UNIT OF COMPETENCE: WORKSHOP PLANNING AND MANAGEMENT

QUALIFICATION: TVET TECHNICAL TRAINER QUALIFICATION

LEVEL: LEVEL 6

COURSE OUTLINE

INTRODUCTION

This course is designed to provide the learner with knowledge and skills needed in the planning, remodeling, organizing and managing a workshop.

Learning Outcomes:

1. Define a workshop
2. Describe the different types of workshop i.e. school workshop and commercial workshop
3. Explain the factors that influence location and layout of a workshop d) Identify the characteristics of a well-planned workshop
4. Plan (draw and sketch) a workshop to suit a given number of the users
5. Arrange machines, tools and equipment in a workshop according to use g) Draw and sketch a detailed plan of a workshop
6. Choose, purchase and care for different equipment, tools, materials and other facilities required for workshop for specified task.
7. Identify safety features and requirements of a workshop and device effective safety features, requirements and programs of a workshop
8. Develop procedures for record keeping and budgeting
9. Locate sanitary appliances and receptacles in the workshop

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| WEEK | MODULE | TOPIC | HOUR |
| 1 | Workshop safety | Introduction  Performance standards  Personal Protective Equipment (PPE) Need for first aid Safety equipment in a workshop include OSHA functions | 2 |
| 2 | Design Training Workshop layout | Introduction  Performance Standards  Workshop Layout Design  Types of workshop floor plan  Work storage areas | 2 |
| 3 | Workshop Layout Design implementation | Performance Standards  Workshop construction specifications  Workshop design features  General storage | 3 |
| 4 | Workshop maintenance | Performance standards  Types of workshop maintenance Maintenance Schedules Maintenance checklist  Maintenance report | 2 |
| 5 | Training Materials, Tools and Equipment’s | Performance Standards  Budgeting for Training  Inventory control methods  Ordering procedures  Record keeping techniques | 2 |
| 6 | Tools And Equipment Control Techniques | Tools inventory control methods Tools and equipment storage and training  Workshop Records | 2 |