



ASSISTANT ELECTRICAL FITTER – MQF/EQF LEVEL 2 INFORMATION HANDBOOK

ON

**The process of validation of informal and non-
formal learning for Assistant Electrical Fitters**

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 Electrical Fitter process. Successful candidates acquire an *Award as Assistant Electrical Fitter* a Certificate 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 Electrical Fitter* 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 in Assistant Electrical Fitter*, 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: <http://ncfhe.gov.mt/en/services/Documents/VINFL/NOS%20-%20Building%20and%20Construction/Electrician%20MQF%202.pdf>

AAE 201: Apply Occupational Health and Safety and Working Practices

1. Carry out safe working practices to prevent hazards and to ensure the safety of workers and members of the public.
2. Carry out safe working practices using appropriate equipment and materials to prevent damages to work areas.
3. Carry out the safe erection, use and dismantling of simple scaffold platforms less than 2m high.
4. Set up safety barriers around a work environment hazard to protect workers and members of the public.
5. Locate and manually operate the isolating switch to disconnect domestic electrical supply from the Enemalta main electrical supply.
6. Use and store toxic materials in a safe manner.
7. Use protective clothing and safety equipment to accomplish tasks.

AAE 202: Assist in Electrical Installation Work

1. Assist in the installation of various electrical power supplies, such as single phase, three-phase, direct current and low voltage. The installation will also include fitting and connecting a range of electrical components, such as switchgear and distribution panels, motors and starters, control systems, safety devices, luminaires, and wiring enclosures.
2. Use the appropriate tools and equipment throughout the installation.
3. Apply a range of installation methods and techniques to install various electrical components, wires, cables, enclosures and connectors that make up the electrical system/circuit. In addition, you will be expected to make electrical connections to sensors/activators and other devices, as appropriate to the equipment being installed, which could include mechanical, fluid power, water or fuel supplies.

4. Make checks and adjustments in line with your permitted authority, and assist others to ensure that the installed equipment functions to the required specifications.
5. Check that all tools, equipment and materials used in the installation activities are removed from the work area on completion of the work, and that the necessary job/task documentation is completed accurately and legibly.
6. Work to instructions, alone or in conjunction with others, taking personal responsibility for your own actions, and for the quality and accuracy of the work that you carry out.
7. Demonstrate a significant personal contribution to the installation activities, in order to satisfy the requirements of the standard, and you must demonstrate competence in all the areas required by the standard.
8. Comply with organisational policy and procedures for the installation activities undertaken, and to report any problems with the activities, tools or equipment used that you cannot personally resolve, or that are outside your permitted authority, to the relevant people.

AEE 301: Assist in the Maintenance of Electrical Installations and Equipment

1. Assist in the maintenance of various equipment of the electrical power supplies installations.
2. Use the appropriate tools and equipment throughout the maintenance process.
3. Make checks and adjustments, in line with your permitted authority, and assisting others to ensure that the installed equipment functions to the required specification.
4. Comply with organisational policy and procedures for maintenance activities, tools or equipment used that you cannot personally resolve, or that are outside your permitted authority, to the relevant people.
5. Check that all tools, equipment and materials used in the maintenance activities are removed from the work area on completion of the work, and that the necessary job/task documentation is completed accurately and legibly.
6. Work to instructions, alone or in conjunction with others, taking personal responsibility for your own actions, and for the quality and accuracy of the work that you carry out.
7. Demonstrate a significant personal contribution to the maintenance activities, in order to satisfy the requirements of the standard.

AEE 401: Assists in the Testing of Electrical Installations and Equipment and Required Documentation

1. Assist in the testing of electrical installations and the equipment installed.
2. Use the appropriate instruments and tools throughout the testing process.
3. Make checks and adjustments, in line with your permitted authority, and assisting others to ensure that the installed equipment functions to the required specifications.

4. Check that all instruments, tools, equipment and materials used in the maintenance activities are removed from the work area on completion of the work, and that the necessary job/task documentation is completed accurately and legibly.
5. Work to instructions, alone or in conjunction with others, taking personal responsibility for your own actions, and for the quality and accuracy of the work that you carry out.
6. See that instruments used are properly calibrated.
7. Comply with organisational policy and procedures for the testing and documentation procedures undertaken, and to report any problems with the activities, instruments, tools or equipment used that you cannot personally resolve, or that are outside your permitted authority, to the relevant people.

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

Practical work could be assessed by a task created to simulate the work environment. During the practical test a candidate will be asked to perform a number of tasks in line with the assessment criteria. Assessment can either be held in a simulated workshop or on site. 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.