



**ASSISTANT RESIDENTIAL ALUMINIUM FABRICATOR
MQF/EQF LEVEL 2
INFORMATION HANDBOOK**

ON

**The process of validation of informal and non-
formal learning for Assistant Residential
Aluminium Fabricator**

The Assessment Board:

The Assessment Board is appointed by the Minister responsible for Jobsplus by means of Article 26 of the Employment and Training Services Act 2018 to ascertain proficiency or competency in a particular occupation.

This handbook describes the competences that candidates need to possess before sitting for the Assistant Tile Layer validation process. Successful candidates acquire an *Award as Assistant Residential Aluminium Fabricator* pegged at Level 2 of the Malta Qualifications Framework and also the European Qualifications Framework and which is endorsed by the National Commission for Further and Higher Education (NCFHE).

Eligibility:

Candidates who are interested in acquiring the *Award as Assistant Residential Aluminium Fabricator* can apply for their knowledge, skills and competences to be assessed, recognised and validated if they possess the necessary competences and skills as defined in this handbook.

The prospective candidate must have **3 years experience** in the respective field. This is in line with the L.N. 295 of 2012 which regulates the Validation of Informal and Non-formal Learning process. Prior to the assessment candidates need to present an official Employment History to confirm the years of experience to the Assessment Board. Candidates applying for the Skill Card through the Building Industry Consultative Council (BICC) are exempt from submitting the Employment History.

The Assessment Board is free to contact the Institution and/or referee at will in order to confirm experiences and training claimed by the candidate.

Initial Assessment Plan:

The Assessment Board will conduct an induction session for candidates interested in acquiring the *Award as Assistant Residential Aluminium Fabricator*, and review the portfolio and the experience presented to plan the appropriate assessments according to the individual's experience and needs. During the induction session, the candidate is also instructed on how to collect evidence used as a proof of their practical experience.

Evidence sources may include:

- Work Activity
- Witness Testimony
- Health & Safety Documents/ Reports/ Procedures
- Photographic Evidence / Risk Assessments / Instructions
- Work-based confirmation of evidence not observed by assessor.

Assessment Criteria:

The Assessment Criteria for the validation process are based on the National Occupational Standards. Following is an abstract of the list of competences that the candidate must possess prior to applying for the validation process. For further information you can download the National Occupational Standards from the following link: <https://ncfhe.gov.mt/en/services/Documents/Assistant%20Residential%20Aluminium%20Fabricator.pdf>

RAF201: Apply Occupational Health and Safety during Work-Practices

The candidate must have the necessary knowledge and skills to:

1. Carry out safe working practices to prevent hazards and to ensure the safety of oneself, workers and members of the public.
2. Carry out safe working practices when using appropriate equipment and materials to prevent damages to work areas and injuries to oneself and 3rd parties.
3. Carry out the safe erection, use and dismantling of simple access platforms less than 2m high.
4. Set up safety barriers around a work environment hazard to protect colleagues and members of the public.
5. Use protective clothing and safety equipment according to specifications issued by manufacturers and know the whereabouts of first-aid equipment.
6. Use, handle and store materials hazardous to health in a safe manner.
7. Carry out a risk assessment to cover the job assigned and the working area.
8. Locate and switch-off temporary or fixed electrical switch gear, systems isolating valves as instructed in the health and safety procedures.

RAF202: Identify systems, equipment and components

The candidate must have the necessary knowledge and skills to:

1. Distinguish between the different types of profiles by size and by the manufacturer's designated purpose.
2. Distinguish between the different types of glass
3. Distinguish between the different types of fittings for doors and windows.
4. Select and remove waste and scrap material for disposal or recycling as required.

RAF203: Reading of drawings and calculations

The candidate must have the necessary knowledge and skills to:

1. Assist in the selection of aluminium profile and related fittings.
2. Assist in establishing important building datum grids and levels, floor and windowsill levels and the numbering of items
3. Calculate the quantities of profiles, fittings and consumables required to meet work schedules and workload for simplified situations.
4. Assist in checking and investigate deviations, misalignments against tolerances given.

RAF 204: Fabricate and install aluminium residential doors and windows

The candidate must have the necessary knowledge and skills to:

1. Assist in checking windowsill and door floor levels.
2. Assist in assemble doors and windows in accordance with recognized manufacturer specifications and design specifications.
3. Operate appropriately various machine and equipment to fabricate doors and windows
4. Follow instructions to cater for variations in workplace controls and environment.
5. Read and interpret simplified drawings and user machine/tools manuals.
6. Collaborate and work in a team to optimize workflow and productivity.

Mode of Assessment:

A candidate will be assessed on all the above listed competences. Assessment will be made up from different components, namely:

A. Practical Work

During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment will be held in a real working environment such as the candidate's workplace. Information on the assessment venue will be provided by Jobsplus prior to the assessment. Multiple sessions might need to be scheduled.

B. Knowledge and Understanding

Candidates will be assessed on knowledge and understanding orally during an interview and/ or in writing through a written test paper.

C. Interview to verify product evidence and supplementary evidence

During the interview the Board will continue assessing candidates in relation to their knowledge, skills and competences in the respective occupation. Candidates are encouraged to present photographic evidence, workbooks or logbooks to illustrate their work.

To successfully pass from the assessment, candidates need to proof their competences in all enlisted criteria as defined in the National Occupational Standards. Following assessment candidates will receive a formal result slip issued by Jobsplus in collaboration with NCFHE. The result slip will indicate whether the candidate has obtained a Pass or a Fail in all criteria. Nonetheless persons who fail any of these criteria will have the possibility to sit for a re-sit.

Resits:

Candidates who do not pass from any of the enlisted criteria will be guided for further development in the failed criterion/criteria.

The areas of further development may include:

- Health & Safety Course (Safety Card)
- MCAST / Jobsplus Training Programmes
- On-Site Training
- Evidence of Training

The failed criterion/criteria will be communicated in the result slip issued by Jobsplus. Date, time and venue of re-sit would be communicated to the candidate by Jobsplus. The candidate will be guided by the Assessment Board with respect to the areas for improvement prior to the re-sit

Appeals:

Candidates who fail the assessment and wish to contest the decision taken by the Assessment Board can submit a formal request for further feedback to Jobsplus. An appeal can be lodged within 10 working days from the result slip issued by Jobsplus. In the eventuality that the candidate's final result is changed following the appeal, a new result will supersede the previous one.