TRAINING REGULATIONS

Heavy-Equipment Operation [Motor Grader] NC II

CONSTRUCTION SECTOR

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
East Service Road, South Superhighway, Taguig City, Metro Manila

MOTOR GRADER

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TRAINING REGULATIONS FOR

HEAVY EQUIPMENT OPERATION - MOTOR GRADER

SECTION 1 HEAVY EQUIPMENT OPERATION - MOTOR GRADER

The **HEAVY EQUIPMENT OPERATION - MOTOR GRADER** qualification consists of competencies that workers must achieve to enable them to perform tasks such as leveling, spreading, side cutting, ditching, hi-bank cutting, ripping, scarifying of earth materials in construction sites or other locations.

This qualification is packaged from the competency map of Construction - Heavy Equipment sub-sector as shown in Annex A.

The units of competency comprising this qualification include the following:

CODE NO.	BASIC COMPETENCIES
	Units of Competency
500311105	Participate in workplace communication
500311106	Work in a team environment
500311107	Practice career professionalism
500311108	Practice occupational health and safety procedures

CODE NO.	COMMON COMPETENCIES
	Units of Competency
CON931201	Prepare construction materials and tools
CON311201	Observe procedures, specifications and manuals of instruction
CON311202	Interpret technical drawings and plans
CON311203	Perform mensurations and calculations
CON311204	Maintain tools and equipment

CODE NO.	CORE COMPETENCIES
CON833301	Perform pre- and post-operation procedures for earth moving equipment
CON833302	Perform basic preventive maintenance servicing for earth moving equipment
CON833306	Perform productive operation for motor grader

A person who has achieved this Qualification is competent to be a -

- Motor-grader operator

SECTION 2 COMPETENCY STANDARDS

This section gives the details and contents of all the units of competency required in HEAVY-EQUIPMENT OPERATION (MOTOR GRADER) NC II. These units of competency are categorized into basic, common and core competencies.

BASIC COMPETENCIES

UNIT OF COMPETENCY:	**PARTICIPATE IN WORKPLACE COMMUNICATION**
UNIT CODE :	**500311105**
UNIT DESCRIPTOR :	This unit covers the knowledge, skills and attitudes required to gather, interpret and convey information in response to workplace requirements.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Obtain and convey workplace information	1.1 Specific and relevant information is accessed from ***appropriate sources*** 1.2 Effective questioning , active listening and speaking skills are used to gather and convey information 1.3 Appropriate ***medium*** is used to transfer information and ideas 1.4 Appropriate non- verbal communication is used 1.5 Appropriate lines of communication with supervisors and colleagues are identified and followed 1.6 Defined workplace procedures for the location and ***storage*** of information are used 1.7 Personal interaction is carried out clearly and concisely
2. Participate in workplace meetings and discussions	2.1 Team meetings are attended on time 2.2 Own opinions are clearly expressed and those of others are listened to without interruption 2.3 Meeting inputs are consistent with the meeting purpose and established ***protocols*** 2.4 ***Workplace interactions*** are conducted in a courteous manner 2.5 Questions about simple routine workplace procedures and maters concerning working conditions of employment are asked and responded to 2.6 Meetings outcomes are interpreted and implemented

3. Complete relevant work related documents	3.1 Range of ***forms*** relating to conditions of employment are completed accurately and legibly 3.2 Workplace data is recorded on standard workplace forms and documents 3.3 Basic mathematical processes are used for routine calculations 3.4 Errors in recording information on forms/ documents are identified and properly acted upon 3.5 Reporting requirements to supervisor are completed according to organizational guidelines

RANGE OF VARIABLES

VARIABLE	RANGE
1. Appropriate sources	1.1. Team members 1.2. Suppliers 1.3. Trade personnel 1.4. Local government 1.5. Industry bodies
2. Medium	2.1. Memorandum 2.2. Circular 2.3. Notice 2.4. Information discussion 2.5. Follow-up or verbal instructions 2.6. Face to face communication
3. Storage	3.1. Manual filing system 3.2. Computer-based filing system
4. Forms	4.1. Personnel forms, telephone message forms, safety reports
5. Workplace interactions	5.1. Face to face 5.2. Telephone 5.3. Electronic and two way radio 5.4. Written including electronic, memos, instruction and forms, non-verbal including gestures, signals, signs and diagrams
6. Protocols	6.1. Observing meeting 6.2. Compliance with meeting decisions 6.3. Obeying meeting instructions

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1. Prepared written communication following standard format of the organization 1.2. Accessed information using communication equipment 1.3. Made use of relevant terms as an aid to transfer information effectively 1.4. Conveyed information effectively adopting the formal or informal communication
2. Underpinning Knowledge and Attitudes	2.1. Effective communication 2.2. Different modes of communication 2.3. Written communication 2.4. Organizational policies 2.5. Communication procedures and systems 2.6. Technology relevant to the enterprise and the individual's work responsibilities
3. Underpinning Skills	3.1. Follow simple spoken language 3.2. Perform routine workplace duties following simple written notices 3.3. Participate in workplace meetings and discussions 3.4. Complete work related documents 3.5. Estimate, calculate and record routine workplace measures 3.6. Basic mathematical processes of addition, subtraction, division and multiplication 3.7. Ability to relate to people of social range in the workplace 3.8. Gather and provide information in response to workplace Requirements
4. Resource Implications	4.1. Fax machine 4.2. Telephone 4.3. Writing materials 4.4. Internet
5. Methods of Assessment	5.1. Direct Observation 5.2. Oral interview and written test
6. Context of Assessment	6.1. Competency may be assessed individually in the actual workplace or through accredited institution

UNIT OF COMPETENCY:	**WORK IN TEAM ENVIRONMENT**
UNIT CODE :	**500311106**
UNIT DESCRIPTOR :	This unit covers the skills, knowledge and attitudes to identify role and responsibility as a member of a team.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Describe team role and scope	1.1. The ***role and objective of the team*** is identified from available ***sources of information*** 1.2. Team parameters, reporting relationships and responsibilities are identified from team discussions and appropriate external sources
2. Identify own role and responsibility within team	2.1. Individual role and responsibilities within the team environment are identified 2.2. Roles and responsibility of other team members are identified and recognized 2.3. Reporting relationships within team and external to team are identified
3. Work as a team member	3.1. Effective and appropriate forms of communications used and interactions undertaken with team members who contribute to known team activities and objectives 3.2. Effective and appropriate contributions made to complement team activities and objectives, based on individual skills and competencies and ***workplace context*** 3.3. Observed protocols in reporting using standard operating procedures 3.4. Contribute to the development of team work plans based on an understanding of team's role and objectives and individual competencies of the members.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Role and objective of team	1.1. Work activities in a team environment with enterprise or specific sector 1.2. Limited discretion, initiative and judgement maybe demonstrated on the job, either individually or in a team environment
2. Sources of information	2.1. Standard operating and/or other workplace procedures 2.2. Job procedures 2.3. Machine/equipment manufacturer's specifications and instructions 2.4. Organizational or external personnel 2.5. Client/supplier instructions 2.6. Quality standards 2.7. OHS and environmental standards
3. Workplace context	3.1. Work procedures and practices 3.2. Conditions of work environments 3.3. Legislation and industrial agreements 3.4. Standard work practice including the storage, safe handling and disposal of chemicals 3.5. Safety, environmental, housekeeping and quality guidelines

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1. Operated in a team to complete workplace activity 1.2. Worked effectively with others 1.3. Conveyed information in written or oral form 1.4. Selected and used appropriate workplace language 1.5. Followed designated work plan for the job 1.6. Reported outcomes
2. Underpinning Knowledge and Attitude	2.1. Communication process 2.2. Team structure 2.3. Team roles 2.4. Group planning and decision making
3. Underpinning Skills	3.1. Communicate appropriately, consistent with the culture of the workplace
4. Resource Implications	The following resources MUST be provided: 4.1. Access to relevant workplace or appropriately simulated environment where assessment can take place 4.2. Materials relevant to the proposed activity or tasks
5. Methods of Assessment	Competency may be assessed through: 5.1. Observation of the individual member in relation to the work activities of the group 5.2. Observation of simulation and or role play involving the participation of individual member to the attainment of organizational goal 5.3. Case studies and scenarios as a basis for discussion of issues and strategies in teamwork
6. Context for Assessment	6.1. Competency may be assessed in workplace or in a simulated workplace setting 6.2. Assessment shall be observed while task are being undertaken whether individually or in group

UNIT OF COMPETENCY:	**PRACTICE CAREER PROFESSIONALISM**
UNIT CODE :	**500311107**
UNIT DESCRIPTOR :	This unit covers the knowledge, skills and attitudes in promoting career growth and advancement.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Integrate personal objectives with organizational goals	1.1 Personal growth and work plans are pursued towards improving the qualifications set for the profession 1.2 Intra- and interpersonal relationships are maintained in the course of managing oneself based on performance ***evaluation*** 1.3 Commitment to the organization and its goal is demonstrated in the performance of duties
2. Set and meet work priorities	2.1 Competing demands are prioritized to achieve personal, team and organizational goals and objectives. 2.2 ***Resources*** are utilized efficiently and effectively to manage work priorities and commitments 2.3 Practices along economic use and maintenance of equipment and facilities are followed as per established procedures
3. Maintain professional growth and development	3.1 ***Trainings and career opportunities*** are identified and availed of based on job requirements 3.2 ***Recognitions*** are sought/received and demonstrated as proof of career advancement 3.3 ***Licenses and/or certifications*** relevant to job and career are obtained and renewed

RANGE OF VARIABLES

VARIABLE	RANGE
1. Evaluation	1.1 Performance Appraisal 1.2 Psychological Profile 1.3 Aptitude Tests
2. Resources	2.1 Human 2.2 Financial 2.3 Technology 2.3.1 Hardware 2.3.2 Software
3. Trainings and career opportunities	3.1 Participation in training programs 3.1.1 Technical 3.1.2 Supervisory 3.1.3 Managerial 3.1.4 Continuing Education 3.2 Serving as Resource Persons in conferences and workshops
4. Recognitions	4.1 Recommendations 4.2 Citations 4.3 Certificate of Appreciations 4.4 Commendations 4.5 Awards 4.6 Tangible and Intangible Rewards
5. Licenses and/or certifications	5.1 National Certificates 5.2 Certificate of Competency 5.3 Support Level Licenses 5.4 Professional Licenses

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Attained job targets within key result areas (KRAs) 1.2 Maintained intra - and interpersonal relationship in the course of managing oneself based on performance evaluation 1.3 Completed trainings and career opportunities which are based on the requirements of the industries 1.4 Acquired and maintained licenses and/or certifications according to the requirement of the qualification
2. Underpinning Knowledge	2.1 Work values and ethics (Code of Conduct, Code of Ethics, etc.) 2.2 Company policies 2.3 Company-operations, procedures and standards 2.4 Fundamental rights at work including gender sensitivity 2.4 Personal hygiene practices
3. Underpinning Skills	3.1 Appropriate practice of personal hygiene 3.2 Intra and Interpersonal skills 3.3 Communication skills
4. Resource Implications	The following resources **MUST** be provided: 4.1 Workplace or assessment location 4.2 Case studies/scenarios
5. Methods of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Simulation/Role-plays 5.4 Observation 5.5 Third Party Reports 5.6 Exams and Tests
6. Context of Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

UNIT OF COMPETENCY : **PRACTICE OCCUPATIONAL HEALTH AND SAFETY PROCEDURES**

UNIT CODE : **500311108**

UNIT DESCRIPTOR : This unit covers the outcomes required to comply with regulatory and organizational requirements for occupational health and safety.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Identify hazards and risks	1.1 ***Safety regulations*** and workplace safety and hazard control practices and procedures are clarified and explained based on organization procedures 1.2 ***Hazards/risks*** in the workplace and their corresponding indicators are identified to minimize or eliminate risk to co-workers, workplace and environment in accordance with organization procedures 1.3 ***Contingency measures*** during workplace accidents, fire and other emergencies are recognized and established in accordance with organization procedures
2. Evaluate hazards and risks	2.1 Terms of maximum tolerable limits which when exceeded will result in harm or damage are identified based on threshold limit values (TLV) 2.2 Effects of the hazards are determined 2.3 OHS issues and/or concerns and identified safety hazards are reported to designated personnel in accordance with workplace requirements and relevant workplace OHS legislation
3. Control hazards and risks	3.1 Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace are consistently followed 3.2 Procedures for dealing with workplace accidents, fire and emergencies are followed in accordance with organization OHS policies 3.3 ***Personal protective equipment (PPE)*** is correctly used in accordance with organization OHS procedures and practices 3.4 Appropriate assistance is provided in the event of a workplace emergency in accordance with established organization protocol

4. Maintain OHS awareness	4.1 ***Emergency-related drills and trainings*** are participated in as per established organization guidelines and procedures 4.2 ***OHS personal records*** are completed and updated in accordance with workplace requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safety regulations	May include but are not limited to: 1.1 Clean Air Act 1.2 Building code 1.3 National Electrical and Fire Safety Codes 1.4 Waste management statutes and rules 1.5 Philippine Occupational Safety and Health Standards 1.6 DOLE regulations on safety legal requirements 1.7 ECC regulations
2. Hazards/Risks	May include but are not limited to: 2.1 Physical hazards – impact, illumination, pressure, noise, vibration, temperature, radiation 2.2 Biological hazards- bacteria, viruses, plants, parasites, mites, molds, fungi, insects 2.3 Chemical hazards – dusts, fibers, mists, fumes, smoke, gasses, vapors 2.4 Ergonomics 2.4.1 Psychological factors – over exertion/ excessive force, awkward/static positions, fatigue, direct pressure, varying metabolic cycles 2.4.2 Physiological factors – monotony, personal relationship, work out cycle
3. Contingency measures	May include but are not limited to: 3.1 Evacuation 3.2 Isolation 3.3 Decontamination 3.4 (Calling designed) emergency personnel
4. PPE	May include but are not limited to: 4.1 Mask 4.2 Gloves 4.3 Goggles 4.4 Hair Net/cap/bonnet 4.5 Face mask/shield 4.6 Ear muffs 4.7 Apron/Gown/coverall/jump suit 4.8 Anti-static suits

5. Emergency-related drills and training	5.1 Fire drill 5.2 Earthquake drill 5.3 Basic life support/CPR 5.4 First aid 5.5 Spillage control 5.6 Decontamination of chemical and toxic 5.7 Disaster preparedness/management
6. OHS personal records	6.1 Medical/Health records 6.2 Incident reports 6.3 Accident reports 6.4 OHS-related training completed

EVIDENCE GUIDE

1. Critical Aspects of Competency	Assessment requires evidence that the candidate: 1.1 Explained clearly established workplace safety and hazard control practices and procedures 1.2 Identified hazards/risks in the workplace and its corresponding indicators in accordance with company procedures 1.3 Recognized contingency measures during workplace accidents, fire and other emergencies 1.4 Identified terms of maximum tolerable limits based on threshold limit value- TLV. 1.5 Followed Occupational Health and Safety (OHS) procedures for controlling hazards/risks in workplace 1.6 Used Personal Protective Equipment (PPE) in accordance with company OHS procedures and practices 1.7 Completed and updated OHS personal records in accordance with workplace requirements
2. Underpinning Knowledge and Attitude	2.1 OHS procedures and practices and regulations 2.2 PPE types and uses 2.3 Personal hygiene practices 2.4 Hazards/risks identification and control 2.5 Threshold Limit Value -TLV 2.6 OHS indicators 2.7 Organization safety and health protocol 2.8 Safety consciousness 2.9 Health consciousness
3. Underpinning Skills	3.1 Practice of personal hygiene 3.2 Hazards/risks identification and control skills 3.3 Interpersonal skills 3.4 Communication skills
4. Resource Implications	The following resources must be provided: 4.1 Workplace or assessment location 4.2 OHS personal records 4.3 PPE 4.4 Health records

5. Methods of Assessment	Competency may be assessed through: 5.1 Portfolio Assessment 5.2 Interview 5.3 Case Study/Situation
6. Context for Assessment	6.1 Competency may be assessed in the work place or in a simulated work place setting

COMMON COMPETENCIES

UNIT OF COMPETENCY:	**PREPARE CONSTRUCTION MATERIALS AND TOOLS**
UNIT CODE :	**CON931201**
UNIT DESCRIPTOR :	This unit covers the knowledge, skills and attitudes on identifying, requesting and receiving construction materials and tools based on the required performance standards.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variable
1. Identify materials	1.1 ***Materials*** are listed as per job requirements 1.2 Quantity and ***description of materials*** conform with the job requirements 1.3 Tools and accessories are identified according to job requirements
2. Requisition materials	2.1 Materials and tools needed are requested according to the list prepared 2.2 Request is done as per ***company standard operating procedures (SOP)*** 2.2 Substitute materials and tools are provided without sacrificing cost and quality of work
3. Receive and inspect materials	3.1 Materials and tools issued are inspected as per quantity and specification 3.2 Tools, accessories and materials are checked for damages according to enterprise procedures 3.3 Materials and tools are set aside to appropriate location nearest to the workplace

RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials and Tools	1.1 Electrical supplies 1.2 Structural 1.3 Plumbing 1.4 Welding/pipefitting 1.5 Carpentry 1.6 Masonry
2. Description of Materials and Tools	2.1 Brand name 2.2 Size 2.3 Capacity 2.4 Kind of application
3. Company standard procedures	3.1 Job order 3.2 Requisition slip 3.3 Borrower slip

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires evidence that the candidate: 1.1 Listed materials and tools according to quantity and job requirements 1.2 Requested materials and tools according to the list prepared and as per company SOP 1.3 Inspected issued materials and tools as per quantity and job specifications 1.4 Tools provided with appropriate safety devices
2. Underpinning knowledge	2.1 Types and uses of construction materials and tools 2.2 Different forms 2.3 Requisition procedures
3. Underpinning skills	3.1 Preparing materials and tools 3.2 Proper handling of tools and equipment 3.3 Following instructions
4. Resource implications	The following resources should be provided: 4.1 Workplace location 4.2 Materials relevant to the unit of competency 4.3 Technical plans, drawings and specifications relevant to the activities
5. Methods of assessment	Competency in this unit must be assessed through: 5.1 Direct observation and oral questioning
6. Context of assessment	6.1 Competency may be assessed in the workplace or in a simulated workplace 6.2 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines

UNIT OF COMPETENCY:	**OBSERVE PROCEDURES, SPECIFICATIONS AND MANUALS OF INSTRUCTIONS**
UNIT CODE :	**CON311201**
UNIT DESCRIPTOR :	This unit covers the knowledge, skills and attitudes on identifying, interpreting, applying services to specifications and manuals and storing manuals.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Identify and access specification/manuals	1.1 Appropriate manuals are identified and accessed as per job requirements 1.2 Version and date of manual are checked to ensure that correct specification and procedures are identified
2. Interpret manuals	2.1 Relevant sections, chapters of specifications/ manuals are located in relation to the work to be conducted 2.2 Information and procedure in the manual are interpreted in accordance with industry practices
3. Apply information in manual	3.1 *Manual* is interpreted according to job requirements 3.2 Work steps are correctly identified in accordance with manufacturer's specification 3.3 Manual data are applied according to the given task 3.4 All correct sequencing and adjustments are interpreted in accordance with information contained on the manual or specifications
4. Store manuals	4.1 Manual or specification is stored appropriately to prevent damage, ready access and updating of information when required in accordance with company requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Procedures, Specifications and Manuals of Instructions	Kinds of Manuals: 1.1 Manufacturer's Specification Manual 1.2 Repair Manual 1.3 Maintenance Procedure Manual 1.4 Periodic Maintenance Manual

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires that the candidate: 1.1 Identified and accessed specification/manuals as per job requirements 1.2 Interpreted manuals in accordance with industry practices 1.3 Applied information in manuals according to the given task 1.4 Stored manuals in accordance with company requirements
2. Underpinning knowledge	2.1 Types of manuals used in construction sector 2.2 Identification of symbols used in the manuals 2.3 Identification of units of measurements 2.4 Unit conversion
3. Underpinning skills	3.1 Reading and comprehension skills required to identify and interpret construction manuals and specifications 3.2 Accessing information and data
4. Resource implications	The following resources should be provided: 4.1 All manuals/catalogues relative to construction sector
5. Methods of assessment	Competency should be assessed through: 5.1 Direct observation 5.2 Questions/interview Assessment of underpinning knowledge and practical skills may be combined
6. Context of assessment	6.1 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines 6.2 Assessment may be conducted in the workplace or a simulated environment

UNIT OF COMPETENCY:	**INTERPRET TECHNICAL DRAWINGS AND PLANS**
UNIT CODE :	**CON311202**
UNIT DESCRIPTOR :	This unit covers the knowledge, skills and attitudes on analyzing and interpreting symbols, data and work plan based on the required performance standards.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Analyze signs, symbols and data	1.1 ***Technical plans*** are obtained according to job requirements 1.2 Signs, symbols and data are identified according to job specifications 1.3 Signs symbols and data are determined according to ***classification*** or as appropriate in ***drawing***
2. Interpret technical drawings and plans	2.1 Necessary ***tools, materials*** and equipment are identified according to the ***plan*** 2.2 Supplies and materials are listed according to specifications 2.3 Components, assemblies or objects are recognized as required 2.4 Dimensions are identified as appropriate to the plan 2.5 Specification details are matched with existing/available resources and in line with job requirements 2.6 Work plan is drawn following the specifications
3. Apply freehand sketching	3.1 Where applicable, correct freehand sketching is produced in accordance with the job requirements

RANGE OF VARIABLES

VARIABLE	**RANGE**
1. Technical plans	Including but not limited to: 1.1 Electrical plans 1.2 Structural plans 1.3 Architectural plans 1.4 Plumbing plans 1.5 Welding Procedures Specifications (WPS)
2. Work plan	2.1 Job requirements 2.2 Installation instructions 2.3 Components instruction
3. Classification	Including but not limited to: 3.1 Electrical 3.2 Mechanical 3.3 Plumbing
4. Drawing	4.1 Drawing symbols 4.2 Alphabet of lines 4.3 Orthographic views - Front view - Right side view/left side view - Top view - Pictorial 4.4 Schematic diagram 4.5 Electrical drawings 4.6 Structural drawings 4.7 Plumbing drawings - Water - Sewerage/Drainage - Ventilation 4.8 Welding symbols
5. Tools and materials	Including but not limited to: 5.1 Compass 5.2 Divider 5.3 Rulers 5.4 Triangles 5.5 Drawing tables 5.6 Computer

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires that the candidate: 1.1 Identified and determined signs, symbols and data according to work plan, job requirements and classifications 1.2 Identified tools and equipment in accordance with job requirements 1.3 Listed supplies and materials according to blueprint specifications 1.4 Drawn workplan following specifications 1.5 Determined job specifications based on working/technical drawing
2. Underpinning knowledge	**2.1 TRADE MATHEMATICS** 2.1.1 Linear measurement 2.1.2 Dimension 2.1.3 Unit conversion 2.2 **BLUEPRINT READING AND PLAN SPECIFICATION** 2.2.1 Electrical, mechanical plan, symbols and abbreviations 2.2.2 Drawing standard symbols **2.3 TRADE THEORY** 2.3.1 Basic technical drawing 2.3.2 Types technical plans 2.3.3 Various types of drawings 2.3.4 Notes and specifications
3. Underpinning skills	3.1 Interpreting drawing/orthographic drawing 3.2 Interpreting technical plans 3.3 Matching specification details with existing resources 3.4 Following instructions 3.5 Handling of drawing instruments
4. Resource implications	The following resources should be provided: 4.1 Workplace 4.2 Drawings and specification relevant to task 4.3 Materials and instrument relevant to proposed activity
5. Methods of assessment	Competency should be assessed through: 5.1 Direct observation 5.2 Questions/interview 5.3 Written test related to underpinning knowledge

6. Context of assessment	6.1 Competency assessment may occur in the workplace or in any appropriate simulated environment 6.2 Assessment shall be observed while task are being undertaken whether individually or in group 6.3 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines

UNIT OF COMPETENCY:	**PERFORM MENSURATIONS AND CALCULATIONS**
UNIT CODE :	**CON311203**
UNIT DESCRIPTOR :	This unit covers the knowledge, skills and attitudes on identifying and measuring objects based on the required performance standards.

ELEMENT	PERFORMANCE CRITERIA ***Italicized*** *terms* are elaborated in the Range of Variable
1. Select measuring instruments	1.1 Object or component to be measured is identified, classified and interpreted according to the appropriate regular ***geometric shape*** 1.2 Measuring tools are selected/identified as per object to be measured or job requirements 1.3 Correct specifications are obtained from relevant sources 1.4 Appropriate measuring instruments are selected according to job requirements 1.5 Alternative measuring tools are used without sacrificing cost and quality of work
2. Carry out measurements and calculations	2.1 Accurate ***measurements*** are obtained according to job requirements 2.3 Alternative measuring tools are used without sacrificing cost and quality of work 2.4 ***Calculation*** needed to complete work tasks are performed using the four basic process of addition (+), subtraction (-), multiplication (x) and division (/) including but not limited to: trigonometric functions, algebraic computations 2.5 Calculations involving fractions, percentages and mixed numbers are used to complete workplace tasks 2.6 Numerical computation is self-checked and corrected for accuracy 2.7 Instruments are read to the limit of accuracy of the tool 2.8 Systems of measurement identified and converted according to job requirements/ISO 2.9 Workpieces are measured according to job requirements

RANGE OF VARIABLES

VARIABLE	RANGE
1. Geometric shape	Including but is not limited to: 1.1 Round 1.2 Square 1.3 Rectangular 1.4 Triangle 1.5 Sphere 1.6 Conical
2. Measuring instruments	Including but not limited to: 2.1 Micrometer (In-out, depth) 2.2 Vernier caliper (out, inside) 2.3 Dial gauge with mag, std. 2.4 Straight edge 2.5 Thickness gauge 2.6 Torque gauge 2.7 Small hole gauge 2.8 Telescopic gauge 2.9 Try-square 2.10 Protractor 2.11 Combination gauge 2.12 Steel rule 2.13 Voltmeter 2.14 Ammeter 2.15 Mega-ohmeter 2.16 Kilowatt hour meter 2.17 Gauges 2.18 Thermometers
2. Measurements and calculations	3.1 Linear 3.2 Volume 3.3 Area 3.4 Wattage 3.5 Voltage 3.6 Resistance 3.7 Amperage 3.8 Frequency 3.9 Impedance

VARIABLE	RANGE
	3.10 Conductance 3.11 Capacitance 3.12 Displacement 3.13 Inside diameter 3.14 Circumference 3.15 Length 3.16 Thickness 3.17 Outside diameter 3.18 Taper 3.19 Out of roundness 3.20 Oil clearance 3.21 End play/Thrust clearance

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires that the candidate: 1.1 Selected and prepared appropriate measuring instruments in accordance with job requirements 1.2 Performed measurements and calculations according to job requirements/ ISO
2. Underpinning knowledge	**2.1 TRADE MATHEMATICS / MENSURATION** 2.1.1 Four fundamental operation 2.1.2 Linear measurement 2.1.3 Dimensions 2.1.4 Unit conversion 2.1.5 Ratio and proportion 2.1.6 Trigonometric functions 2.1.7 Algebraic equations
3. Underpinning skills	3.1 Performing calculation by addition, subtraction, multiplication and division; trigonometric functions and algebraic equations 3.2 Visualizing objects and shapes 3.3 Interpreting formulas for volume, areas, perimeters of plane and geometric figures 3.4 Proper handling of measuring instruments
4. Resource implications	The following resources should be provided: 4.1 Workplace location 4.2 Problems to solve 4.3 Measuring instrument appropriate to carry out tasks 4.4 Instructional materials relevant to the propose activity Assessment of underpinning knowledge and practical skills may be combined
5. Methods of assessment	Competency should be assessed through: 5.1 Actual demonstration 5.2 Direct observation 5.3 Written test/questioning related to underpinning knowledge
6. Context of assessment	6.1 Competency assessment may occur in workplace or any appropriate simulated environment 6.2 Assessment shall be observed while task are being undertaken whether individually or in group 6.3 Competency assessment must be undertaken in accordance with the TESDA assessment guidelines

UNIT OF COMPETENCY:	**MAINTAIN TOOLS AND EQUIPMENT**
UNIT CODE :	**CON311204**
UNIT DESCRIPTOR :	This unit covers the knowledge, skills and attitudes on checking condition, performing preventive maintenance and storing of tools and equipment based on the required performance standards.

ELEMENTS	PERFORMANCE CRITERIA ***Italicized*** terms are elaborated in the Range of Variables
1. Check condition of tools and equipment	1.1 ***Materials, tools and equipmen***t are identified according to classification and job requirements 1.2 Non-functional tools and equipment are segregated and labeled according to classification 1.3 Safety of tools and equipment are observed in accordance with manufacturer's instructions 1.4 Condition of ***PPE*** are checked in accordance with manufacturer's instructions
2. Perform basic preventive maintenance	2.1 Appropriate lubricants are identified according to types of equipment 2.2 Tools and equipment are lubricated according to preventive maintenance schedule or manufacturer's specifications 2.3 Measuring instruments are checked and calibrated in accordance with manufacturer's instructions 2.4 Tools are cleaned and lubricated according to standard procedures 2.5 Defective instruments, equipment and accessories are inspected and replaced according to manufacturer's specifications 2.6 Tools are inspected, repaired and replaced after use 2.7 Work place is cleaned and kept in safe state in line with OHSA regulations

3. Store tools and equipment	3.1 Inventory of tools, instruments and equipment are conducted and recorded as per company practices 3.2 Tools and equipment are stored safely in appropriate locations in accordance with manufacturer's specifications or company procedures

RANGE OF VARIABLES

VARIABLE	RANGE
1. Materials	Including but not limited to: 1.1 Lubricants 1.2 Cleaning materials 1.3 Rust remover 1.4 Rugs 1.5 Spare parts
2. Tools and equipment	Including but not limited to: 2.1 Tools - Cutting tools - hacksaw, crosscut saw, rip saw - Boring tools - auger, brace, grinlet, hand drill - Holding tools - vise grip, C-clamp, bench vise - Threading tools - die and stock, taps 2.2 Measuring instruments/equipment
3. PPE	Including but not limited to: 3.1 Goggles 3.2 Gloves 3.3 Safety shoes 3.4 Aprons/Coveralls
4. Forms	4.1 Maintenance schedule forms 4.2 Requisition slip 4.3 Inventory Form 4.4 Inspection Form 4.5 Procedures

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment requires that the candidate: 1.1 Selected and used appropriate processes, tools and equipment to carry out task 1.2 Identified functional and non-functional tools and equipment 1.3 Checked, lubricated and calibrated tools, equipment and instruments according to manufacturer's specifications 1.4 Replaced defective tools, equipment and their accessories 1.5 Observed and applied safe handling of tools and equipment and safety work practices 1.6 Prepared and submitted inventory report, where applicable 1.7 Maintained workplace in accordance with OHSA regulations 1.8 Stored tools and equipment safely in appropriate locations and in accordance with company practices
2. Underpinning knowledge	**2.1 SAFETY PRACTICES** 2.1.1 Use of PPE 2.1.2 Handling of tools and equipment 2.1.3 Good housekeeping **2.2 MATERIALS, TOOLS AND EQUIPMENT** 2.2.1 Types and uses of lubricants 2.2.2 Types and uses of cleaning materials 2.2.3 Types and uses of measuring instruments and equipment **2.3 PREVENTIVE MAINTENANCE** 2.3.1 Methods and techniques 2.3.2 Procedures
3. Underpinning skills	3.1 Preparing maintenance materials, tools and equipment 3.2 Proper handling of tools and equipment 3.3 Performing preventive maintenance 3.3 Following instructions
4. Resource implications	The following resources should be provided: 4.1 Workplace 4.2 Maintenance schedule 4.2 Maintenance materials, tools and equipment relevant to the proposed activity/task

5. Methods of assessment	Competency should be assessed through: 5.1 Direct observation 5.2 Written test/questioning relevant to Underpinning knowledge
6. Context of assessment	6.1 Competency assessment may occur in workplace or any appropriate simulated environment 6.2 Competency assessment must be undertaken in accordance with the endorsed TESDA assessment guidelines

CORE COMPETENCIES

UNIT OF COMPETENCY:	**PERFORM PRE- AND POST-OPERATION PROCEDURES FOR EARTHMOVING EQUIPMENT**
UNIT CODE:	**CON833301**
UNIT DESCRIPTOR:	This unit describes the outcomes required in performing procedures before and after productive operation of earth-moving equipment.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** *terms are elaborated in the Range of Variables*
1. Perform visual check of equipment	1.1 ***Earth-moving*** equipment is selected based on job requirements. 1.2 ***Operator serviceable (OS) parts*** are checked in accordance with equipment checklist and manufacturer's procedures. 1.3 ***Walk-around check*** is performed with equipment checklist and with engine stopped/not running.
2. Perform "B L O W A F" check	2.1 ***"BLOWAF" check*** is performed with checklist form and with engine stopped/not running. 2.2 Deficiencies in ***fluid levels*** are identified and if below normal level are refilled/topped up in accordance with equipment maintenance manual. 2.3 Abnormal conditions are noted in checklist and reported to ***authorized person***.

ELEMENT	PERFORMANCE CRITERIA
3. Perform operation check	3.1 ***Starting/running check*** is performed with checklist and in accordance with manufacturer's recommendations. 3.2 Brake, steering and controls are checked for normal functioning 3.3 Walk-around check is performed with equipment checklist and with engine running. 3.4 ***Safety devices and accessories*** are checked for proper functions in accordance with safe operating procedures.
4. Perform post-operation procedures	4.1 Earth-moving equipment is parked and turned off after productive operation in accordance with company rules and regulations. 4.2 Equipment controls are set into neutral position and parking brakes are engaged according to manufacturer's operations manual. 4.3 ***Safety locks*** and brakes are all set/engaged in accordance with operator's manual. 4.4 Walk-around inspection check is re-conducted while doing engine cool down 4.5 Daily equipment time record/report (DETR) is accomplished/submitted according to company rules and regulations

RANGE OF VARIABLES

VARIABLE	RANGE
1. Earth moving	1.1 Hydraulic Excavator 1.1.1 Crawler type 1.1.2 Wheel type 1.2 Wheel Loader 1.3 Bulldozer 1.4 Motor Grader 1.5 Backhoe Loader 1.6 Road Roller 1.6.1 Static roller 1.6.1.1 Pneumatic roller 1.6.1.2 Drum roller 1.6.1.2.1 Single drum 1.6.1.2.2 Double drum 1.6.2 Vibratory roller 1.6.2.1 Single drum 1.6.2.2 Double drum
2. Operator-serviceable (OS) parts	2.1 Air cleaner 2.2 Battery terminals/Connection 2.3 Belt 2.4 Tire inflation 2.5 Grease/lube points <u>Hydraulic Excavator and Backhoe Loader</u> 2.6 Fuel water separator <u>Bulldozer</u> 2.7 Track tension

VARIABLE	RANGE
3. Walk-around check	3.1 Engine off Hydraulic Excavator, Wheel Loader, and Bulldozer Backhoe Loader and Road Roller 3.1.1 Leaks 3.1.2 Worn out/damaged parts 3.1.3 Fluid levels 3.1.4 Loose parts/connections 3.1.5 Missing parts Hydraulic Excavator 3.1.6 Hook block 3.1.7 Wire rope cable 3.1.8 Pulleys Backhoe Loader 3.1.9 Tire condition 3.2 Engine on Hydraulic Excavator and Backhoe Loader 3.2.1 Gauges and controls 3.2.2 Oil and air leaks 3.2.3 Safety devices 3.2.4 Working equipment function e.g. outriggers, boom, hoist Motor Grader and Road Roller 3.2.5 Unusual sounds Road Roller 3.2.6 Unusual emission of smoke (blue, black and white)
4. B L O W A F check	4.1 **B**attery (starting and charging system) 4.2 **L**ight (lighting system) 4.3 **O**il (lubricating system) 4.4 **W**ater (cooling system) 4.5 **A**ir (intake and exhaust system) 4.6 **F**uel (fuel system)

VARIABLE	RANGE
5. Fluid levels	5.1 Battery electrolyte (maintenance type) 5.2 Engine oil 5.3 Hydraulic oil 5.4 Radiator coolant Hydraulic Excavator, Wheel Loader, Motor Grader, Bulldozer, Backhoe Loader 5.5 Transmission Bulldozer, and Motor Grader 5.6 Fuel Hydraulic Excavator 5.7 Gear Oil
6. Authorized person	6.1 Equipment supervisor 6.2 Equipment dispatcher/Foreman 6.3 Maintenance personnel

VARIABLE	RANGE
7. Starting/ Running check	May include but not limited to: 7.1 Controls 7.1.1 Travel Wheel Loader, Bulldozer, and Motor Grader Backhoe Loader and Road Roller 7.1.2 Steering/articulation Hydraulic Excavator, and Wheel Loader and Backhoe Loader 7.1.3 Boom Bulldozer, Motor Grader and Road Roller 7.1.4 Blade Bulldozer and Motor Grader 7.1.5 Ripper 7.1.6 Attachment Bulldozer 7.1.6.1 Drawbar 7.1.6.2 Disc plow 7.1.6.3 Bedder Motor Grader 7.1.6.4 Ripper 7.1.6.5 Scarifier Bulldozer 7.1.7 Winch 7.1.8 Tilt/Lift Motor Grader 7.1.9 Lean Wheel Loader and Backhoe Loader 7.1.10 Bucket Hydraulic Excavator and Backhoe Loader 7.1.11 Out rigger 7.1.12 Arm 7.1.13 Swing Hydraulic Excavator 7.1.14 Arm

VARIABLE	RANGE
continuation	Road Roller 7.1.15 Drum 7.1.16 Vibratory 7.2 Gauges 7.2.1 Battery charging 7.2.2 Pressure 7.2.3 Temperature Motor Grader and Road Roller 7.2.4 Hour meter 7.2.5 RPM 7.3.6 Speedometer 7.3 Leaks in 7.3.1 Lubricating oil 7.3.2 Cooling 7.3.3 Air 7.3.4 Fuel Hydraulic Excavator, Wheel Loader, and Bulldozer and Backhoe Loader 7.35 Hydraulic systems 7.4 Electrical switches/devices 7.4.1 Lights 7.4.2 Horn/alarm Hydraulic Excavator, Wheel Loader, and Bulldozer and Backhoe Loader 7.4.3 Safety devices Motor Grader 7.4.4 Wiper blade 7.5 Steering and brake Backhoe Loader 7.6 Tire condition Road Roller 7.7 Wiper

VARIABLE	RANGE
8. Safety devices and accessories	8.1 Back up alarm 8.2 Roll Over Protective Structures 8.3 Blinkers 8.4 Safety belt 8.5 Windshield guard <u>Backhoe Loader</u> 8.6 Back-up alarm <u>Road Roller</u> 8.7 Safety pin and locks 8.8 Parking brake 8.9 Side mirrors 8.10 Fire extinguisher 8.11 Battery disconnect switch 8.12 Steering

VARIABLE	RANGE
9. Safety locks	9.1 Control lever lock 9.2 Door lock <u>Wheel Loader and Motor Grader</u> 9.3 Neutralizer lock switch <u>Wheel Loader, Bulldozer and Road Roller</u> 9.4 Steering lock <u>Motor Grader and Road Roller</u> 9.5 Implement lock switch 9.6 Engine gull wing <u>Hydraulic Excavator and Backhoe Loader</u> 9.7 Swing lock <u>Hydraulic Excavator</u> 9.8 House lock <u>Backhoe Loader</u> 9.9 Outrigger lock 9.10 Bucket lever lock

EVIDENCE GUIDE

1. Critical aspects of evidence to be considered	Assessment requires evidence that the candidate: 1.1 Demonstrates ability to select earthmoving equipment based on the job requirements 1.2 Demonstrates ability to check and service operator-serviceable (OS) parts 1.3 Demonstrates ability to perform walk-around and "BLOWAF" inspection following equipment checklist and with engine stopped/not running. 1.4 Demonstrates ability to perform walk-around check while engine is running. 1.5 Demonstrates ability to follow risk-control/safe procedures 1.6 Demonstrates ability to perform post-operation checking procedures 1.7 Demonstrates ability to accomplished daily equipment time record/report (DETR)
2. Underpinning (related) knowledge and attitude	2.1 Types and uses of personal protective equipment (PPE) 2.2 Controls, instruments, indicators and their usage 2.3 Start-up and shutdown procedures 2.4 Familiarity with manufacturer's operation manual 2.5 Familiarity with job site and work conditions 2.6 Familiarity with pre- and post-operation checklist 2.7 Positive work values (cost-, time-, and quality-consciousness, etc.)
3. Underpinning skills	3.1 Performing pre- and post-operation procedures for equipment using standard or special attachments 3.2 Using personal protective equipment 3.3 Maintaining equipment records 3.4 Communicating with work site personnel and clients 3.5 Complying with the manufacturer's operation manual 3.6 Accomplishing pre- and post-operation checklist
4. Resource implications	Things necessary for the conduct of assessment include 4.1 Appropriate work area for earthmoving operation 4.2 Access to earthmoving equipment and corresponding manuals.

5. Method of assessment	Competency in this unit must be assessed through 5.1 Written/oral questioning 5.2 Direct observation/practical demonstration 5.3 Work record and documents
6. Context for assessment	6.1 Competency shall be assessed in a normal or a simulated work place environment and in accordance with safe work procedures. 6.2 Competency shall be assessed while work is being undertaken independently.

UNIT OF COMPETENCY:	PERFORM BASIC PREVENTIVE-MAINTENANCE SERVICING FOR EARTH-MOVING EQUIPMENT
UNIT CODE:	CON833302
UNIT DESCRIPTOR:	This unit describes the outcomes required in cleaning, remedying minor defects and similar basic preventive-maintenance practices for earth-moving equipment.

ELEMENT	PERFORMANCE CRITERIA ***Bold and Italicized*** *terms are elaborated in the* *Range of Variables*
1. Perform adjustments/ replacements	1.1 ***Minor defects*** are identified and remedied in accordance with company/manufacturer's procedures. 1.2 Correct/proper tools are selected based on job requirements. 1.3 ***Major defects*** are identified with checklist and referred to ***appropriate personnel.***
2. Perform basic preventive maintenance servicing (PMS)	2.1 ***OS parts***/***standards*** are identified and serviced according to manufacturer's recommendations. 2.2 ***Fluids and lubricants*** are used based on manufacturer's manual. 2.3 Appropriate ***basic hand tools and equipment*** are identified and used in accordance with site requirements. 2.4 ***Basic preventive-maintenance servicing (PMS)*** is carried out in accordance with manufacturer's and/or ***site conditions/requirements***.
3. Prepare equipment reports	3.1 Daily checklist form is properly accomplished in accordance with manufacturer's/company requirements. 3.2 Minor/major equipment defects are reported to concerned personnel.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Minor defects	May include but not limited to: 1.1 Weak battery 1.2 Improper belt tension 1.3 Clogged air filter/cleaner 1.4 Loose clamps <u>Hydraulic Excavator, Wheel Loader and Motor Grader, Road Roller and Backhoe Loader</u> 1.5 Incorrect tire inflation <u>Hydraulic Excavator and Bulldozer</u> 1.6 Incorrect/insufficient track tension <u>Backhoe Loader</u> 1.7 Busted bulbs

VARIABLE	RANGE
2. Major defects	May include but not limited to: 2.1 Busted hydraulic hose 2.2 Defective electrical system/electro-mechanical system 2.2.1 Lighting 2.2.2 Starting 2.2.3 Monitoring gauge <u>Hydraulic Excavator, Wheel Loader and Motor Grader, Road Roller and Backhoe Loader</u> 2.2.4 Charging 2.3 Abnormal tire condition <u>Hydraulic Excavator, Wheel Loader, and Motor Grade, Road Roller and Backhoe Loader</u> 2.3.1 Worn-out tires <u>Wheel Loader, road Roller and Motor Grader</u> 2.3.2 Flat tires <u>Hydraulic Excavator, Wheel Loader and Motor Grader, Road Roller and Backhoe Loader</u> 2.4 Excessive engine oil consumption 2.5 Leakage in <u>Hydraulic Excavator, Wheel Loader, Road Roller and Motor Grader and Backhoe Loader</u> 2.5.1 Air 2.5.2 Fuel 2.5.3 Cooling 2.5.4 Hydraulic system <u>Wheel Loader, road Roller and Motor Grader</u> 2.5.5 Lube <u>Hydraulic Excavator and Backhoe Loader</u> 2.6 Hard starting engine 2.7 Faulty gauges <u>Bulldozer</u> 2.8 Worn-out undercarriage parts 2.8.1 Rollers 2.8.2 Track link 2.8.3 Bushing 2.8.4 Pins 2.8.5 Pads

VARIABLE	RANGE
Continuation	2.9 Worn-out ground engaging tool 2.9.1 Cutting edge 2.9.2 End bit 2.9.3 Shank tooth 2.10 Frayed wire rope <u>Backhoe Loader</u> 2.11 Worn-out ground engaging <u>Backhoe Loader and Road Roller</u> 2.12 Abnormal sounds <u>Road Roller</u> 2.13 Worn-out drums (padded and smooth) 2.14 Excessive vibrations of drums 2.15 Worn-out rubber absorber
3. Appropriate personnel	May include but not limited to: 3.1 Chief Mechanic 3.2 Equipment Maintenance Supervisor 3.3 Maintenance Personnel
4. Operator-Serviceable (OS) parts	4.1 Air cleaner 4.2 Battery terminals/connections/clamps 4.3 Belt 4.4 All grease/lube points 4.5 All fluid caps 4.5 Filters 4.6.1 Air cleaner <u>Hydraulic Excavator</u> 4.6.2 Water separator <u>Wheel Loader, Road Roller and Motor Grader</u> 4.6 Tire inflation <u>Hydraulic Excavator</u> 4.7 Wire rope grease <u>Backhoe Loader</u> 4.8 Bulbs

VARIABLE	RANGE
5. Standards	Hydraulic Excavator and Backhoe Loader 5.1 Oil pressure 5.2 Air pressure 5.3 Temperatures 5.4 Tension 5.5 Clearance and distances
6. Fluid and Lubricants	May include but not limited to: 6.1 Engine oil 6.2 Hydraulic oil 6.3 Multi-purpose grease 6.4 Coolant Hydraulic Excavator, Wheel Loader and Motor Grader and Backhoe Loader 6.5 Brake fluid/oil Hydraulic Excavator, Wheel Loader and Bulldozer and Backhoe Loader 6.6 Battery solutions Wheel Loader, Bulldozer and Motor Grader 6.7 Transmission oil Hydraulic Excavator and Bulldozer 6.8 Wire rope grease/lubricants Hydraulic Excavator 6.9 Cleaning solutions 6.9.1 Detergent soap 6.9.2 Degreaser Bulldozer 6.10 Fuel Motor Grader and Road Roller 6.11 Battery distilled water Backhoe Loader 6.12 Gear oil

VARIABLE	RANGE
7. Basic hand tools and equipment	7.1 Hand tools 7.1.1 Wrenches 7.1.2 Pliers 7.1.3 Screw driver <u>Hydraulic Excavator, Wheel Loader and Motor Grader</u> 7.1.3.1 Positive and negative <u>Bulldozer</u> 7.1.3.2 Philip and flat tip <u>Hydraulic Excavator, Wheel Loader, Motor Grader, Bulldozer and Backhoe Loader</u> 7.1.4 Hammer 7.1.5 Vice grip <u>Bulldozer and Backhoe Loader</u> 7.1.6 Grease gun <u>Hydraulic Excavator, Wheel Loader and Motor Grader, Road Roller and Backhoe Loader</u> 7.1.7 Tire gauge (instrument) <u>Hydraulic Excavator and Backhoe Loader</u> 7.1.8 Paint brush 7.1.9 Steel brush <u>Hydraulic Excavator</u> 7.1.9 Measuring tape <u>Bulldozer</u> 7.1.11 Mud remover 7.2 Equipment 7.2.1 High pressure washer 7.2.2 Air compressor

VARIABLE	RANGE
8. Basic preventive maintenance servicing (PMS)	May include but not limited to: 8.1 Check battery clamps 8.2 Check fan belt conditions (cracked or worn-out) 8.3 Adjust track/belt tensions (if necessary) 8.4 Clean/Replace filters 8.4.1 Air cleaner 8.4.2 Water separator 8.5 Replace defective fluid caps 8.6 Grease all fittings on lube points <u>Hydraulic Excavator</u> 8.7 Grease wire ropes
9. Site conditions/ requirements	9.1 Instructions 9.2 Signages 9.3 Work schedules 9.4 Work bulletin boards 9.5 Map (vicinity) 9.6 Dusty 9.7 Windy 9.8 Terrain 9.8.1 Muddy 9.8.2 Slippery <u>Wheel Loader, Hydraulic Excavator and Motor Grader and Backhoe Loader</u> 9.5 Charts 9.6 Memos

EVIDENCE GUIDE

1. Critical aspects of evidence to be considered	Assessment requires evidence that the candidate: 1.1 Demonstrates ability to observe safety precautions 1.2 Demonstrates ability to identify minor defects using checklist and in accordance with company rules and regulations. 1.3 Demonstrates ability to identify major defects using check list and report them to appropriate personnel 1.4 Demonstrates ability to identify OS parts/standards from manufacturer's reference books/manuals 1.5 Demonstrates knowledge of recommended fluids and lubricants 1.6 Demonstrates ability to use appropriate basic hand tools and equipment 1.7 Demonstrates ability to accomplish and submit daily checklist forms and reports in accordance with company procedures
2. Underpinning (related) knowledge	2.1 Company rules and regulations 2.2 Basic unit specifications (BUS) 2.3 Safety (PPE, machine and environmental) prevention 2.4 Controls and gauges 2.6 Components, systems and functions 2.7 Comprehension of operation and maintenance manual
3. Underpinning skills	3.1 Using personal protective equipment (PPE) 3.2 Accomplishing daily checklist forms 3.3 Performing basic preventive maintenance 3.4 Using basic hand tools and equipment 3.5 Reporting minor and major defects
4. Resource implications	Things necessary for the conduct of assessment 4.1 Access to earth moving equipment specifications and manuals as required 4.2 Appropriate earth moving equipment 4.3 Basic hand tools and equipment 4.4 Fluids and lubricants 4.5 PPE 4.6 Safety signages/barricades
5. Method of assessment	Competency in this unit must be assessed through 5.1 Written and/or oral questioning 5.2 Direct observation/ practical demonstration 5.3 Work record and documents

6. Context for assessment	6.1 Competency shall be assessed in a normal or simulated workplace environment and in accordance with safe work procedures 6.2 Competency shall be assessed while work is being undertaken independently

UNIT TITLE:	**PERFORM PRODUCTIVE OPERATION FOR MOTOR GRADER**
UNIT CODE:	**CON833306**
UNIT DESCRIPTOR:	This unit covers the outcomes required in clearing topsoil, leveling, spreading, blue-tapping and similar grading operations using Motor Grader equipment.

ELEMENTS	PERFORMANCE CRITERIA ***Italicized*** *terms are elaborated in the* *Range of Variables*
1. Perform loading of Motor Grader to low-bed trailer	1.1 ***Safe work practices*** are observed. 1.2 Proper positioning of Motor Grader on the ramp is observed. 1.3 Operator properly responding to the directions of authorized signalman. 1.4 Appropriate blade/attachment height is observed prior to ramping of Motor Grader. 1.5 Blade/attachment properly rested on trailer bed is observed. 1.6 All ***safety locks, articulation pins*** and ***control levers*** are secured and set at required position before the trailer travels. 1.7 Wheels and chassis/frame are secured with appropriate ***stopper blocks and binders***. 1.8 ***Unexpected situations*** are responded to in line with company rules and regulations in a manner that minimizes risk to personnel and equipment.
2. Perform unloading equipment from trailer	2.1 Binders, safety locks, pins and stopper blocks are fully dismantled and removed prior to unloading operation. 2.2 Control and brakes are checked in line with safety procedure and prior to starting/moving the machine. 2.3 Proper engine warm-up is observed in accordance with the manufacturer's standards. 2.4 Blade and attachments are properly raised before unloading from the trailer. 2.5 Operator properly responding to the directions of authorized signalman. 2.6 Unexpected situations are responded to in line with company rules and regulations in a manner that minimizes risk to personnel and equipment.

ELEMENT	PERFORMANCE CRITERIA
3. Travel Motor Grader	3.1 Work area is surveyed for safe accessibility or presence of any ***potential hazards***. 3.2 Blade/attachment clearance is maintained at ***recommended height above ground*** during travel***.*** 3.3 Propulsion angle of 60 degrees of blade is observed. 3.4 Equipment is traveled in accordance with traffic rules and regulations. 3.5 Unexpected situations are responded to in line with company rules and regulations in a manner that minimizes risk to personnel and equipment.
4. Perform grading operation	4.1 Top soil is cleared or stripped in accordance to job requirements. 4.2 ***Speed*** and ***blade propulsion angle*** are adjusted based on the type of earth materials. 4.3 Leveling, spreading, side cutting, ditching, hi-bank cutting, ripping, scarifying are carried out according to job specifications. 4.4 Blue-tapping operation is carried out according to job specifications. 4.5 Mixing operation of ***earth materials*** is performed in accordance to job specifications. 4.6 Unexpected situations are responded to in line with company rules and regulations in a manner that minimizes risk to personnel and equipment.

RANGE OF VARIABLES

VARIABLE	RANGE
1. Safe work practices	1.1 Observed 3-point system in embarking on and alighting from equipment 1.2 Safety awareness at all times 1.3 Wear minimum PPE 1.4 Housekeeping 1.5 All controls must be set in neutral position and parking brake applied before alighting from Motor Grader 1.6 All implements/attachments are properly rested
2. Safety lock, articulation pins and control levers	2.1 Controls 2.2 Travel 2.3 Blade 2.4 Attachment (ripper/scarifier) 2.5 Steering
3. Stopper block and binders	3.1 Wood/lumber 3.2 Metal 3.3 Turnbuckles 3.4 Shackle 3.5 Chain sling
4. Unexpected situations	May include but not limited to: 4.1 Collapse of unstable terrain 4.2 Collapse of ramps/bridge 4.3 Uneven surface e.g., manhole 4.4 Busted tires 4.5 Busted hydraulic hose 4.6 Engine breakdown 4.7 Natural calamities e.g., flashfloods, landslide 4.8 Situations arising from poor peace and order conditions

VARIABLE	RANGE
5. Potential hazards	May include but not limited to: 5.1 Other equipment 5.2 Building 5.3 Deep excavation 5.4 Fog 5.5 Electric wires/hi-tension wires 5.6 Protruding nails/steel bars 5.7 Boulders and rocks 5.8 Muddy roads or unstable terrain 5.9 Ravine 5.10 Landslide
6. Recommended height above ground	6.1 Maximum 30 cm for flat surface ground 6.2 More than 30 cm depending on ground condition
7. Speed	7.1 Leveling and spreading operations (2^{nd} – 3^{rd} gear) 7.2 Ditching and side cutting operations (1^{st} – 2^{nd} gear)
8. Blade propulsion angle	8.1 Loose earth materials – 90 degree 8.2 Soft earth material – 60 degree 8.3 Hard earth material – 45 degree
9. Earth materials	May include but not limited to: 9.1 Hard rock 9.2 Clay 9.3 Gravel 9.4 Sand 9.5 Lime 9.6 Top soil 9.7 Volcanic cinders 9.8 Bituminous mixes

EVIDENCE GUIDE

1. Critical aspects of competency	Assessment must confirm evidence that the candidate: 1.1 Demonstrates ability to operate Motor Grader 1.2 Demonstrates understanding of functions of gauges, controls and alert indicators 1.3 Demonstrates ability to carry out safe work practices defined in range of variables
2. Underpinning knowledge and attitudes	2.1 Familiarity with basic road structures 2.2 Familiarity with soil and rock types and characteristics 2.3 Familiarity with road construction stages/procedures 2.4 Operating procedures and techniques 2.5 Safety procedures and regulations 2.6 Controls, instruments, indicators and their uses 2.7 Basic components, systems and functions 2.8 Comprehension of equipment operation and maintenance manual 2.9 Company rules and regulations relevant to Motor Grader operation 2.10 Defensive-driving and hazard-avoidance techniques 2.11 Familiarity with site/terrain layout and obstacles 2.12 Positive work values (time- and cost-conscious, etc.)
3. Underpinning skills	3.1 Performing standard operating procedure of equipment 3.2 Reading and interpreting operation and maintenance manual 3.3 Performing safety practices and safe operation 3.4 Applying eye and hand coordination 3.5 Following company rules and regulations relevant to Motor Grader operation 3.6 Applying defensive-driving and hazard-avoidance techniques
4. Resource implications	The following resources must be provided: 4.1 Access to Motor Grader and work site/terrain 4.2 Earth materials 4.3 Prime mover and trailer with ramp 4.4 Signal man 4.5 Barricades and informative/safety signages

5. Method of assessment	Competency in this unit must be assessed through: 5.1 Oral/written questioning 5.2 Direct observation/ practical demonstration 5.3 Work record and documents
6. Context for assessment	6.1 Assessment may be conducted in the work site or in a simulated venue and in accordance with safe work practices.

SECTION 3 TRAINING STANDARDS

These guidelines are set to provide the Technical and Vocational Education and Training (TVET) providers with information and other important requirements to consider when designing training programs for HEAVY-EQUIPMENT OPERATION (Motor Grader) NC II.

3.1 CURRICULUM DESIGN

Course Title : HEAVY-EQUIPMENT OPERATION - MOTOR GRADER
NC Level: II

BASIC COMPETENCIES
Nominal Training Hours: 18 Hours (Basic) + 18 Hours (Common)
Course Description:

This course is designed to equip individual with the basic, common and core competencies in Construction Sector particularly in Heavy-Equipment Operation – Motor Grader.

To obtain this, all units prescribed for this qualification must be achieved:

BASIC COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Participate in workplace communication	1.1 Obtain and convey workplace information. 1.2 Complete relevant work related documents 1.3 Participate in workplace meeting and discussion.	Group discussion Interaction	• Demonstration • Observation • Interviews/ questioning
2. Work in a team environment	2.1 Describe and identify team role and responsibility in a team. 2.2 Describe work as a team member.	Discussion Interaction	• Demonstration • Observation • Interviews/ questioning

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
3. Practice career professionalism	3.1 Integrate personal objectives with organizational goals. 3.2 Set and meet work priorities. 3.3 Maintain professional growth and development.	Discussion Interaction	• Demonstration • Observation • Interviews/ questioning
4. Practice occupational health and safety	4.1 Evaluate hazard and risks 4.2 Control hazards and risks 4.3 Maintain occupational health and safety awareness	Discussion Plant tour Symposium	• Observation • Interview

COMMON COMPETENCIES

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Prepare construction materials and tools	1.1 Identify Materials 1.2 Requisition Materials 1.3 Receive and inspect materials	Audio Visual simulation Discussion Practical exercise Demonstration	• Direct observation • Questions or interview • Portfolio (credentials) • Written / Oral Test • Demonstration
2. Observe procedures, Specifications and Manuals of Instructions	2.1 Identify and access specification/ manuals	Audio Visual Simulation Discussion Practical Lab Demonstration	• Direct observation • Oral questioning • Written test or examination • Third party report • Demonstration (able to impart knowledge and skills)
3. Interpret Technical Drawing	3.1 Analyze sign, symbols and data 3.2 Interpret technical drawing and plans 3.3 Apply freehand sketching	Audio Visual Simulation Discussion Practical Lab Demonstration	• Direct observation • Oral questioning • Written test or examination • Third party report • Demonstration (able to impart knowledge and skills)
4. Perform mensurations and calculation	4.1 Select measuring instruments 4.2 Carry out measurements and calculations	Audio Visual Simulation Discussion Practical Lab Demonstration	• Direct observation • Oral questioning • Written test or examination • Third party report • Demonstration (able to impart knowledge and skills)

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
5. Maintain tools and equipment	5.1 Check condition of tools and equipment 5.2 Perform basic preventive maintenance 5.3 Sharpen edge and tooth cutting tools 5.4 Store tools and equipment	Audio Visual Simulation Discussion Practical Lab Demonstration	• Direct observation of application of tasks • Oral questioning • Written test or examination • Third party report • Demonstration

CORE COMPETENCIES

Course Title : HEAVY EQUIPMENT OPERATION Level: NC II
MOTOR GRADER

Nominal Training Hours: 120 Hours

Course Description:

This course is designed to enhance the knowledge, desirable attitudes and skills in the use of motor grader in accordance with industry standards. It covers core competencies such as: performing pre- and post-operation procedures, performing productive operation, and performing basic preventive-maintenance servicing on a given motor grader.

To obtain this, all units prescribed for this qualification must be achieved:

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
1. Perform pre- and post-operation procedure for Motor Grader	1.1 Identify motor grader types/components parts 1.2 Perform visual check of equipment 1.3 Check BLOWAF of Motor Grader 1.3.1 Battery 1.3.2 Light 1.3.3 Oil 1.3.4 Water 1.3.5 Air 1.3.6 Fuel 1.4 Check motor grader systems operation 1.5 Check safety devices & accessories 1.6 Perform post operation check	Lecture Practical / Demonstration	• Observation / Demonstration and interview • Written test

Unit of Competency	Learning Outcomes	Methodology	Assessment Approach
2. Perform productive operation for Motor Grader	2.1 Perform loading and unloading motor grader to and from trailer (low bed) 2.2 Travel motor grader 2.3 Perform grading operation	Lecture Practical / Demonstration	• Observation / Demonstration and interview • Written test
3. Perform basic preventive main - tenance servicing for Motor Grader	3.1 Perform safety practices, and housekeeping 3.2 Perform preventive maintenance and servicing	Lecture Practical / Demonstration	• Observation / Demonstration and interview • Written test

3.2 TRAINING DELIVERY

The delivery of training should adhere to the design of the curriculum. Delivery should be guided by the 10 basic principles of competency-based TVET.

- The training is based on curriculum developed from the competency standards;
- Learning is modular in its structure;
- Training delivery is individualized and self-paced;
- Training is based on work that must be performed;
- Training materials are directly related to the competency standards and the curriculum modules;
- Assessment is based in the collection of evidence of the performance of work to the industry required standard;
- Training is based both on and off-the-job components;
- Allows for recognition of prior learning (RPL) or current competencies;
- Training allows for multiple entry and exit; and
- Approved training programs are nationally accredited.

The competency-based TVET system recognizes various types of delivery modes, both on and off-the-job as long as the learning is driven by the competency standards specified by the industry. The following training modalities may be adopted when designing training programs:

- The dualized mode of training delivery is preferred and recommended. Thus programs would contain both in-school and in-industry training or fieldwork components. Details can be referred to the Dual Training System (DTS) Implementing Rules and Regulations.
- Modular/self-paced learning is a competency-based training modality wherein the trainee is allowed to progress at his own pace. The trainer facilitates the training delivery
- Peer teaching/mentoring is a training modality wherein fast learners are given the opportunity to assist the slow learners.
- Supervised industry training or on-the-job training is an approach in training designed to enhance the knowledge and skills of the trainee through actual experience in the workplace

to acquire specific competencies prescribed in the training regulations.

- Distance learning is a formal education process in which majority of the instruction occurs when the students and instructor are not in the same place. Distance learning may employ correspondence study, or audio, video or computer technologies.

3.3 TRAINEE ENTRY REQUIREMENTS

This section specifies the qualifications of trainees and educational experience. Other requirements like health and physical requirements may also be stated. Passing written entrance examinations may also be indicated if necessary.

- Can communicate both orally and in writing
- Physically and mentally fit
- With good moral character
- Can perform basic mathematical computations.

3.4 LIST OF TOOLS, EQUIPMENT AND MATERIALS

Recommended list of tools, equipment and materials for the training of 25 trainees for the operation of motor grader.

TOOLS		EQUIPMENT		MATERIALS	
QTY		**QTY**		**QTY**	
1 set	• Wrenches (box and open-end 8-24 mm- metric & 7/16 –1" -English)	1 unit	• Motor grader(MOA /rental)	5 kls.	• Multi- purpose grease
1 set	• Hammer ballpeen (3-4 lbs)	1 unit	• Low bed trailer with tractor head & operator (MOA/rental)	4 liters	• Engine oil (SAE 15w40)
1 set	• Pliers(mechanical 10 ")	1 unit	• Vacuum cleaner	20 liters	• Hydraulic / steering fluid (TELLUS 68/10W)
1 pc	• Adjustable wrench (18 ")	1 unit	• Portable electric air compressor	10 liters	• Final drive/ differential (gear oil GP90/ 140)
1 pc	• Grease gun			10 liters	• Transmission oil (ATF)
				10 liters	• Tandem oil GP90/140
1 set	• Screw driver (10 " flat & Philips)			4 liters	• Water coolant
1 pc	• Putty knife			200 liters	• Diesel fuel
1 pc	• Pry bar (heavy duty)			5 pcs	• Battery distilled water
1 pc	• Pipe wrench (12")			1 set	• Primary & secondary air filter,
1 pc	• Vise grip (12 ")			1 set	• Primary &secondary fuel filter
1 pc	• Tire gauge			1 pc	• Water separator

TOOLS		EQUIPMENT		MATERIALS	
QTY		QTY		QTY	
				1 set	• Belts (air-con, water pump and alternator)
				2 cans	• Penetrating oil (250 ml)
				2 kilos	• Cotton rugs
				5 liters	• Cleaning solvent
				1 set	• Cleaning tool(one each kind)
				1 pair	• Working clothes
				10 pairs	• Safety shoes
				10 pairs	• Gloves
				10 pcs	• Goggles
				10 pcs	• Dust Mask
				10 pcs	• Hard hats
				1 pc	• Operator's manual

3.5 TRAINING FACILITIES

The motor grader operation workshop must be made of reinforced concrete or steel structure. The size must be suited on the requirements of the competencies. The class size of 25 students/trainees is reserved for the lecture room and the practical demonstration area for carrying out minor motor grader parts maintenance. Most of the learning activities are performed individually in the students/trainees' work area.

SPACE REQUIREMENT	SIZE IN METERS	AREA IN SQ. METERS	TOTAL AREA IN SQ. METERS
• Student/Trainee's Working Space	2.0 x 2.0 m.	4 sq.m per student	100.0 sq.m.
• Lecture Room	8.00 x 6.00	48.00	48.0
• Learning Resource Center	4.00 x 6.00	24.00	24.0
			172
• Facilities/Equipment/ Circulation Area	-	-	52
TOTAL WORK AREA	-		**224**
Working field	0.5 hectare (MOA/Rental)		

3.6 TRAINERS' QUALIFICATION
HEAVY-EQUIPMENT OPERATION (Motor Grader) NC II

TRAINER QUALIFICATION (TQ II)

- Must be a holder of Heavy-Equipment Operation (Motor Grader) NC-II or equivalent qualification
- Must have undergone training on Training Methodology II (TM II) or equivalent training/experience
- Must be computer-literate
- Must be physically and mentally fit
- Must have had at least 5 years job/industry experience*
- Must be a civil-service eligible or holder of appropriate professional license issued by the Professional Regulatory Commission (for government position)

* Optional. Only when required by the hiring institution.

Reference: TESDA Board Resolution No. 2004-03

SECTION 4 NATIONAL ASSESSMENT AND CERTIFICATION ARRANGEMENTS

4.1 To attain the National Qualification of **HEAVY-EQUIPMENT OPERATION (Motor Grader) NC II**, the candidate must demonstrate competence in all the units of competency in Section 1. Successful candidates shall be awarded National Certificates signed by the TESDA Director General.

4.2 The qualification of **HEAVY EQUIPMENT OPERATION (Bulldozer) NC II** maybe attained through demonstration of competence in a project-type assessment covering the following core units. Candidates may apply for assessment in any accredited assessment center.

4.2.1 **Motor Grader operation**

- Perform pre- and post-operation for earthmoving equipment
- Perform productive operation for motor grader
- Perform basic preventive-maintenance servicing for earth-moving equipment

4.3 Assessment shall focus on the core units of competency. The basic and common units shall be integrated or assessed concurrently with the core units.

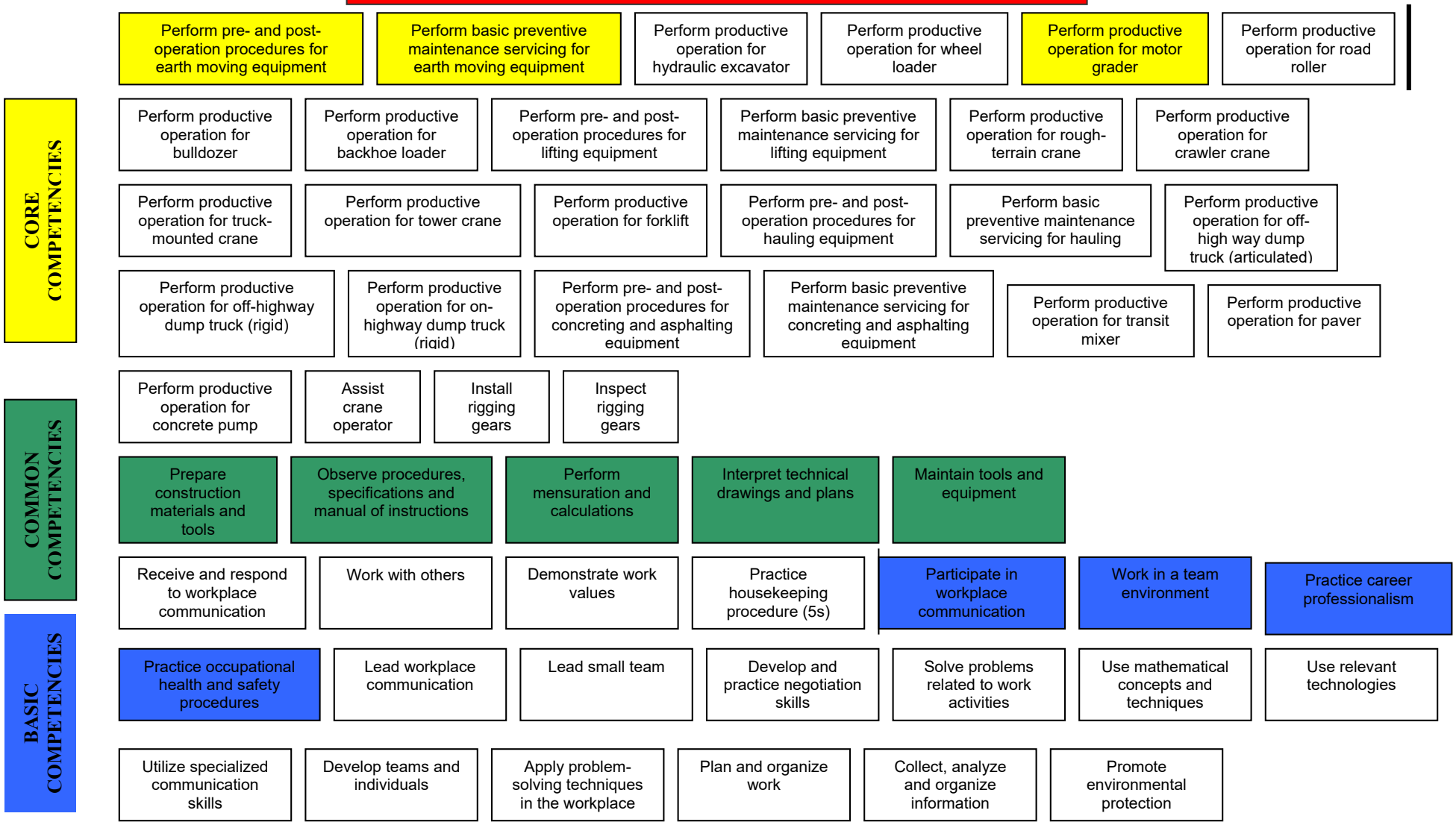
4.4 The following are qualified to apply for assessment and certification:

4.4.1 Graduates of formal, non-formal and/or informal training including enterprise-based training programs

4.4.2 Experienced Workers (wage-employed or self-employed)

4.5 The guidelines on assessment and certification are discussed in detail in the *Procedures Manual on Assessment and Certification* and the *Guidelines on the Implementation of the Philippine TVET Qualification and Certification System (PTQCS)*.

COMPETENCY MAP
CONSTRUCTION-HEAVY EQUIPMENT OPERATION - SUB- SECTOR



Definition of Terms

For the purpose of this Competency Standard, the words

1. Motor Grader	Refers to an earthmoving equipment used to level, spread and scarify earth materials.
2. Blue-tapping	Refers to precise and final grading of deep path holes.
3. Grading operation	Refers to a process of leveling, spreading and scarifying/ripping of earth materials.
4. Scarifying and ripping operation	Refers to a process of loosening hard earth materials.
5. Implement switch lock	Refers to safety locking of all hydraulic implements.

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