and marked for repair according to standard company procedure.
3. Use hand tools and test equipment	3.1 Tools are used according to tasks undertaken. 3.2 All safety procedures in using tools are observed at all times and appropriate Personal Protective Equipment (PPE) is used. 3.3 Malfunctions, unplanned or unusual events are reported to the supervisor.
4. Maintain hand tools	4.1 Tools are handled without damage according to procedures. 4.2 Routine maintenance of tools is undertaken according to standard operational procedures, principles and techniques. 4.3 Tools are stored safely in appropriate locations in accordance with manufacturer's specifications or standard operating procedures.

Variable	Range
Hand tools and test instruments	May include: <ul style="list-style-type: none"> • Hand tools for adjusting, dismantling, assembling, finishing and cutting. Tool set includes the following but not limited to: screw drivers, pliers, punches, wrenches, files • Test instruments for measuring voltage, current, and resistance. Test instruments include: volt meter, ohmmeter, ammeter,

	frequency meter, power meter, Kwh meter,
Personal Protective Equipment (PPE)	includes the following but not limited to: <ul style="list-style-type: none"> • Gloves • Protective eyewear • Apron/overall
Maintenance	May include: <ul style="list-style-type: none"> • Cleaning • Lubricating • Tightening • Simple tool repairs • Hand sharpening • Adjustment using correct procedures

Evidence Guide	
Critical Aspects of Competence	Assessment requires evidence that the candidate: <ul style="list-style-type: none"> • demonstrated safe working practices at all times • communicated information about processes, events or tasks being undertaken to ensure a safe and efficient working environment • planned tasks in all situations and reviewed task requirements • performed all tasks to specification • maintained and stored tools in appropriate location
Underpinning Knowledge and Attitude	Demonstrate knowledge of: <ul style="list-style-type: none"> • Safety requirements in handling tools • Tools: <ul style="list-style-type: none"> ➢ Function, ➢ Operation, ➢ Common faults ➢ Maintenance of tools ➢ Storage of tools
Underpinning skills	Demonstrate skills of: <ul style="list-style-type: none"> • Reading skills required to interpret work instruction and numerical skills • Communication skills • Problem solving in emergency situation
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Apply Knowledge of Legal System to Complete Tasks
Unit Code	TRD LMW1 09 0215
Unit Descriptor	<p>This unit describes the performance outcomes, skills and knowledge required by a verifier or inspector of measuring instruments to complete a range of common legal administrative duties and the legal system that is required to carry them out.</p> <p>All aspects of legal practice may be subject to a range of legislation, rules, regulations and/or codes of practice relevant to different job roles and jurisdictions.</p>

Elements	Performance Criteria
1. Identify the main roles and responsibilities of key bodies in the legal system	<p>1.1. The functions of the <i>courts, regulatory bodies and other legal service providers</i> are identified.</p> <p>1.2. The roles of <i>key personnel in the legal industry</i> are identified.</p> <p>1.3. Practical implications of <i>relevant legal practice legislation</i> are explained and applied in regard to own activities.</p> <p>1.4 Identified gaps in knowledge are researched.</p>
2. Identify key personnel/sections within a legal firm and their functions, to complete routine administrative tasks	<p>2.1 The key functions of a firm are identified and can be explained.</p> <p>2.2 The key functions of all personnel/sections within a firm are identified.</p> <p>2.3 <i>Personnel</i> responsible for authorisation of specific matters (e.g. partner for authorising movement of funds in trust accounts) are identified.</p> <p>2.4 The correct names of personnel/sections are used in administrative tasks according to a <i>firm's policies and procedures</i>.</p>
3. Produce and despatch legal documentation	<p>3.1 Purpose of <i>document/form</i>, and the stage of the legal process to which it relates, can be explained.</p> <p>3.2 Relevant information is accessed from the client file.</p> <p>3.3 <i>Precedent</i> is accessed from firm's bank of forms/routine documentation or draft document according to firm's procedures.</p> <p>3.4 File/matter number is attached to all relevant documentation</p>

	<p>3.5 Document/form is self-checked for accuracy and presented to the legal practitioner, within agreed timelines.</p> <p>3.6 Self or other is organised to despatch document in the appropriate manner.</p> <p>3.7 All activities, actions and outcomes are documented and time is recorded as required.</p> <p>3.8 Documentation is filed correctly.</p>
4. Organise self or other to apply for certificates	<p>4.1 Timelines are arranged, documented/recorded with designated person.</p> <p>4.2 Supplier of certificate is identified and located.</p> <p>4.3 Applicable fees, taxes and rebates are identified and advised to client, if appropriate.</p> <p>4.4 Self or other is organised to apply for certificate using appropriate application forms and processes.</p> <p>4.5 Record of application is obtained as appropriate.</p> <p>4.6 Legal practitioner's review of self or other's work is facilitated.</p> <p>4.7 Self or other are organised to pursue appropriate follow-up action if certificates are not received on time or further information is required.</p>
5. Use court etiquette appropriate to the various courts	<p>5.1 The appropriate manner of entering into and departing from the courts/tribunals is used.</p> <p>5.1 The appropriate manner of addressing the courts/tribunals is used.</p> <p>5.2 Relevant legal language is used where appropriate.</p> <p>5.3 Gaps in knowledge of court etiquette are identified and researched.</p>

Variable	Range
Functions	<p>may include:</p> <ul style="list-style-type: none"> • commercial law • corporate law • criminal law • industrial relations/employment law • litigation • property law • tax law • wills and probate • accounts • financial management • human resources

	<ul style="list-style-type: none"> • information technology • library/information services • mail room • marketing • reception • specialised areas of law.
Courts, regulatory bodies and other legal service providers	<p>may include:</p> <ul style="list-style-type: none"> • County Court • Federal Court • Industrial Relations Court • Family Court • Supreme Court • Magistrates Court • Civil Registry Courts • Registrar of Probates
Key personnel in the legal industry	<p>may include:</p> <ul style="list-style-type: none"> • Director of Public Prosecutions • Judges • public defenders • public solicitors • legal secretaries • legal practice manager • law clerk • process server • authorised signing parties
Relevant legal practice legislation requirements	<p>may relate to:</p> <ul style="list-style-type: none"> • relevant legislation (e.g. Legal Practice Act, The Judiciary Act) • schedules of fees and duties payable • the area of law • the client and a firm (e.g. Consumer Credit Code, Privacy Act, secrecy laws, Codes of Practice) • trust accounting
Personnel	<p>may include:</p> <ul style="list-style-type: none"> • business manager • lawyer • legal practice manager • partner • supervisor • teacher/trainer • work colleague • other personnel not included in this listing.

A firm's policies and procedures	<p>may include:</p> <ul style="list-style-type: none"> • accessing files • checklists • firm charter • information sources • on-line information manuals • privacy • procedure manual • professional conduct code • recording information • security/confidentiality procedures • telephone protocol • training guides • updating files • verifying and authorising information.
Documents/forms	<p>may include:</p> <ul style="list-style-type: none"> • agreements • briefs • emails • memorandums of law • opinion letters • registered legal instruments
Precedents	<p>may include:</p> <ul style="list-style-type: none"> • a firm's templates • agreements • contracts • court documents • leases • letter confirming client's instructions and rights • mortgages • standard letters • transfer of shares • wills • other precedents not included in this listing.
Supplier of certificates	<p>may include:</p> <ul style="list-style-type: none"> • clients • contracted supplier • local government agencies
Court etiquette	<p>may include:</p> <ul style="list-style-type: none"> • acknowledging the Judge as he/she enters the court/tribunal at commencement of proceedings • acknowledging the Judge as he/she leaves the court/tribunal at the conclusion/adjournment of proceedings • behaving appropriately when entering or leaving the court/tribunal during proceedings

	<ul style="list-style-type: none"> • not speaking in the court/tribunal unless required to do so • remaining standing until the Judge is seated • Using the appropriate form of address for a Judge or a Magistrate.
Requirements for documents/forms	<p>may include:</p> <ul style="list-style-type: none"> • appropriate use of letterhead • correct line spacing • correct margins • correct use of reference • dual column system • list of enclosures • paragraph numbering • placing of headings • presence/absence of a back sheet • presence/absence of a cover sheet • specific sign off clauses • usage of keycaps and font features • use of document footers.

Evidence Guide	
Critical aspects for competence	<p>Evidence of the following is essential:</p> <ul style="list-style-type: none"> • accurately explaining relevant legal terminology in simple terms and using it correctly where appropriate • applying knowledge of the purpose of different types of documents/forms to read and interpret client's file and select appropriate information for inclusion • correctly preparing a range of relevant documents/ forms for lodgement or delivery in accordance with firm's procedures, relevant timelines and legislative requirements • accurately referring to key personnel/sections of a firm according to their functions in all administrative tasks, written information and when responding to enquiries • applying correct processes, as designated by supplier, for the lodgement and receipt of certificates.
Underpinning knowledge	<p>Demonstrate knowledge of:</p> <ul style="list-style-type: none"> • scope of legal practitioner/support role and own responsibilities and obligations to provide legal advice, complete or sign off on legal work and/or appear in court as described by relevant jurisdiction(s) • firm's policies and procedures • accepted codes of conduct including those relating to: <ul style="list-style-type: none"> • privacy and confidentiality • use of company property • duty of care • ethical behaviour

	<ul style="list-style-type: none"> • non-discriminatory practice • conflict of interest • compliance with reasonable direction • legal terminology in relation to the area of law and the relevant legal process • purpose of a range of certificates, documents and forms in relation to the area of law • authorised 'signing parties.
Underpinning skills	<p>Demonstrate the following skills:</p> <ul style="list-style-type: none"> • literacy skills to read and interpret documents/forms; follow sequenced written instructions; use appropriate legal terminology and sentence structures; display awareness of purpose and context of documents • organizational skills to select and apply the procedures and strategies needed to perform a range of tasks, e.g. legal forms and enclosures; and to undertake tasks concurrently • proofreading skills • research skills to identify gaps in knowledge and search and assemble relevant information • communication skills to listen and question to clarify information; explain legal terminology to others; modify language to meet audience requirements; and consult where necessary with team members and clients • numeracy skills to use a combination of oral and written mathematical and general language for record keeping purposes • technology skills to use a range of software applications, electronic mail and internet.
Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Apply Quality Standards
Unit Code	TRD LMW1 10 0215
Unit Descriptor	This unit covers the knowledge, attitudes and skills required in applying quality standards in the operational activities.

Elements	Performance Criteria
1. Assess own work	<p>1.4 Completed work is checked against organization standards relevant to the activity being undertaken.</p> <p>1.5 An understanding is demonstrated on how the work activities are completed and work relate to the next process and to the final appearance of the service / product.</p> <p>1.6 Faulty service is identified and isolated in accordance with policies and procedures.</p> <p>1.7 Faults and any identified causes are recorded and reported in accordance with standard procedures.</p>
2. Assess quality of service rendered	<p>2.1 Services rendered quality is checked against standards and specifications.</p> <p>2.2 Service rendered are evaluated using the appropriate evaluation parameters and in accordance with standards.</p> <p>2.3 Causes of any identified faults are identified and corrective actions taken in accordance with policies and procedures.</p>
3. Record information	<p>3.1 Basic information on the quality performance is recorded in accordance with organization procedures.</p> <p>3.2 Records of work quality are maintained according to the requirements of the organization / enterprise.</p>
4. Study causes of quality deviations	<p>4.1 Causes of deviations from final outputs or services are investigated and reported in accordance with standard procedures.</p> <p>4.2 Suitable preventive action is recommended based on organization quality standards and causes of deviation from specified quality standards of final service or output. are identified</p>
5. Complete documentation	<p>5.1 Information on quality parameters and other indicators of service performance is recorded.</p> <p>5.2 All service processes and outcomes are recorded.</p>

Variable	Range
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Quality check	May include but not limited to: <ul style="list-style-type: none"> • Visual inspection • Physical measurements • Check against specifications/preferences
Quality standards	May include but not limited to: <ul style="list-style-type: none"> • materials • service • output • processes/procedures
Quality parameters	May include but not limited to: <ul style="list-style-type: none"> • style/design/specifications • durability • service variations • materials • damage and imperfections

Evidence Guide	
Critical Aspects of Competency	Demonstrates skills and knowledge to: <ul style="list-style-type: none"> • Check completed work continuously against standard • Identify and isolate faulty service / workmanship • Check service rendered against organization standards • Identify and apply corrective actions on the causes of identified faults • Record basic information regarding quality performance • Investigate causes of deviations of services against standard • Recommend suitable preventive actions
Underpinning Knowledge	Demonstrates knowledge of: <ul style="list-style-type: none"> • Relevant quality standards, policies and procedures • Characteristics of services • Safety environment aspects of service processes • Relevant evaluation techniques and quality checking procedures • Workplace procedures • Reporting procedures
Underpinning Skills	Demonstrates skills to: <ul style="list-style-type: none"> • Interpret work instructions, specifications and standards appropriate to the required work or service • Carry out relevant performance evaluation • Maintain accurate work records in accordance with procedures • Meet work specifications • Communicate effectively within defined workplace procedures
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to

	information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Work with Others
Unit Code	TRD LMW1 11 0215
Unit Descriptor	This unit covers the knowledge, skills, and attitudes required to develop workplace relationship and contribute in workplace activities.

Element	Performance Criteria
1. Develop effective workplace relationship	<p>1.1 Duties and responsibilities are done in a positive manner to promote cooperation and good relationship.</p> <p>1.2 Assistance is sought from workgroup when difficulties arise and addressed through discussions.</p> <p>1.3 Feedback on performance provided by others in the team is encouraged, acknowledged and acted upon.</p> <p>1.4 Differences in personal values and beliefs are respected and acknowledged in the development.</p>
2. Contribute to work group activities	<p>2.1 Support is provided to team members to ensure workgroup goals are met.</p> <p>2.2 Constructive contributions are made to workgroup goals and tasks according to organizational requirements.</p> <p>2.3 Information relevant to work is shared with team members to ensure designated goals are met.</p>

Variable	Range
Duties and responsibilities	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Job description and employment arrangements • Organization's policy relevant to work role • Organizational structures • Supervision and accountability requirements including OHS • Code of conduct
Work group	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Supervisor or manager • Peers/work colleagues • Other members of the organization
Feedback on performance	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Formal/Informal performance appraisal • Obtaining feedback from supervisors and colleagues and clients

	<ul style="list-style-type: none"> • Personal, reflective behavior strategies • Routine organizational methods for monitoring service delivery
Providing support to team members	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Explain/clarify • Help colleagues • Provide encouragement • Provide feedback to another team member • Undertake extra tasks if necessary
Organizational requirements	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Goals, objectives, plans, system and processes • Legal and organization policy/guidelines • OHS policies, procedures and programs • Ethical standards • Defined resources parameters • Quality and continuous improvement processes and standards

Evidence Guide

Critical aspects of Competence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • Provide support to team members to ensure goals are met • Act on feedback from clients and colleagues • Access learning opportunities to extend own personal work competencies to enhance team goals and outcomes
Underpinning Knowledge and Attitudes	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • relevant legislation that affects operations, especially with regards to safety • reasons why cooperation and good relationships are important • knowledge of the organization's policies, plans and procedures • understanding how to elicit and interpret feedback • knowledge of workgroup member's responsibilities and duties • importance of demonstrating respect and empathy in dealings with colleagues • understanding of how to identify and prioritize personal development opportunities and options
Underpinning Skills	<p>Demonstrates skills to:</p> <ul style="list-style-type: none"> • read and understand the organization's policies and work procedures • write simple instructions for particular routine tasks • interpret information gained from correspondence • request advice, receive feedback and work with a team • organize work priorities and arrangement

	<ul style="list-style-type: none"> • select and use technology appropriate to a task • relate to people from a range of social, cultural and ethnic backgrounds
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Receive and Respond to Workplace Communication
Unit Code	TRD LMW1 12 0215
Unit Descriptor	This unit covers the knowledge, skills and attitudes required to receive, respond and act on verbal and written communication.

Element	Performance Criteria
1. Follow routine spoken messages	<p>1.1 Required information is gathered by listening attentively and correctly interpreting or understanding information/instructions.</p> <p>1.2 Instructions/information is properly recorded.</p> <p>1.3 Instructions are acted upon immediately in accordance with information received.</p> <p>1.4 Clarification is sought from workplace supervisor on all occasions when any instruction/information is not clear.</p>
2. Perform workplace duties following written notices	<p>2.1 Written notices and instructions are read and interpreted correctly in accordance with organizational guidelines.</p> <p>2.2 Routine written instruction is followed in sequence.</p> <p>2.3 Feedback is given to workplace supervisor based on the instructions/information received.</p>

Variable	Range
Written notices and instructions	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Handwritten and printed material • Internal memos • External communications • Electronic mail • Briefing notes • General correspondence • Marketing materials • Journal articles
Organizational guidelines	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Information documentation procedures • Company policies and procedures • Organization manuals • Service manual

Evidence Guide	
Critical Aspects of Competence	Demonstrates skills and knowledge to: <ul style="list-style-type: none"> • organizational procedures for handling verbal and written communications • Receiving and acting on verbal messages and instructions • Demonstrating competence in recording instructions/information
Underpinning Knowledge and Attitudes	Demonstrates knowledge of: <ul style="list-style-type: none"> • organizational policies/guidelines in regard to processing internal/external information • ethical work practices in handling communications • communication process
Underpinning Skills	Demonstrates skills to: <ul style="list-style-type: none"> • receive and clarify conciseness messages/information/communication • record messages/information accurately
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Demonstrate Work Values
Unit Code	TRD LMW1 13 0215
Unit Descriptor	This unit covers the knowledge, skills and attitude required in demonstrating proper work values.

Elements	Performance Criteria
1. Define the purpose of work	<p>1.1 One's unique sense of purpose for working and the 'whys' of work is identified, reflected on and clearly defined for one's development as a person and as a member of society.</p> <p>1.2 Personal mission is achieved in harmony with company's values.</p>
2. Apply work values/ethics	<p>2.1 Work values/ethics/concepts are classified and reaffirmed in accordance with the transparent company ethical standards, policies and guidelines.</p> <p>2.2 Work practices are undertaken in compliance with industry work ethical standards, organizational policy and guidelines.</p> <p>2.3 Personal behavior and relationships with co-workers and/or clients are conducted in accordance with ethical standards, policy and guidelines.</p> <p>2.4 Company resources are used in accordance with transparent company ethical standard, policies and guidelines.</p>
3. Deal with ethical problems	<p>3.1 Company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct are accessed and applied in accordance with transparent company ethical standard, policies and guidelines.</p> <p>3.2 Work incidents/situations are reported and/or resolved in accordance with company protocol/guidelines.</p> <p>3.3 Resolution and/or referral of ethical problems identified are used as learning opportunities.</p>
4. Maintain integrity of conduct in the workplace	<p>4.1 Personal work practices and values are demonstrated consistently with acceptable ethical conduct and company's core values.</p> <p>4.2 Instructions are provided to co-workers based on ethical, lawful and reasonable directives.</p> <p>4.3 Company values/practices are shared with co-workers using appropriate behavior and language.</p>

Variable	Range
Work values/ethics/concepts	May include but are not limited to: <ul style="list-style-type: none"> • Commitment/ Dedication • Sense of urgency • Sense of purpose • Love for work • High motivation • Orderliness • Reliability and Dependability • Competence • Goal-oriented • Sense of responsibility • Being knowledgeable • Loyalty to work/company • Sensitivity to others • Compassion/Caring attitude • Balancing between family and work • Sense of nationalism
Work practices	May include but are not limited to: <ul style="list-style-type: none"> • Quality of work • Punctuality • Efficiency • Effectiveness • Productivity • Resourcefulness • Innovativeness/Creativity • Cost consciousness • 5S • Attention to details
Company resources	May include but are not limited to: <ul style="list-style-type: none"> • Consumable materials • Equipment/Machineries • Human • Time • Financial resources

Work incidents/ Situations	<p>May include but are not limited to:</p> <ul style="list-style-type: none"> • Violent/intense dispute or argument • Gambling • Use of prohibited substances • Pilferages • Damage to person or property • Vandalism • Falsification • Bribery • Sexual Harassment • Blackmail
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Evidence Guide	
Critical Aspects of Competence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • Define one’s unique sense of purpose for working • Clarify and affirm work values/ethics/concepts consistently in the workplace • Demonstrate work practices satisfactorily and consistently in compliance with industry work ethical standards, organizational policy and guidelines • Demonstrate personal behaviour and relationships with co-workers and/or clients consistent with ethical standards, policy and guidelines • Use company resources in accordance with company ethical standard, policies and guidelines. • Follow company ethical standards, organizational policy and guidelines on the prevention and reporting of unethical conduct/behavior
Underpinning Knowledge and Attitudes	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • Occupational health and safety • Work values and ethics • Company performance and ethical standards • Company policies and guidelines • Fundamental rights at work including gender sensitivity • Work responsibilities/job functions • Corporate social responsibilities • Company code of conduct/values • Balancing work and family responsibilities

Underpinning Skills	Demonstrates skills in: <ul style="list-style-type: none"> • Interpersonal skills • Communication skills • Self awareness, understanding and acceptance • Application of good manners and right conduct
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Develop Understanding of Entrepreneurship
Unit Code	TRD LMW1 14 0215
Unit Descriptor	This unit covers knowledge, skills and attitude required to understand the concepts, principles, functions, strategies and methods of entrepreneurship. It also covers identifying and developing the entrepreneurial competencies.

Elements	Performance Criteria
1. Describe and explain the concept, principles, and scope of entrepreneurship	<p>1.1 The concept and principles of entrepreneurship are analyzed and discussed.</p> <p>1.2 Entrepreneurial traits and distinguishing features, entrepreneurial motivations and types of entrepreneurs are identified and discussed.</p> <p>1.3 The role of entrepreneurship development for the Ethiopian economy is explained and discussed.</p> <p>1.4 Entrepreneurship for women and disabled is discussed and analyzed.</p>
2. Discuss how to become an entrepreneur	<p>2.1 The positive mind set, attitude towards poverty and “can do mentality” is developed.</p> <p>2.2 Self-employment as an individual economic independence and personal growth is discussed and analyzed.</p> <p>2.3 Advantages and disadvantages of self-employment and being an employee are explained and discussed.</p> <p>2.4 Major competencies of successful entrepreneurs are identified and explained.</p> <p>2.5 Self-potential is assessed to determine if qualified to become an entrepreneur.</p> <p>2.6 The behaviors of successful entrepreneurs are identified and discussed.</p> <p>2.7 Business ideas are generated using appropriate tools, techniques and steps.</p> <p>2.8 Business opportunities are identified and assessed.</p>
3. Discuss how to start and organize an enterprise	<p>3.1 The concepts and legal forms of business enterprises in Ethiopia are identified and discussed</p> <p>3.2 Business Ethics is understood and developed.</p> <p>3.3 Facts about micro, small and medium enterprises are</p>

	<p>discussed, clarified and understood.</p> <p>3.4 Key success factors in setting up micro, small and medium businesses are identified and explained.</p> <p>3.5 Procedures for identifying suitable market for business are discussed and understood.</p> <p>3.6 Major factors to consider in selecting a location for a business are identified and discussed.</p> <p>3.7 Amount of money needed to start an enterprise is estimated and various sources of finance identified and discussed.</p>
4. Discuss how to operate an enterprise	<p>4.1 Processes of hiring and managing people are explained and discussed.</p> <p>4.2 The importance, techniques and application of self-management skills, negotiation skills and time management skills, decision skills are discussed and understood.</p> <p>4.3 The techniques and procedures of managing sales are explained and discussed.</p> <p>4.4 Factors to be considered in selecting suppliers and the steps to follow when doing business with them are identified and discussed.</p> <p>4.5 Awareness of how new technologies can affect micro, small and medium business is developed, and Characteristics of appropriate technology for use are explained and discussed.</p> <p>4.6 Risk assessment and management of business enterprise are performed regularly.</p> <p>4.7 Qualities are properly inspected and inventories properly managed.</p> <p>4.8 Basic concepts of Monitoring and Evaluation are explained and understood.</p>
5. Discuss how to prepare and use financial records	<p>5.1 Importance of financial source documents and record keeping is discussed.</p> <p>5.2 Financial recording documents are identified and prepared.</p> <p>5.3 Different types of cost and expense that occur in a business and how to manage them are discussed and understood.</p> <p>5.4 Factors and procedures in knowing the cost and expense of the enterprise are discussed and understood.</p> <p>5.5 Simple financial statements are prepared and understood</p>

6. Develop one's own business plan	<p>6.1 The concept, importance and process of preparing/ writing a business plan are discussed and understood</p> <p>6.2 Feasibility of the business idea is made clear and understood.</p> <p>6.3 Findings of the feasibility study are interpreted, assessed and analyzed.</p> <p>6.4 Standard structure and format are applied in preparing business plan.</p> <p>6.5 Problems that may arise or encounter when starting a business are identified and understand.</p>
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Variables	Range
Legal forms	May include but not limited to: <ul style="list-style-type: none"> • Sole proprietorship • Partnership • Cooperatives • Private Limited Company
Business Enterprises	May include but not limited to: <ul style="list-style-type: none"> • Micro • Small • Medium
Major factors	May include but not limited to: <ul style="list-style-type: none"> • Economics (local economy) • Population • Competition
Financial source documents	May include but not limited to: <ul style="list-style-type: none"> • Cash book • Vouchers • Invoices • Receipts • Check
Financial Recording documents	May include but not limited to: <ul style="list-style-type: none"> • Journal • Ledger • Fixed asset records • Inventory record • Payroll sheet • Account receivable • Account payable • Daily sales record
Feasibility of the business	May include but not limited to: <ul style="list-style-type: none"> • opportunities available

	<ul style="list-style-type: none"> • market competition • timing/ cyclical considerations • skills available • resources available • location and/ or premises available • risk related to a particular business opportunity, especially • in regard to Occupational Health and Safety and • environmental considerations
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Evidence Guide	
Critical Aspects of Competence	Demonstrates skills and knowledge to: <ul style="list-style-type: none"> • Explain principles and concept of entrepreneurship • Discuss how to become entrepreneur • Discuss how to organize an enterprise • Discuss how to operate an enterprise • Discuss how to prepare and use financial records • Develop business plan
Underpinning Knowledge and Attitudes	Demonstrate knowledge of: <ul style="list-style-type: none"> • Entrepreneurship concepts, principles, roles and types • Entrepreneurial traits, motivation and distinguishing features • Types of entrepreneurs • Entrepreneurial competencies • Entrepreneurial behaviors • Business ideas and business opportunities • Self potential assessment • Types of enterprises • Legal forms of business ownership • Risk assessment and evaluation • Self-employment and employment • Managing sales, people and time • Facts about micro, small and medium enterprises • Micro, Small and Medium Enterprises • Key success factors for setting up micro, small and medium enterprises • Procedures for identifying suitable markets • Business location • Major factors for selecting business location • Quality control • Inventory management • Monitoring and evaluation • New technologies • Startup capital • Investment capital • Working capital

	<ul style="list-style-type: none"> • Financing options • Financial records • Costs and expenses • Business plan • Feasibility study
Underpinning Skills	<p>Demonstrate skills of:</p> <ul style="list-style-type: none"> • Planning, organizing, hiring and leading skills • Self-management skills • Negotiation skills • Time management skills • Problem solving skills • Decision making skills • Selling skills • Risk assessment skills • Presentation skills • Inventory controlling skills • Using technology • Financial record keeping skills • Preparing simple financial statement • Financial reporting skills • Managing money • Suppliers selection skills • Monitoring and evaluation skills
Resource Implications	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	<p>Competence may be assessed through:</p> <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

Occupational Standard: Basic Legal Metrology Work Level I	
Unit Title	Apply 3S
Unit Code	TRD LMW1 15 0215
Unit Descriptor	This unit of competence covers the knowledge, skills and attitudes required by a worker to apply 3S techniques to his/her workplace. The unit assumes the worker has a particular job in the allocated workplace known by the individual.

Elements	Performance Criteria
1. Organize junior Kaizen Promotion Team (KPT).	<p>1.1 Basics, principles and stages of KPT are identified using appropriate procedures.</p> <p>1.2 Structure of Junior KPT is established in accordance with the organizational procedures.</p> <p>1.3 Effective and appropriate contributions are made to complement team activities and objectives using individual skills and competencies.</p> <p>1.4 Effective and appropriate forms of communications are used and undertaken with KPT members who contribute to know KPT activities and objectives.</p> <p>1.5 Kaizen Board (Visual Management Board) is prepared and used in harmony with different workplace contexts.</p>
2. Prepare for work.	<p>2.1 Work instructions are used to determine job requirements, including method, material and equipment.</p> <p>2.2 Job specifications are read and interpreted following working manual.</p> <p>2.3 OHS requirements, including dust and fume collection, breathing apparatus and eye and ear personal protection needs are observed throughout the work.</p> <p>2.4 Appropriate materials are selected.</p> <p>2.5 Safety equipment and tools are identified and checked for safe and effective operation.</p>
3. Sort items.	<p>3.1 Plan is prepared to implement sorting activities.</p> <p>3.2 Cleaning activities are performed.</p> <p>3.3 All items in the workplace are identified following the appropriate procedures.</p> <p>3.4 Necessary and unnecessary items are listed using the appropriate format.</p> <p>3.5 Red tag strategy is used for unnecessary items.</p> <p>3.6 Unnecessary items are evaluated and placed in an</p>

	<p>appropriate place other than the workplace.</p> <p>3.7 Necessary items are recorded and quantified using appropriate format.</p> <p>3.8 Performance results are reported using appropriate formats.</p> <p>3.9 Necessary items are regularly checked in the workplace.</p>
4. Set all items in order.	<p>4.1 Plan is prepared to implement set in order activities.</p> <p>4.2 General cleaning activities are performed.</p> <p>4.3 Location/layout, storage and indication methods for items are decided.</p> <p>4.4 Necessary tools and equipment are prepared and used for setting in order activities.</p> <p>4.5 Items are placed in their assigned locations.</p> <p>4.6 After use, the items are immediately returned to their assigned locations.</p> <p>4.7 Performance results are reported using appropriate formats.</p> <p>4.8 Each item is regularly checked in its assigned location and order.</p>
5. Perform shine activities.	<p>5.1 Plan is prepared to implement shine activities.</p> <p>5.2 Necessary tools and equipment are prepared and used for shinning activities.</p> <p>5.3 Shine activity is implemented using appropriate procedures.</p> <p>5.4 Performance results are reported using appropriate formats.</p> <p>5.5 Regular shinning activities are conducted.</p>

Variable	Range
Junior KPT	<p>may include but not limited to:</p> <ul style="list-style-type: none"> • 3S • 3MU (Mura, Muri and MUDA) • 4P (Policy, Procedure, People and Plant) • 4M (Material, Method, Man and Machine) • PDCA (Plan, Do, Check and Act)
OHS requirements	<p>may include but not limited to:</p> <ul style="list-style-type: none"> • Legislation/ regulations/codes of practice and enterprise safety policies and procedures. This may include protective clothing and equipment, use of tooling and equipment, workplace environment and safety, handling of material, use

	<p>of fire fighting equipment, enterprise first aid, hazard control and hazardous materials and substances.</p> <ul style="list-style-type: none"> • Personal protective equipment is to include that prescribed under legislation/regulations/codes of practice and workplace policies and practices. • Safe operating procedures are to include, but are not limited to the conduct of operational risk assessment and treatments associated with workplace organization. • Emergency procedures related to this unit are to include but may not be limited to emergency shutdown and stopping of equipment, extinguishing fires, enterprise first aid requirements and site evacuation.
Safety equipment and tools	<p>may include but not limited to:</p> <ul style="list-style-type: none"> • dust masks / goggles • glove • working cloth • first aid • safety shoes
Items	<p>may include but not limited to:</p> <ul style="list-style-type: none"> • tools • jigs/fixtures • materials/components • machine and equipment • manuals • documents • personal items (e.g. bags, lunch boxes and posters) • safety equipment and personal protective equipment • other items which happen to be in the work area
The appropriate procedures	<p>may include but not limited to:</p> <ul style="list-style-type: none"> • steps for implementing 3S (sort, set in order and shine) activities. • written, verbal and computer based or in some other format.
Unnecessary items	<p>are not needed for current production or administrative operation and include but not limited to:</p> <ul style="list-style-type: none"> • defective or excess quantities of small parts and inventory • outdated or broken jigs and dies • worn-out bits • outdated or broken tools and inspection gear • old rags and other cleaning supplies • electrical equipment with broken cords • outdated posters, signs, notices and memos <p>some locations where unneeded items tend to accumulate may include but not limited to:</p> <ul style="list-style-type: none"> • in rooms or areas not designated for any particular purpose • in corners next to entrances or exists

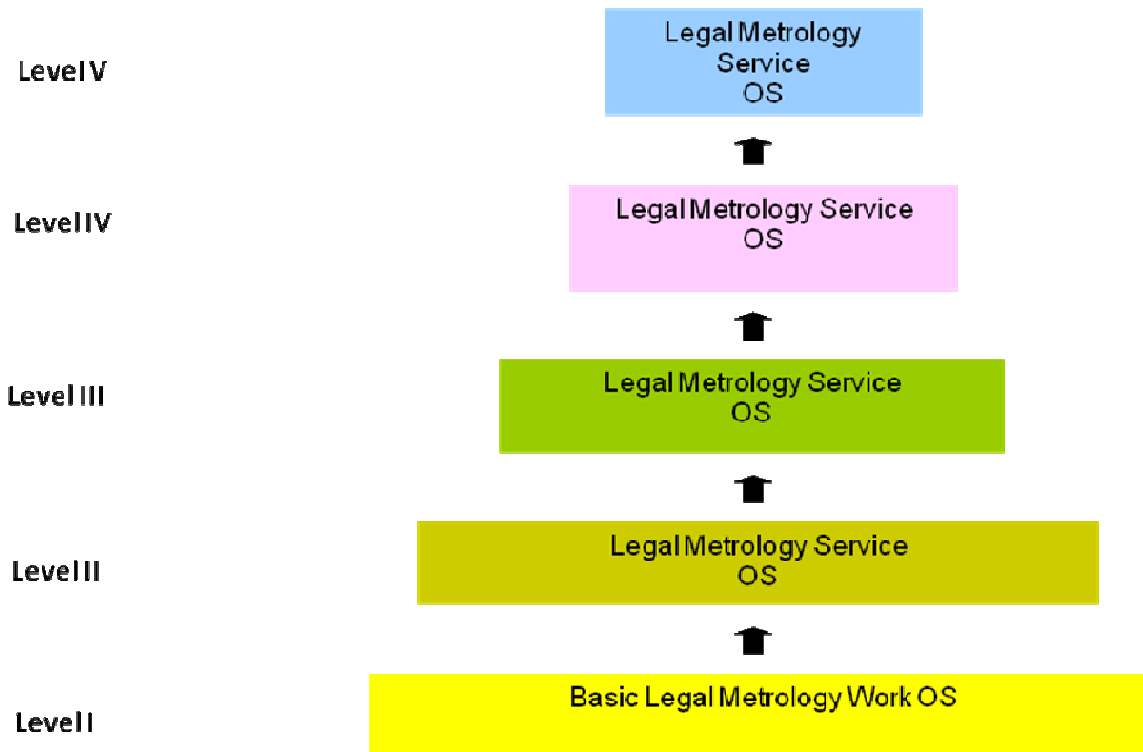
	<ul style="list-style-type: none"> • along interior and exterior walls • next to partitions and behind pillars • under the eaves of warehouses • under desks and shelves and in desk and cabinet drawers • near the bottom of tall stacks of items • on unused management and production schedule boards • in tools boxes that are not clearly sorted
Appropriate format	<p>may include but not limited to:</p> <ul style="list-style-type: none"> • all items. • necessary items. • unnecessary items.
Red tag	<p>may include but not limited to:</p> <p>A format prepared with a red color paper or card which is filled and attached temporarily on the unnecessary items until decision is made. The red tag catch people's attention because red is a color that stands out. So to fill and attach red tag on items, asks the following three questions:</p> <ul style="list-style-type: none"> • Is this item needed? • If it is needed, is it needed in this quantity? • If it is needed, does it need to be located here?
Necessary items	<p>Are required in the workplace for current production or administrative operation in the amount needed.</p>
Tools and equipment	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • paint • hook • sticker • signboard • nails • shelves • chip wood • sponge • broom • pencil • shadow board/ tools board
Shine activity	<p>May include but not limited to:</p> <ul style="list-style-type: none"> • Inspection • Cleaning • Minor maintenance may include: <ul style="list-style-type: none"> ➢ Tightening bolts ➢ Lubrication ➢ Replacing missing parts

Evidence Guide	
Critical Aspects of Competence	<p>Demonstrates skills and knowledge to:</p> <ul style="list-style-type: none"> • Discuss how to organize KPT.

	<ul style="list-style-type: none"> • Describe the pillars of 5S. • Implement 3S in own workplace by following appropriate procedures.
Underpinning Knowledge and Attitudes	<p>Demonstrates knowledge of:</p> <ul style="list-style-type: none"> • Kaizen principle, pillars and concept • Key characteristic of Kaizen • Elements of Kaizen • Wastes/MUDA • Basics of KPT • Aims, benefits and principles of KPT • Stages of KPT • Structure and role of the components of Junior KPT • Concept and parts of Kaizen board • Concept and benefits of 5S • The pillars of 5S • Three stages of 5S application • Benefits and procedure of sorting activities • The concept and application of Red Tag strategy • OHS procedures • Benefits and procedure of set in order activities • Set in order methods/techniques • Benefits and procedure of shine activities • Inspection methods • Planning and reporting methods • Method of Communication
Underpinning Skills	<p>Demonstrates skills of:</p> <ul style="list-style-type: none"> • Participating actively in KPT • technical drawing • communication skills • planning and reporting own tasks in implementation of 3S • following procedures to implement 3S in own workplace • using sorting formats to identify necessary and unnecessary items • improving workplace layout following work procedures • preparing labels, slogans, etc. • reading and interpreting documents • observing situations • gathering evidence by using different means • recording activities and results using prescribed formats • working with others • solving problems by applying 3S • preparing and using Kaizen board • preparing and using tools and equipment to implement 3S

Resources Implication	Access is required to real or appropriately simulated situations, including work areas, materials and equipment, and to information on workplace practices and OHS practices.
Methods of Assessment	Competence may be assessed through: <ul style="list-style-type: none"> • Interview / Written Test • Observation / Demonstration with Oral Questioning
Context of Assessment	Competence may be assessed in the work place or in a simulated work place setting.

LEGAL METROLOGY



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We wish to extend thanks and appreciation to the Ministry of Trade, partners, academic, and government agencies that took vital role and donated their expertise and resource for the development of this occupational standard.

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This occupational standard was developed on February 2015 at Addis Ababa, Ethiopia.

COMMENT TEMPLATE

The Federal TVET Agency values your feedback of the document.
If you would like someone to personally contact you, please provide the following information:
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