

# SKILLS PROGRAMME DOCUMENT



Skills Programme Title		<b>Assistant Handyperson</b>			
NQF Level	3	Credits	82	Duration in days	102.5 days
Skills Programme ID Number		SP-210501			
Skills Programme Status	Approved			Start Date	End Date
				11/05/2021	11/05/2026
Last date for enrolment	11/05/2027	Last date for achievement	11/05/2030		

## SKILLS PROGRAMME DETAILS

<b>Skills Programme Title</b>	Assistant Handyperson
<b>Sub Title</b>	862202 Handyperson
<b>NQF Level</b>	3
<b>Credits</b>	82
<b>Duration</b>	102.5 days
<b>Quality Assuring Body</b>	Quality Council for Trades and Occupations (QCTO)
<b>Rationale</b>	<p>There is a need for skills programmes within the commercial and public property industry and these skills programmes are being carefully monitored and located in the broader skills and competency framework for the day to maintenance of a property. The Assistant Handyperson will be assisting the Handyperson with minor maintenance and repair work to minimise interruptions in the operational processes conducted in such a property. These properties could range from hospitals to hotels, factories and accommodation blocks.</p> <p>Contrary to most occupations the occupation Handyperson covers several technical disciplines of which the Assistant Handyperson must have skills in all those disciplines. Consequently, this skills programme seems to be exceptionally large in terms of credits. The modules seldom have a direct relationship and thus is more comprehensive than in most other qualifications requiring more learning time and thus more credits. Extra care had been taken to ensure that the learner is thoroughly prepared to apply these skills competently and confidently in a public or corporate space.</p> <p>The qualifying learner will be able to:</p> <ul style="list-style-type: none"> <li>• Conduct painting and glazier related maintenance.</li> <li>• Conduct carpentry, related repairs, replacements, and maintenance.</li> <li>• Conduct carpet related repairs,</li> <li>• Conduct electrical related repairs, replacements, and maintenance.</li> <li>• Conduct plumbing related repairs, replacements, and maintenance.</li> </ul>
<b>Related registered qualification/s</b>	<ul style="list-style-type: none"> <li>• 91761, Occupational Certificate: Electrician, NQF Level 4, 360 Credits</li> </ul>

	<ul style="list-style-type: none"> <li>• 91782, Occupational Certificate: Plumber, NQF Level 4, 360 Credits</li> <li>• 94022, Occupational Certificate: Carpenter, NQF Level 4, 360 Credits</li> <li>• 112832, Occupational Certificate: Painter, NQF Level 4, 549 Credits</li> <li>• 94023 Occupational Certificate: Glazier, NQF Level 4, 360 Credits</li> </ul>	
<b>Purpose</b>	<p>The purpose of this skills programme is to prepare a learner to operate as an Assistant Handyperson</p> <ul style="list-style-type: none"> <li>• An Assistant Handyperson replaces, repairs, and maintains minor failures related to carpentry, plumbing, painting, electricity, flooring, windows in commercial and public buildings.</li> </ul>	
<b>Content</b>	<p><b><u>Knowledge component</u></b></p> <ul style="list-style-type: none"> <li>• Introduction to the world of work as a Handyperson</li> <li>• Safety, health, environment, risk and quality principles in the workplace related to electricity</li> <li>• Principles of sanitation and plumbing legislation</li> <li>• Types and characteristics of diseases caused by poor sanitation</li> <li>• Principles and concepts of finishing carpentry</li> <li>• Hand tools and power tools</li> <li>• Measuring and testing instruments</li> <li>• Types, properties and functions of tools and equipment used in above and below ground drainage systems and sanitary installations</li> <li>• Removal of existing damaged carpet tile</li> <li>• Preparation of work area</li> <li>• Carpet tiles installation</li> <li>• Theories, principles and concepts of Gradients and Levelling and the Basic principles of Excavation</li> <li>• Fundamentals of electricity</li> </ul>	<p><b><u>Application component</u></b></p> <ul style="list-style-type: none"> <li>• Identify, use and maintain tools, materials and equipment</li> <li>• Measure prepares and cut materials according to specification</li> <li>• Repair a damaged door</li> <li>• Replace a damaged door</li> <li>• Replace a damaged mortice lock in a damaged wooden door</li> <li>• Repair a minor damage to a drywall</li> <li>• Repair a major damage to a drywall</li> <li>• Attach/hang an item (1kg – 5kg) to a wall.</li> <li>• Remove existing flooring surface material</li> <li>• Assist the Installer in substrate preparation</li> <li>• Prepare work area</li> <li>• Install carpet tiles</li> <li>• Identify hazards within the installation</li> <li>• Confirm the selection and installation method of the electrical equipment</li> <li>• Use installation tools and personal protective equipment</li> <li>• Install equipment</li> <li>• Wire electrical equipment</li> </ul>

	<ul style="list-style-type: none"> <li>• Electrical principles of appliances</li> <li>• Theories and principles of relevant environmental sustainability requirements</li> <li>• Concepts, theories and principles of energy efficiency</li> <li>• Theories, concepts and principles of ethics</li> <li>• Theory and Principles of drainage</li> <li>• Principles and properties of water</li> <li>• Principles and concepts pertaining to water traps and venting of an above ground sanitary drainage system</li> <li>• Components, materials and functions associated with above and below ground drainage systems</li> <li>• Theories, concepts and principles related to of planning and preparation of above ground sanitary drainage system</li> <li>• Theories, concepts and principles of planning and preparation of a below ground drainage systems</li> <li>• Theories, concepts and principles related to the installation of above ground sanitary drainage pipes and fittings installation</li> <li>• Theories, concepts and principles related to the installation of below ground drainage pipes and fittings installation</li> <li>• Components, materials and functions associated with sanitary fixtures and appliances</li> <li>• Principles and procedures of Sanitary fixtures Appliance Installation</li> </ul>	<ul style="list-style-type: none"> <li>• Terminate and connect cables and conductors</li> <li>• Install, replace, and repair terminal fittings and cisterns components</li> <li>• Maintain and repair above ground sanitary drainage pipes and sanitary fixtures</li> <li>• Prepare work area for cold-water and hot water pipes and pipe fittings</li> <li>• Maintain and repair hot water pipes and fittings</li> <li>• Paint and fill gaps or crevices</li> <li>• Paint a window frame</li> <li>• Replace a broken glass pane</li> <li>• Replace window latches and stays</li> </ul>
<b>Minimum entry requirements</b>	NQF Level 1 with Mathematics	

<p><b>Exit Level Outcomes</b></p>	<ul style="list-style-type: none"> <li>• Cut carpentry materials according to specifications using hand and power tools.</li> <li>• Repair and Replace Carpentry related Failures.</li> <li>• Replace damaged carpet tile</li> <li>• Install wire and connect electrical equipment</li> <li>• Maintain Above Ground Soil Waste and Vent Pipe Systems, Terminal Fittings and Sanitary Fixtures</li> <li>• Install, Maintain and Repair Cold-water and Hot Water Pipe Systems</li> <li>• Conduct Minor Painting Related Tasks and Window Repairs</li> </ul>
<p><b>Assessment</b></p>	<p><b><u>Continuous Assessment</u></b></p> <ul style="list-style-type: none"> <li>• Describe and explain the application of legislation for working with electrical installations, equipment, and appliances</li> <li>• Describe and explain the application of legislation for working with plumbing installations, equipment, and appliances</li> <li>• Various types of personal protective equipment are identified, and their uses are explained</li> <li>• The types of hazardous waste are identified and the impact of incorrectly disposing of waste is described.</li> <li>• Basic risk assessment and hazard identification procedures are described</li> <li>• Identify hand tools and describe their uses</li> <li>• Identify portable power tools and describe their uses</li> <li>• Identify fixed power tools and describe their uses</li> <li>• Identify different types of electrical measuring instruments including fixed and portable and state the purpose.</li> <li>• Describe safety and functionality checks to be performed on measuring and testing instruments before use</li> <li>• Describe correct methods of handling and storing measuring and testing instruments</li> <li>• Describe the various methods of protection when connecting measuring instruments in circuits</li> <li>• Describe the safety aspects associated with removal of existing damaged carpet tile</li> <li>• Describe safety practices to be considered when preparing a floor</li> <li>• Discuss safety and: entering and exiting an excavation; materials and mobile equipment; hazardous gases; rescue procedures if someone is buried alive.</li> <li>• Describe, calculate, and interpret fundamental concepts of electricity (Electro motive force, Potential difference, Resistance) using the correct units of measurement and definitions.</li> <li>• Define and explain, using the correct units of measurement ohms law of electricity</li> </ul>

- Define fixed, portable, and stationary appliances
- Explain the classification of appliances.
- Explain the regulations relevant to appliances.
- List pollution types and discuss their impact on the environment.
- Discuss the importance of managing water usage.
- Define what business ethics is and identify how it is relevant to your business.
- Discuss how to ensure ethical behaviour and describe the characteristics of an ethical manager
- Identify unethical behaviour and discuss preventative measures to address unethical behaviour.
- A range of hand and power tools, machines and equipment are identified, used, and maintained correctly in accordance with manufactures specifications

### **Supervised Assessment**

- Faulty and unsafe tools are identified and reported
- Power and hand tools are cleaned and stored according to manufacturer's specifications
- A range of tools and materials are identified, selected, maintained, and used in accordance with the manufacture's specifications
- Components are cut to create list required in terms of the specifications and erroneous cuts are correctly identified and corrections effected
- Appropriate materials and application methods are selected and used
- Material wastage is minimised in accordance with material waste management practice
- A door is fitted to a doorpost in accordance with general standard practices and client needs.
- A chisel is sharpened in accordance with manufacturer's specifications.
- Waste material are suitably disposed of in accordance with industry accepted health and safety practices.
- A damage mortice lock block is replaced with a new lock block in accordance with general standard practices.
- Repairs are completed through adherence to industry accepted health and safety practices.
- Minor repairs are completed to reflect a fully repaired dry wall that meet task specifications.
- Major repairs are completed to reflect a fully repaired dry wall that meet task specifications.
- An item is attached to a wall.
- Work area is cleaned and restored to original state
- Appropriate safety equipment is used
- Installer is assisted with vapour barriers

	<ul style="list-style-type: none"> <li>• All equipment is used according to manufacturer's specifications</li> <li>• The correct equipment and control systems were selected including Batteries, Transformers, measuring instruments (portable &amp; fixed), Testing instruments, Cables, Switchgear, and control gear, according to the design specifications.</li> <li>• The correct installation methods were selected for Batteries, Transformers, measuring instruments (portable &amp; fixed), Testing instruments, Cables, Switchgear, and control gear according to the design specifications.</li> <li>• The equipment and control systems were correctly installed as per job and manufacturer's specifications and the installation complies with SANS 10142-1.</li> <li>• The correct protection equipment and level of protection was selected as per job, manufacturer's specifications, and relevant statutory requirements</li> <li>• The wiring of electrical equipment and control systems were carried out in compliance with SANS 10142-1.</li> <li>• The wiring of electrical equipment and control systems was neatly loomed (vertically and horizontally) and complies with industry acceptable standard.</li> <li>• Electrical cables were correctly terminated according to safety, statutory and manufacturer's specifications</li> <li>• Electrical conductors were correctly connected and neatly secured in accordance with statutory requirements and industry acceptable standards.</li> <li>• Installed sanitary fixtures appliance is fully functional and meet task specifications</li> <li>• Cleaning drain blockages: repairing damaged sections of pipes are undertaken in accordance with the required steps and procedures.</li> <li>• Copper tubes and fittings are soldered in accordance with the relevant SANS Codes and meeting SHEQ requirements.</li> <li>• Polymer pipes and fittings are joined accordance with the relevant SANS Codes and meeting SHEQ requirements.</li> <li>• Compression fittings and push fit fittings are utilised in accordance with SHEQ requirements.</li> <li>• Hot water pipes and fittings are maintained and repaired to ensure that causes of airlocks have been addressed.</li> <li>• Cracks in a wall are filled as per instructions.</li> <li>• Repairs are completed and painted in accordance with task specifications.</li> <li>• Paintwork is completed through adherence to industry accepted health and safety practices.</li> <li>• A glass pane is fitted into a window frame</li> </ul>
<b>Recognition of Prior Learning (RPL)</b>	<ul style="list-style-type: none"> <li>• Learners will gain access to the skills programme through RPL for Access as provided for in the QCTO RPL Policy. RPL for access is conducted by an accredited institution, skills</li> </ul>

	<p>development provider or workplace accredited to offer that specific skills programme.</p> <ul style="list-style-type: none"> <li>• Learners who have already acquired competencies of modules of a skills programme will be exempted from modules through RPL. Such learners will be awarded credits towards the skills programme.</li> <li>• Learners who complete this skills programme will accumulate credits towards the relevant full or part qualification. The Credit Accumulation and Transfer (CAT) Policy shall apply to these learners</li> </ul>
<p><b>Work Opportunities/further learning</b></p>	<p>The qualifying learner will be able to gain employment by offering Assistant Handyperson services to owners of corporate and public buildings.</p> <p>Qualifying learners may also gain access to further learning opportunities in the career path in one of the following trades at NQF Level 4:</p> <ul style="list-style-type: none"> <li>• 91761, Occupational Certificate: Electrician, NQF Level 4, 360 Credits</li> <li>• 91782, Occupational Certificate: Plumber, NQF Level 4, 360 Credits</li> <li>• 94022, Occupational Certificate: Carpenter, NQF Level 4, 360 Credits</li> <li>• 112832, Occupational Certificate: Painter, NQF Level 4, 549 Credits</li> <li>• 94023 Occupational Certificate: Glazier, NQF Level 4, 360 Credits</li> </ul> <p>Or become a: Carpet Floor Finisher</p>
<p><b>Skills Development Provider Accreditation Requirements</b></p>	<p><i>Physical Requirements:</i> Demonstrate access to: Categories of tools, equipment, and processes in order for learners to be able to develop skills in the respective categories of trades related to this skills programme.</p> <p><i>Human Resource Requirements:</i></p> <ul style="list-style-type: none"> <li>• Trainers should have trade qualification that includes competencies related to respective categories of trades related to this skills programme or at least 5 years relevant experience working as a Handyperson</li> <li>• Trainer/learner ratio 1 to 15</li> <li>• Workshop coach/learner ratio 1 to 10</li> </ul> <p><i>Legal Requirements:</i></p> <ul style="list-style-type: none"> <li>• Compliant with Safety, Health, Environmental, Risk and Quality (SHERQ) requirements</li> <li>• Compliant with Compensation for Occupational Injuries and Diseases Act (COIDA) requirements</li> </ul>