

Qualification Information:	Qualification Title	Skills Programme ID	NQF Level	Credits	
Curriculum Code:	Occupational Skills Programme: Assistant Handyperson	SP-210501	3	82	
Knowledge Component		Notional Hours	Implementation Schedule (4 Hourly)	Assessment Schedule	Training Venues
Topic 1:	Introduction to the world of work as a Handyperson	4 Hours	2 days	1 Day	Main Campus
Topic 2:	Safety, health, environment, risk and quality principles in the workplace related to electricity	4 Hours	2 days	1 Day	Main Campus
Topic 3:	Principles of sanitation and plumbing legislation	4 Hours	2 days	1 Day	Main Campus
Topic 4:	Types and characteristics of diseases caused by poor sanitation	4 Hours	2 days	1 Day	Main Campus
Topic 5:	Principles and concepts of finishing carpentry	4 Hours	2 days	1 Day	Main Campus
Topic 6:	Hand tools and power tools	4 Hours	2 days	1 Day	Main Campus
Topic 7:	Measuring and testing instruments	4 Hours	2 days	1 Day	Main Campus
Topic 8:	Types, properties and functions of tools and equipment used in above and below ground drainage systems and sanitary installations	4 Hours	2 days	1 Day	Main Campus
Topic 9:	Removal of existing damaged carpet tile	4 Hours	2 days	1 Day	Main Campus
Topic 10:	Preparation of work area	4 Hours	2 days	1 Day	Main Campus
Topic 11:	Carpet tiles installation	4 Hours	2 days	1 Day	Main Campus
Topic 12:	Theories, principles and concepts of Gradients and Levelling and the Basic principles of Excavation	4 Hours	2 days	1 Day	Main Campus
Topic 13:	Fundamentals of electricity	4 Hours	2 days	1 Day	Main Campus
Topic 15:	Electrical principles of appliances	4 Hours	2 days	1 Day	Main Campus
Topic 16:	Theories and principles of relevant environmental sustainability requirements	4 Hours	2 days	1 Day	Main Campus
Topic 17:	Concepts, theories and principles of energy efficiency	4 Hours	2 days	1 Day	Main Campus
Topic 18:	Theories, concepts and principles of ethics	4 Hours	2 days	1 Day	Main Campus
Topic 19:	Theory and Principles of drainage	4 Hours	2 days	1 Day	Main Campus
Topic 20:	Principles and properties of water	4 Hours	2 days	1 Day	Main Campus
Topic 21:	Principles and concepts pertaining to water traps and venting of an above ground sanitary drainage system	4 Hours	2 days	1 Day	Main Campus

Topic 22:	Components, materials and functions associated with above and below ground drainage systems	4 Hours	2 days	1 Day	Main Campus
Topic 23:	Theories, concepts and principles related to of planning and preparation of above ground sanitary drainage system	4 Hours	2 days	1 Day	Main Campus
Topic 24:	Theories, concepts and principles of planning and preparation of a below ground drainage systems	4 Hours	2 days	1 Day	Main Campus
Topic 25:	Theories, concepts and principles related to the installation of above ground sanitary drainage pipes and fittings installation	4 Hours	2 days	1 Day	Main Campus
Topic 26:	Theories, concepts and principles related to the installation of below ground drainage pipes and fittings installation	4 Hours	2 days	1 Day	Main Campus
Topic 27:	Components, materials and functions associated with sanitary fixtures and appliances	4 Hours	2 days	1 Day	Main Campus
Topic 28:	Principles and procedures of Sanitary fixtures Appliance Installation	4 Hours	2 days	1 Day	Main Campus
Practical Component			(6- Hourly Training sessions)		
Topic 1:	Identify, use and maintain tools, materials and equipment	6 hours	2 days	1 Day	Training Workshop
Topic 2:	Measure prepares and cut materials according to specification	6 hours	2 days	1 Day	Training Workshop
Topic 3:	Repair a damaged door	6 hours	2 days	1 Day	Training Workshop
Topic 4:	Replace a damaged door	6 hours	2 days	1 Day	Training Workshop
Topic 5:	Replace a damaged mortice lock in a damaged wooden door	6 hours	2 days	1 Day	Training Workshop
Topic 6:	Repair a minor damage to a drywall	6 hours	2 days	1 Day	Training Workshop
Topic 7:	Repair a major damage to a drywall	6 hours	2 days	1 Day	Training Workshop
Topic 8:	Attach/hang an item (1kg – 5kg) to a wall.	6 hours	2 days	1 Day	Training Workshop
Topic 9:	Remove existing flooring surface material	6 hours	2 days	1 Day	Training Workshop
Topic 10:	Assist the Installer in substrate preparation	6 hours	2 days	1 Day	Training Workshop
Topic 11:	Prepare work area	6 hours	2 days	1 Day	Training Workshop

Topic 12:	Install carpet tiles	6 hours	2 days	1 Day	Training Workshop
Topic 13:	Identify hazards within the installation	6 hours	2 days	1 Day	Training Workshop
Topic 14:	Confirm the selection and installation method of the electrical equipment	6 hours	2 days	1 Day	Training Workshop
Topic 15:	Use installation tools and personal protective equipment	6 hours	2 days	1 Day	Training Workshop
Topic 16:	Install equipment	6 hours	2 days	1 Day	Training Workshop
Topic 17:	Wire electrical equipment	6 hours	2 days	1 Day	Training Workshop
Topic 18:	Terminate and connect cables and conductors	6 hours	2 days	1 Day	Training Workshop
Topic 19:	Install, replace, and repair terminal fittings and cisterns components	6 hours	2 days	1 Day	Training Workshop
Topic 20:	Maintain and repair above ground sanitary drainage pipes and sanitary fixtures	6 hours	2 days	1 Day	Training Workshop
Topic 21:	Prepare work area for cold-water and hot water pipes and pipe fittings	6 hours	2 days	1 Day	Training Workshop
Topic 22:	Maintain and repair hot water pipes and fittings	6 hours	2 days	1 Day	Training Workshop
Topic 23:	Paint and fill gaps or crevices	6 hours	2 days	1 Day	Training Workshop
Topic 24:	Paint a window frame	6 hours	2 days	1 Day	Training Workshop
Topic 25:	Replace a broken glass pane	6 hours	2 days	1 Day	Training Workshop
Topic 26:	Replace window latches and stays	6 hours	2 days	1 Day	Training Workshop

Purpose

The purpose of this skills programme is to prepare a learner to operate as an Assistant Handyman

- An Assistant Handyman replaces, repairs, and maintains minor failures related to carpentry, plumbing, painting, electricity, flooring, windows in commercial and public buildings.

Skills Rationale

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 Handyman will be assisting the Handyman 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.

Contrary to most occupations the occupation Handyman covers several technical disciplines of which the Assistant Handyman 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.

The qualifying learner will be able to:

- Conduct painting and glazier related maintenance.
- Conduct carpentry, related repairs, replacements, and maintenance.
- Conduct carpet related repairs,
- Conduct electrical related repairs, replacements, and maintenance.
- Conduct plumbing related repairs, replacements, and maintenance.

Entry Requirements

NQF Level 1 with Mathematics

Exit Level Outcomes

- Cut carpentry materials according to specifications using hand and power tools.
- Repair and Replace Carpentry related Failures.
- Replace damaged carpet tile
- Install wire and connect electrical equipment
- Maintain Above Ground Soil Waste and Vent Pipe Systems, Terminal Fittings and Sanitary Fixtures
- Install, Maintain and Repair Cold-water and Hot Water Pipe systems

- Conduct Minor Painting Related Tasks and Window Repairs

Recognition of Prior Learning (RPL)

- 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 development provider or workplace accredited to offer that specific skills programme.
- 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.
- 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

Work Opportunities/further learning

The qualifying learner will be able to gain employment by offering Assistant Handyperson services to owners of corporate and public buildings.

Qualifying learners may also gain access to further learning opportunities in the career path in one of the following trades at NQF Level 4:

- 91761, Occupational Certificate: Electrician, NQF Level 4, 360 Credits
- 91782, Occupational Certificate: Plumber, NQF Level 4, 360 Credits
- 94022, Occupational Certificate: Carpenter, NQF Level 4, 360 Credits
- 112832, Occupational Certificate: Painter, NQF Level 4, 549 Credits
- 94023 Occupational Certificate: Glazier, NQF Level 4, 360 Credits

Or become a: Carpet Floor Finisher

Course Requirements:

- PPE – (Purchase from College)
- Safety Boots
- Study Material
- Tool Box
- Log Book

INTERNAL CONTINUOUS ASSESSMENT (ICASS)

Our internal Assessments are not limited to the following:

Continuous Assessment

- Describe and explain the application of legislation for working with electrical installations, equipment, and appliances
- Describe and explain the application of legislation for working with plumbing installations, equipment, and appliances
- Various types of personal protective equipment are identified, and their uses are explained
- The types of hazardous waste are identified and the impact of incorrectly disposing of waste is described.
- Basic risk assessment and hazard identification procedures are described
- Identify hand tools and describe their uses
- Identify portable power tools and describe their uses
- Identify fixed power tools and describe their uses
- Identify different types of electrical measuring instruments including fixed and portable and state the purpose.
- Describe safety and functionality checks to be performed on measuring and testing instruments before use
- Describe correct methods of handling and storing measuring and testing instruments
- Describe the various methods of protection when connecting measuring instruments in circuits
- Describe the safety aspects associated with removal of existing damaged carpet tile
- Describe safety practices to be considered when preparing a floor
- Discuss safety and: entering and exiting an excavation; materials and mobile equipment; hazardous gases; rescue procedures if someone is buried alive.
- Describe, calculate, and interpret fundamental concepts of electricity (Electro motive force, Potential difference, Resistance) using the correct units of measurement and definitions.
- Define and explain, using the correct units of measurement ohms law of electricity
- 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

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 materials 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
- All equipment is used according to manufacturer's specifications
- The correct equipment and control systems were selected including Batteries, Transformers, measuring instruments (portable & fixed), Testing instruments, Cables, Switchgear, and control gear, according to the design specifications.
- The correct installation methods were selected for Batteries, Transformers, measuring instruments (portable & fixed), Testing instruments, Cables, Switchgear, and control gear according to the design specifications.
- The equipment and control systems were correctly installed as per job and manufacturer's specifications and the installation complies with SANS 10142-1.
- The correct protection equipment and level of protection was selected as per job, manufacturer's specifications, and relevant statutory requirements
- The wiring of electrical equipment and control systems were carried out in compliance with SANS 10142-1.
- The wiring of electrical equipment and control systems was neatly loomed (vertically and horizontally) and complies with industry acceptable standard.
- Electrical cables were correctly terminated according to safety, statutory and manufacturer's specifications
- Electrical conductors were correctly connected and neatly secured in accordance with statutory requirements and industry acceptable standards.
- Installed sanitary fixtures appliance is fully functional and meet task specifications
- Cleaning drain blockages: repairing damaged sections of pipes are undertaken in accordance with the required steps and procedures.
- Copper tubes and fittings are soldered in accordance with the relevant SANS Codes and meeting SHEQ requirements.
- Polymer pipes and fittings are joined accordance with the relevant SANS Codes and meeting SHEQ requirements.
- Compression fittings and push fit fittings are utilised in accordance with SHEQ requirements.

- Hot water pipes and fittings are maintained and repaired to ensure that causes of airlocks have been addressed.
- Cracks in a wall are filled as per instructions.
- Repairs are completed and painted in accordance with task specifications.
- Paintwork is completed through adherence to industry accepted health and safety practices.
- A glass pane is fitted into a window frame

EXTERNAL ASSESSMENT

- External assessments are managed and conducted by Quality Partners – a national standard is set.
- Only learners that have enrolled and registered with the **QCTO** may sit for the **FISA**
- Submission of **SoR** to **QCTO** prior to **FISA**
- This is a competency based final assessment
- Approval of Results and Certification by the **QCTO**

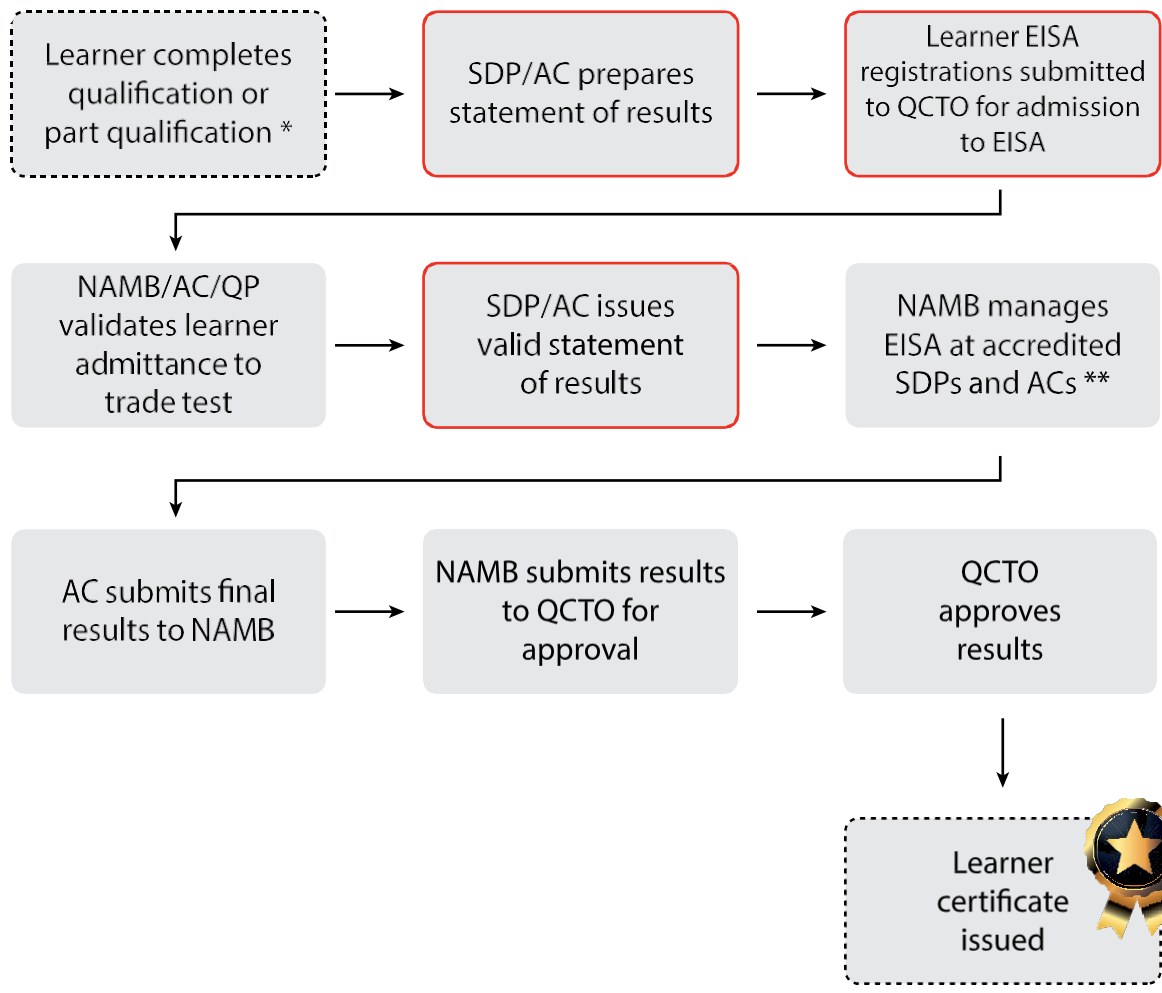
CERTIFICATION

SDPs are not allowed to print their own certificates for occupational qualifications. Certificates are issued by the QCTO's secure CVS certification system.

The QAS document specifies the timeline for the EISA assessment and moderation process, but this is usually about 21 days. From there, the QCTO aims to approve the results in 21 days, after which it should take the QCTO 21 days to issue the learner certificates.

Fees

- Registration Fees: **R1000**
- Deposit: **R3000 (Includes Student Card, Course Material/ Study Material / Assessments Fees)**
- Total Fees: **R22500**
- Duration: **102.5 days**





* Either via formal training with SDP or via ARPL with AC



** Learners complete the written component of the EISA at the SDP. The SDP marks & moderates this final assessment and submits results to the AC where the learner will sit for the practical component (trade test). The learner needs to register at an accredited Assessment Centre.