



National Vocational Qualification of Building Painting & Decorating

Level 4
Architect Supervisor



National Vocational & Technical Training Commission,
Islamabad



ACKNOWLEDGEMENT

National Vocational and Technical Training Commission (NAVTTTC) extends its gratitude and appreciation to representatives of business, industry, academia, government agencies, provincial TEVTAs, sector skill councils and trade associations who spared time and extended their expertise for the development of National Vocational Qualifications for the trade of **Building Painting & Decorating**(Level-4ArchitectSupervisor). This work would not have been possible without the technical support of the above personnel.

NAVTTTC initiated development of CBT&A based qualifications for 200 traditional / hi-tech trades under the Prime **Minister's Hunarmand Pakistan Program**, focusing on Development & Standardization of 200 Technical & Vocational Education & Training (TVET) Qualifications. NAVTTTC efforts have received full support from the Ministry of Federal Education and Professional Training which highly facilitated progress under this initiative.

It may not be out of place to mention here that all the experts of Industry, Academia and TVET experts of TEVTAs, BTEs and PVTC work diligently for making this qualification worthy and error free for which all credit goes to them. However, NAVTTTC accepts the responsibility of all the errors and omissions still prevailing in the Qualification document.

It is also noteworthy that development of Skill Standards is a dynamic and ongoing process, and the developed skill standards needs periodic review and updating owing to the constant technological advancements, development in scientific knowledge, and growing experience of implementation at the grass root level as well as the demand of industry. NAVTTTC will ensure to keep the qualifications abreast with the changing demands of both national and international job markets.

**Sajid Baloch,
Executive Director,
NAVTTTC**



National Competency Standards
For
National Vocational Certificate
Level - 4
“Building Painting & Decorating”
(ARCHITECT SUPERVISOR)

NVQF Level 4

DACUM Facilitator:

NAVTC Coordinator:

Quality Assurance:



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1. Introduction

Pakistan is one of the largest skilled labor suppliers in the Middle East. According to the new labor laws and labor requirements, many skilled labors are demanded by the Saudi government. It includes different construction services like steel fixers, plumbers, carpenters, and construction painters, etc. For this purpose, a new qualification is required in CBT&A mode. NAVTTC is preparing this standard qualification in line with the NVQF guidelines.

Thus, making it imperative for the Pakistan government to actively train individuals to attend to the needs of the ever-challenging and rapidly evolving changes in the sector. Construction industry painting is highly challenging and well-paid professionals are always in need of trained & quality-oriented staff.

Construction Painting industry competency standards deal with the knowledge and skills required in the provision of construction processes. These standards focus on the procedures to equip the workforce with the knowledge and skills that personify the efficient work performance in assisting the higher management in delivering quality products & services

This course is designed to enhance the knowledge, skills, positive attitude, and work values of a painter following international standards. It covers competencies in preparing tools, painting materials, and equipment; preparing the surface for painting; and performing painting works.

2. Purpose of qualification

The purpose of this qualification is to give the candidate a thorough understanding and skills of the construction sector with special reference to building paint in 1-year training programmed. The construction industry needs skilled labor for meeting the national and international standards. It is therefore important to stress the need for a multidisciplinary approach to meet the challenges within the sector. Upon successful completion of this course the trainee should be able to:

- Core elements and the development of painting process
- Give an account of essentials construction industry and future of this industry
- Demonstrate an understanding of different painting traits.
- Point out relevant industry stakeholders & their roles in driving innovative in paint management



- Improve the professional competence of the trainees
- Provide opportunities for recognition of skills attained through non-formal or informal pathways
- Improve the quality and effectiveness of training and assessment for paint industry skilled labor
- Enhance construction industry activities at regional/provincial/national levels through better approach.

3. Date of validation

This national qualification has been validated by the Qualification Validation Committee (QVC) on 1st November 2021, in Lahore, and will remain valid until November 2024.

4. Date of review

This national qualification may be reviewed in Lahore during the month of October 2024.

5. Code of qualification

The International Standard Classification of Education (ISCED) is a framework for assembling, compiling, and analyzing cross-nationally comparable statistics on education and training, ISCED codes for these qualifications as assigned as follow:

Qualification Titles	Code
National Vocational qualification Level – 4Architect Supervisor	400

6. Qualification development committee

The following members participated in the qualifications' development workshop 9to 13 August 2021 in Lahore:

Sr. No	Name	Designation &Organization
1.	Muhammad Aasim	Assistant Director, NAVTTC Coordinator, Islamabad
2.	Muhammad Nasir Khan	DACUM Facilitator
3.	Engr. Rebab Maria Mahmood	Site Engineer, IMC
4.	Engr. Muhammad Irshad Najam	Instructor Civil Draftsman, GTTI



Sr. No	Name	Designation & Organization
		Gulberg Lahore
5.	Muhammad Saleem	Sr. Instructor GTTI Mughalpura Lahore
6.	Syed Fayyaz Mustafa	Jr. Instructor, GSTC Faisalabad
7.	Mudassar Iqbal Ranjha	Assistant Director, TEVTA Secretariat Lahore
8.	Owais Moin Ud Din	Deputy Manager Royal Airport Services Lahore
9.	Engr. Mehak Javed	Site Engineer NESPAK, Lahore
10.	Arshad Iqbal	Expert Worker

7. Qualification validation committee

The following members participated in the qualification validation workshop from 1 to 5 November 2021, in Lahore:

Sr. No	Name	Designation & Organization
1.	Muhammad Aasim	Assistant Director, NAVTTC Coordinator, Islamabad
2.	Muhammad Nasir Khan	DACUM Facilitator
3.	Mr. Muhammad Irshad Najam	Instructor, Civil Draftsman & Building Painter. GTTI Gulberg
4.	Mr. Muhammad Saleem	Sr. Instructor Draftsman Civil GTTI Moghalpura Lahore
5.	Mr. Daniyal Saqib	Project Engineer at Cheema Developers Private Limited, Abbottabad
6.	Engr. Ihsanullah Shah	Senior Sub Engineer, University of Haripur Consultant Structural Engineer from PEC
7.	Mr. Inam Ul Haq	Instructor, CTTI Islamabad



Sr. No	Name	Designation & Organization
8.	Engr. Mehak Javed	Site Engineer, NESPAK Lahore
9.	Engr. Rebab Maria Mahmood	Site Engineer, IMC Lahore
10.	Mr. Shahid Ameen	Lab Technologist, Punjab Tianjin University of Technology, Lahore
11.	Syeda Fatima Iqbal	System Analyst, Representative PBTE Lahore
12.	Mr. Malak Shams ul Arifin	Lecturer, GCT Nowshera, Representative KP-TEVTA
13.	Engr. Israr Ahmad	Secretary, Representative KP BTE
14.	Mr. Shoaib Anwar Sherazi	Principal TTC Quetta, Representative BTEVTA, Quetta
15.	Dr. Naazir Khan	Chairman PBTE, Lahore

8. Entry requirements

Entry requirements of this qualification is Matric/ or equivalent (Architect Supervisor)

9. Regulations for the qualification and schedule of units

Not applicable



10. Packaging of qualification

The national vocational qualifications are packaged as per following:

Level – 4	
1.	Prepare trade requirements
2.	Data collection, analyze and organize
3.	Apply latest supervision techniques in workplace
4.	Observe Procedures, Specification and Manual of instructions
5.	Interpret technical drawings and plans
6.	Perform menstruation and calculations
7.	Implement allocated resources
8.	Supervise work activities
9.	Apply problem-solving techniques
10.	Monitor work accomplishment
11.	Work safely in an office environment
12.	Develop work place documents
13.	Manage personal work priorities and professional development
14.	Apply E-commerce
15.	Develop entrepreneurship skills



11. Occupations of Architect Supervisor

Sr. No.	Competency Standards	Level	Theory hours	Practical hours	Total Contact hours	Credit hours
1	Prepare trade requirements	4	20	60	80	8
2	Data collection, analyze and organize	4	20	90	110	11
3	Apply latest supervision techniques in workplace	4	10	90	100	10
4	Observe Procedures, Specification and Manual of instructions	4	20	90	110	11
5	Interpret technical drawings and plans	4	10	90	100	10
6	Perform mensuration and calculations	4	30	90	120	12
7	Implement allocated resources	4	20	90	110	11
8	Supervise work activities	4	20	90	110	11
9	Apply problem solving techniques	4	20	60	80	8
10	Monitor work accomplishment	4	20	60	80	8
11	Work safely in an office environment	4	10	30	40	4
12	Develop work place documents	4	10	30	40	4
13	Manage personal work priorities and professional development	4	10	30	40	4
14	Apply E-commerce	4	10	30	40	4
15	Develop entrepreneurship skills	4	10	30	40	4
	Total		240	960	1200	120



12. Competencies

0732P&WC016. Prepare trade requirements

Overview:

This competency standard covers the skills and knowledge required to process, analyze, interpret and organize workplace information and other relevant data.

Competency Units	Performance Criteria
CU-1. Interpret Trade requirements	P1. Identify work procedure of trade based on approved construction documents and specifications P2. Identify work requirements of trade based on approved construction documents and specifications P3. Estimate required resources in accordance with work requirements of trade
CU-2. Acquire resources based on trade requirements	P1. Coordinate required resources with appropriate personnel based on quantity of work P2. Acquire required resources as per work requirements P3. Inspect acquired work resources based on estimated quantities and specification
CU-3. Secure handling of resources	P1. Transport acquired resources in accordance with handling procedures P2. Inspect transported resources for damages and functionality based on specifications and schedules P3. Secure transported resources in accordance with company standard operating procedures (SOPs)

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Describe Construction Materials
- Explain the Construction Documents and Specifications



- Explain the Quality of Construction Material.
- Describe the Construction Materials Handling Procedure
- Identify Construction Resources.

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Acquire trade resources
- Interpret trade resource
- Maintain quality parameters during process.

Tools / Equipment / Manuals Required:

Sr. #	Items
1.	Relevant Tools
2.	Materials
3.	Construction Documents
4.	Forms
5.	Record Register



0732P&WC017. Data collection, analyse and organize

Overview:

This competency standard covers the skills and knowledge required to process, analyses, interpret and organize workplace information and other relevant data.

Competency Units	Performance Criteria
CU-1. Study information requirements	P1. Identify needs using standard procedures P2. Select respondents based on established survey/research P3. Gather the information on relevant forms and recording systems
CU-2. Process data	P1. Process the collected data on a prescribed method. P2. Use relevant data as references in accordance with the objectives of the program. P3. Compile information according to the required form
CU-3. Analyze, interpret and organize information gathered	P1. Analyze data using relevant methodologies P2. Apply statistical analysis/methods according to the objectives of the program P3. Prepare graphs and other visual presentations to facilitate analysis / interpretation of information
CU-4. Present findings/ recommendations	P1. Summarize findings/ recommendations and present. P2. Gather relevant inputs to finalize report. P3. Prepare draft report based on standard format. P4. Submit technical reports and disseminated to concerned offices

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Data processing
- Information analysis and interpretation



- Research methods (Qualitative, Quantitative & Statistical)
- Report writing

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Determine information requirements based on organizational goals and objectives.
- Utilize relevant research methods based on the objective of the program.
- Analyze and organize information gathered

Tools / Equipment / Manuals Required:

Sr. #	Items
1.	Relevant Tools
2.	Relevant Materials
3.	Construction Documents
4.	Forms
5.	Record Register



0732P&WC018. Apply supervision techniques in workplace

Overview:

This competency standard covers the skills and knowledge required to understand and apply fundamental critical thinking skills in the workplace.

Competency Units	Performance Criteria
CU-1. Evaluate effectiveness and efficiency of workplace	P1. Check effectiveness and efficiency of workplace standards. P2. Implement usage of inquiry and dialogue to communicate evaluation measures and results. P3. Prepare evaluation report and communicate to team members.
CU-2. Foster the habit of critical inquiry and curiosity in the workplace	P1. Manage issues and problems in the workplace among team members. P2. Evaluate efficiency and effectiveness of workplace policies, procedures, and protocols. P3. Apply growth mind-set, positive relationship, and communication in the context of critical inquiry and curiosity in the workplace.
CU-3. Monitor practical action plans for improving workplace conditions.	P1. Formulate practical action plans in improving workplace conditions. P2. Implement proposed changes and directions as per procedures.

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Learn different methods of critical and appreciative inquiry and their relevance to different situations
- Why questions are important and the benefits of asking good questions for individuals.



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- Describe basic measuring units and its conversion.
- Explain change management and continuous improvement concept.

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Develop practical action plans for improving workplace conditions



0732P&WC019. Observe procedures, specifications, and manual of instructions

Overview:

This competency standard covers the skills and knowledge required in identifying, interpreting, applying services to specifications and manuals and storing manuals.

Competency Units	Performance Criteria
CU-1. Identify and access specification/ manual	P1. Select appropriate manual of instructions as per job requirements. P2. Use updated version of manual.
CU-2. Interpret manuals	P1. Locate relevant sections, chapters of specifications/ manuals about work to be conducted. P2. Interpret information and procedure in the manual by industry practices.
CU-3. Apply information according to manual	P1. Ensure work steps, as per specifications. P2. Apply manual data according to the given task P3. Interpret all corrected information/data to improve working manual P4. Revise information as per company requirements P5. Store manual/specification appropriately to prevent damage.

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- State types of manuals used in construction trades.
- Describe symbols used in manuals

Critical Evidence (s) required:

The candidate needs to produce following critical evidence(s) in order to be competent in this competency standard:



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- Identify and accesses specification/manuals as per job requirements
- Interpret manuals in accordance with industry practice

Tools / Equipment / Manuals Required:

- All manuals/catalogues relative to construction sector



0732P&WC020. Interpret technical drawings and plans

Overview:

This competency standard covers the skills and knowledge required in analyzing and interpreting symbols, data, and work plans based on the required performance standards.

Competency Units	Performance Criteria
CU-1. Analyze signs, symbols, and data	P1. Identify signs, symbols, and data according to job specifications P2. Determine signs, symbols, and data according to site regulations
CU-2. Interpret drawings and plans	P1. Identify necessary tools and materials according to the work plan P2. List supplies and materials according to specifications P3. Recognize components, assemblies, or objects as required P4. Identify dimensions as appropriate to the plan P5. Match specification details with existing/available drawings.

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Describe Signs and symbols used in construction works.
- State rules and regulations for building drawings.
- Explain the system of measurements
- What is linear measurement?
- How Unit conversion is done.

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:



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- Identify and determined signs, symbols, and data according to work plan and job requirements
- Identify tools and materials in accordance with job requirements
- Demonstrate ability to determine job specifications based on working drawing

Tools and Equipment Required:

- Drawings and specification relevant to task
- Materials and instrument relevant to proposed activity



0732P&WC021. Perform mensuration and calculations

Overview:

This competency standard covers the skills and knowledge required to select the measuring instruments and carry out measurements & calculations.

Competency Units	Performance Criteria
CU-1. Select measuring instruments	P1. Select/identify measuring tools as per object/components to be measured. P2. Obtain specifications from relevant sources P3. Use alternative measuring tools without sacrificing cost and quality of work
CU-2. Carry out measurements and calculations	P1. Identify systems of measurement and convert according to job requirements P2. Perform calculations needed to complete work tasks using the four-basic process of addition (+), subtraction (-), multiplication (x) and division (/) P3. Use calculations involving fractions, percentages, and mixed numbers to complete measurements. P4. Check numerical computation and correct it for accuracy. P5. Obtain measurements from drawings P6. Measure physical work

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Explain the system of measurements.
- What is linear measurement.
- State tools for measurements.
- Explain process of measurement.
- Interpretation of formulas for volume, areas, perimeters of plane and geometric figures



- State handling of measuring instruments

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Explain the system of measurements
- How unit conversion is done.

Tools and Equipment Required:

Sr. #	Items
1.	Manual of measuring tools
2.	Micrometer (In-out, depth)
3.	Vernier caliper (out, inside)
4.	Thickness gauge
5.	Try-square
6.	Protractor
7.	Steel ruler
8.	Metallic tape
9.	Invar tape
10.	Calculator



0732P&WC022. Implement allocated resources

Overview:

This competency standard covers the skills and knowledge required in implementing allocated resources.

Competency Units	Performance Criteria
CU-1. Verify job assignment	P1. Identify job requirements P2. Estimate manpower as per job P3. Ensure required resources as per job specifications
CU-2. Assign resources	P1. Identify required tools and materials as per job P2. Schedule resources based on job requirements P3. Ensure required tools and materials based on job requirements
CU-3. Monitor resources and manpower placement	P1. Check worker's qualifications & manpower placement based on work assignments P2. Check worker's tools, materials, and equipment by occupational safety & health standards and job requirements.

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Construction Work Strategies & Policies
- Purpose and types of scheduling.
- Safety Management Plan
- Construction Work Strategies & Policies
- Purpose and types of scheduling.
- Safety Management Plan
- Productivity of machines
- Muster roll and Payment charts
- Stock and indent record keeping



Critical Evidence (s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Estimated manpower based on work strategies
- Verified the required qualification in accordance with company standard operating procedures (SOPs)
- Estimated tools and materials based on job requirements
- Schedule tools and materials based on job requirements

Tools / Equipment / Manuals Required:

Sr. #	Items
1.	Relevant Tools
2.	Stock register
3.	Consumable materials register
4.	Construction Document
5.	Indent books
6.	Progress Charts
7.	Forms and Records
8.	Calculator



0732P&WC023. Supervise work activities

Overview:

This competency standard covers the performance outcomes, skills and knowledge required in supervising completion of construction work activities.

Competency Units	Performance Criteria
CU-1. Inspect Work Activities	P1. Check utilization of materials and equipment as per company's SOPs P2. Ensure construction methodologies as per company's SOPs P3. Ensure work performance in accordance with company's SOPs
CU-2. Record Work Performance	P1. Measure work performance in accordance with company's SOPs P2. Notify workers regarding their performance in accordance with company's SOPs P3. Discuss workers concerns in accordance with company's SOPs
CU-3. Ensure OHS Standards	P1. Contribute to workplace meetings, inspections, or other consultative activities P2. Raise OHS issues with designated persons in accordance with organizational procedures P3. Take actions to eliminate workplace hazards or to reduce risks

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Construction Method Statements
- Proper Work Procedures
- Company Administrative Policies



- Performance Measures
- Quality Control techniques
- Analysis Skills
- Monitoring Skills
- Audit Skills

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Inspected work performance in accordance with company standard operating procedures (SOPs)
- Measured work performance in accordance with company standard operating procedures (SOPs)

Tools / Equipment / Manuals Required:

Sr. #	Items
1.	Relevant Tools
2.	Stock register
3.	Consumable materials register
4.	Construction Document
5.	Indent books
6.	Progress Charts
7.	Forms and Records



0732P&WC024. Apply problem-solving techniques

Overview:

This competency covers the knowledge, skills and attitudes required to apply the process of problem solving. It includes the application of structured processes and improvement tools.

Competency Units	Performance Criteria
CU-1. Analyze the problem	P1. Evaluate issues/concerns based on data gathered P2. Identify possible causes of problem within the area of responsibility as based on experience and the use of problem-solving tools/analytical techniques P3. Develop possible cause statements based on findings
CU-2. Identify possible solutions	P1. Consider all possible options for resolution of the problem in accordance with safety and operating procedures P2. Consider strengths and weaknesses of possible options P3. Determine corrective action is to resolve the problem and its possible future cause
CU-3. Recommend solution to higher management	P1. Prepare report/ communication or documentation P2. Submit recommendations to appropriate personnel P3. Follow up recommendations
CU-4. Implement solution	P1. Identify measurable objectives P2. Identify resource needs P3. Implement recommendations in accordance with the plan
CU-5. Evaluate/ Monitor results and outcome	P1. Identify processes and improvements based on evaluative assessment of problem. P2. Prepare report and submit to concern.

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:



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- Understanding of systems, organizational systems, and functions
- Knowledge of help desk and maintenance practices
- General principles of OHS
- Unit responsibilities

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- Analyzed the problem
- Identified possible solutions
- Implemented solutions
- Recommendsolutions to concern management
- Outcome evaluate, monitor

Tools / Equipment / ManualsRequired:

Sr. #	Items
1.	Construction Document
2.	Progress Charts
3.	Forms and Records



0732P&WC025. Monitor work accomplishment

Overview:

This competency standard covers the skills, knowledge and attitudes required in monitoring work accomplishments.

Competency Units	Performance Criteria
CU-1. Identify work accomplishment	P1. Check work accomplishment in accordance with plans and Occupational Safety and Health Standards P2. Compare work accomplishment against approved work schedules and plans
CU-2. Record work accomplishment	P1. Prepare reports in accordance with company SOPs. P2. Record individual worker's performance rating in accordance with company SOPs. P3. Communicate accomplishment issues in accordance with company SOPs.
CU-3. Transmit work accomplishment	P1. Submit accomplishment reports and performance rating in accordance with company SOPs. P2. Secure transmittal record in accordance with company SOPs.

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out the tasks covered in this competency standard. Therefore, trainee must be able to:

- Explain organization's guidelines and SOPs related to monitor and control work activities.
- Explain organization's management and accountability systems
- Explain code of conduct SOP
- State Productivity Rates of relevant trades
- Performance Report



Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to prepare monitoring report, performance report or progress chart.

Tools / Equipment / Manuals Required:

Sr. #	Items
1.	Relevant Tools
2.	Materials
3.	Construction Documents
4.	Forms and Records
5.	Performance reports
6.	Progress charts
7.	SOP



13. Generic competencies

0732P&WC026. Work safely in an office environment

Overview:

This competency standard covers the performance outcomes, skills and knowledge required to participate in workplace occupational health and safety (OHS) processes to protect workers own health and safety, and of others.

Competency Units	Performance Criteria
CU-1. Work safely	P1. Follow established safety procedures during work P2. Check pre-start systems and equipment as per workplace procedures
CU-2. Implement workplace safety requirements	P1. Identify existing and potential hazards in the workplace P2. Nominate designated persons for reporting queries and concerns about safety in the workplace P3. P4. Report and record in accordance with workplace procedures P5. Identify and implement workplace procedures and work instructions for controlling risks P6. Report emergency incidents and injuries to designated persons
CU-3. Participate in OHS consultative processes	P1. Contribute to workplace meetings, inspections, or other consultative activities P2. Raise OHS issues with designated persons as per organizational procedures P3. Take actions to eliminate workplace hazards or to reduce risks
CU-4. Follow safety procedures	P1. Identify and report emergency incidents P2. Follow organizational procedures for responding to emergency incidents



Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain responsibilities of employers and employees under relevant health and safety regulation
- Describe emergency procedures including procedures for fires, accidents, and evacuation
- Outline commonly used hazard signs and safety symbols.

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to participate in workplace OHS processes. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. The unit assessment must ensure the safety processes; hazards and risks are relevant to the area of work. Evidence of the following is essential:

- Following all relevant safety procedures
- Identifying and reporting hazards to designated personnel
- Knowledge of relevant health and safety regulations
- Knowledge of relevant materials, equipment, and work processes



0732P&WC027. Develop workplace documents

Overview:

This competency standard covers the interpreting and composing a range of workplace documents from different sources. It includes interpreting written information for workplace purposes as well as planning, drafting, and reviewing a basic document before writing the final version. The focus is on the content and structure of written materials and not on the use of computer technology.

Competency Units	Performance Criteria
CU-1. Interpret written information	P1. Read workplace materials to identify the subject and key information for using or reporting to others. P2. Read procedural manuals and codes of practice to locate specific information to carry out work functions in accordance with policy and standards. P3. Read a range of written materials to locate and select required information for summaries, short reports, and responses to requests. P4. Identify the cultural context and prior knowledge required to interpret workplace information and obtain assistance when required. P5. Determine audience and purpose for the document P6. Seek assistance with interpretation of complex materials in accordance with organizational procedures.
CU-2. Develop written materials	P1. Identify and comply with established requirements for a range of written materials in accordance with organizational procedures and standard templates. P2. Determine format and structure P3. Establish key points for inclusion P4. Identify organizational requirements P5. Establish method of communication
CU-3. Draft document	P1. Develop draft document to communicate key points P2. Obtain and include any required additional information



Competency Units	Performance Criteria
	P3. Prepare written information in an accurate, concise, and unambiguous manner that meets intended audience and organizational requirements.
CU-4. Review document	P1. Check draft for suitability of tone for audience, purpose, format, and communication style P2. Check draft for readability, grammar, spelling, sentence, and paragraph construction and correct any inaccuracies or gaps in content. P3. Check draft for sequencing and structure P4. Check draft to ensure it meets organizational requirements P5. Ensure draft is proof-read, where appropriate, by supervisor or colleague
CU-5. Write final document	P1. Make and proofread necessary changes P2. Ensure document is sent to intended recipient within required time frames P3. File copy of document in accordance with organizational policies and procedures

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain the reading and writing procedures at a level to cope with a range of workplace materials
- Explain the integration of information from a number of sources in order to generate meaning
- Describe the ways to write and sequence paragraphs according to the required purpose of written material
- Outline the linking ideas in written material through selection and use of words, grammatical structures, headings and punctuation appropriate to the purpose



- Elaborate spelling, punctuation and grammar for workplace documents at an experienced level
- Explain the response to diversity, including gender and disability
- Explain the implementation of ergonomic requirements for office work
- Explain the environmental policies such as those relating to paper use/wastage/recycling
- Describe the preparation of general information and papers according to target audience
- Elaborate the ways of proofreading and editing documents to ensure clarity of meaning and conformity to organizational requirements
- Describe the problem-solving skills to determine document design and production processes
- Explain the usage of resources to assist in document production, such as dictionary, thesaurus, templates, style sheets
- Describe the ways to produce business letters, memos, job applications, resumes, meeting agendas and minutes
- Explain the ways to fold and insert letters into a standard and window faced envelope.

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to interpret written information for workplace purposes and plan, draft and review a basic document before writing the final version. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:



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- Producing a range of documents that accurately convey required information including single and multipage business letters, memos, job applications, resumes, meeting agendas and minutes.
- Using formatting suitable for intended audience
- Knowledge of organizational policies and procedures for document production



0732P&WC028. Manage personal work priorities and professional development

Overview:

This competency standard covers the skills and knowledge required to create systems and processes to organize information and prioritize tasks. It applies to individuals working in managerial positions who have excellent organizational skills. The work ethic of individuals in this role has a significant impact on the work culture and patterns of behavior of others as managers at this level are role models in their work environment.

Competency Units	Performance Criteria
CU-1. Establish personal work goals	P1. Serve as a positive role model in the workplace through personal work planning P2. Ensure personal work goals, plans and activities as per organization plans P3. Measure and maintain personal performance as per work goals
CU-2. Set and meet own work priorities	P1. Take initiative to prioritize and facilitate competing demands to achieve work priorities P2. Use technology efficiently and effectively to manage work priorities and commitments P3. Maintain appropriate work-life balance
CU-3. Develop and maintain professional competence	P1. Assess personal knowledge and skills against competency standards to determine development needs P2. Feedback from stakeholders, and use this feedback to improve competence P3. Participate in networks to enhance personal knowledge, skills and work relationships

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:



- Explain principles and techniques involved in the management and organization of:
 - Performance measurement
 - Personal behavior, self-awareness and personality traits identification
 - A personal development plans
 - Personal goal setting
 - Time management
- Discuss management development opportunities and options for self
- Describe methods for achieving a healthy work-life balance
- Outline organization's policies, plans and procedures
- Explain types of learning method
- Describe types of work methods and practices that can improve personal performance.

Critical Evidence(s) required:

The candidate needs to produce following critical evidence(s) to be competent in this competency standard:

- A person who demonstrates competency in this unit must be able to provide evidence of the ability to manage personal work priorities and professional development. The evidence should integrate employability skills with workplace tasks and job roles and verify competency is able to be transferred to other circumstances and environments

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- Use business technology to create and use systems and processes to organize and prioritize tasks and commitments
- Measure and maintain personal work performance including assessing competency against competency standards and seeking feedback
- Maintain an appropriate work-life balance to manage personal health and stress
- Participate in networks
- Develop a personal development plan which includes career objectives and an action plan



0732P&WC029. Apply e-commerce

Overview:

This competency standard covers the aim is to develop efficient E-Marketing strategies in accordance with the Vision and Mission statement of the organization driven by Electronic means.

Competency Units	Performance Criteria
CU-1. Apply SCM (Supply Chain Management)	P1. Identify Potential Suppliers P2. Select the appropriate supplier P3. Place order as per requirement P4. Inspect received order P5. Maintain Inventory as per Inventory Control / store keeping techniques P6. Identity different available transportation modes P7. Identify steps of reverse SCM i.e. from organization to supplier
CU-2. Apply Social Media Marketing	P1. Identify different social media marketing techniques P2. Apply suitable classified advertisement techniques on social media P3. Perform electronic mail marketing P4. Creation of blogs

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Explain product delivery and their traceability
- Knowledge of Incorporation of Outsourcing in logistics.
- Describe Knowledge of different social media sites that is Facebook, Twitter, LinkedIn, etc.,
- Explain Brand pages' creation on social media sites.
- Mention skills to regularly update brand/product/service blogs.



- Elaborate direct marketing techniques e.g., Email, SMS (Mobile-Commerce) for the projection of business.

Critical Evidence(s) required:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to write and edit the copy that is clear to the target audience and easy to navigate. The evidence should integrate employability skills with workplace tasks and job roles.

Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- Use business technology to create and use systems and processes to organize and prioritize tasks and commitments
- Measure and maintain personal work performance including assessing competency



0732P&WC030. Develop entrepreneurship skills

Overview:

This competency standard covers the performance outcomes, skills and knowledge required to develop entrepreneurship skills, concept, market analysis and investment.

Competency Units	Performance Criteria
CU-1. Concept of Entrepreneurship	P1. Understand Entrepreneur- Entrepreneurship - Enterprises: conceptual issue Entrepreneurship vs. management, Entrepreneurial motivation. P2. Understand the functions of entrepreneurs in relation to the enterprise and economy. P3. Identify source of business ideas
CU-2. Project Preparation & Marketing Analysis	P1. Understand the qualities of a good entrepreneur, SWOT, and risk analysis. P2. Develop communication skills between buyer and seller. P3. Keep record of each business deal (email, etc.).
CU-3. Investment Procurement	P1. Develop project, feasibility, legal formalities. P2. Understand investment procedure - Loan procurement - Banking processes.

Knowledge and Understanding:

The candidate must be able to demonstrate underpinning knowledge and understanding required to carry out tasks covered in this competency standard. This includes the knowledge of:

- Knowledge of entrepreneurship
- Knowledge of SWOT analysis
- Knowledge of developing project proposal for loan

Critical Evidence(s) required:

A person who demonstrates competency in this unit must be able to provide evidence of the ability to prepare a project proposal for investment.



Performance requirements

This competency is to be assessed using standard and authorized work practices, safety requirements and environmental constraints. Evidence of the following is essential:

- Analysis SOWT of project
- Risk analysis of project
- Prepare feasibility reports



14. List of tools/equipment's/materials

Sr. #	Items
•	Consumable tools
1.	Paint kettle and paint can
2.	Paint roller set: paint roller, sleeve, and tray
3.	Paint brushes (Flat Paint brushes, Angled Paint brushes, Size 0.5 to 6 inches)
4.	Radiator brush
5.	Scraper
6.	Paint roller extension pole
7.	Plastic bucket and sponge
8.	Ready-mixed filler and filling knife
9.	Flat scraper tool
10.	Paint bucket
11.	Wall stencil
12.	Grinding stone
13.	Paint removal stripper
14.	Marker pen or pencil
15.	Wire brush
16.	Paint brush comb
17.	Sharpener
18.	Foot rule(1' to 4')
•	Property (Permanent) tools
19.	Tape measure
20.	Paint sprayer
21.	Heat gun
22.	Putty knife
23.	Work light
24.	Wet/dry vacuum
25.	Screwdriver (Flat, Philip)
26.	Electric Tester
27.	Scaffolding (Wooden Ladder, Steel folding ladder)



Sr. #	Items
28.	Paint kettle and paint can opener (flat head screwdriver)
29.	Stool
30.	Cupboard
•	Consumable material
31.	Enamel paint
32.	Emulsion paint (Plastic, Mat, Venyle)
33.	Distemper
34.	Turpentine oil
35.	Kerosene oil
36.	Petrol
37.	Flax seed oil
38.	Varnish
39.	Copper sulfate(Neela thotha)
40.	Painting colors(Pigments)
41.	Acrylic
42.	Glue
43.	Weather shield
44.	Thinner
45.	Fine sandpaper (40, 120,150, 250 No.)
46.	Painters tape
47.	Cloth malmal
48.	Chalk powder
49.	Zinc powder
50.	Gypsum powder
51.	Cotton waste
52.	Rubber
53.	Soap
54.	Thread
•	Safety Precaution Tools and Material
55.	Painter's Dungaree
56.	Knee pads



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Sr. #	Items
57.	Safety goggles
58.	Safety boots
59.	Gloves
60.	Respirator (mask)
61.	Face Mask
62.	Helmet
63.	Full body harness
64.	First aid box