	Unit ID:2271
Domain	**BROADCASTING**
Title:	**Maintain a technical workshop**
Level: 5	**Credits: 5**

Purpose

This unit standard is intended for those who maintain a technical workshop. People credited with this unit standard are able to manage and administer a technical workshop, perform log faults and follow-up, perform procurement and maintain supplies of spares and perform maintenance and update technical drawings.

This unit standard is intended for those who work in the broadcasting working environment.

Special Notes

1. Entry information:

    Prerequisites:
    - None

2. This unit standard is to be delivered and assessed in the context of information and communication technology.

3. Assessment evidence may be collected from a real or a simulated workplace in which broadcasting operations are carried out.

4. Tools and equipment may include but are not limited to computer, external devices, storage devices and other and basic computer applications.

5. Performance of all elements in this unit standard must comply with industry standards.

6. Regulations and legislation relevant to this unit standard include the following:
    - Labour Act 2007(Act No 11, 2007)
    - Regulations relating to the health and Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

Quality Assurance Requirements

This unit standard and others within this sub-field may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details

of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on www.namqa.org and the Namibia Training Authority on www.nta.com.na

Elements and Performance Criteria

Element 1: Manage and administer a technical workshop

Performance Criteria

1.1 Report writing is explained (factual, complete) according to company standards.

1.2 Shift lists are described and explained.

1.3 Significance of document and manual filing are explained according to company requirements and procedures.

1.4 Importance of records' filing and maintenance are explained.

1.5 Maintenance schedules are described and adapted in line with business needs and are within pre-determined timeframes.

Element 2: Perform log faults and follow-up

Performance Criteria

2.1 Fault logging details are interpreted.

2.2 Faults are managed according to the organization's requirements.

2.3 Status of faults is reported to clients, colleagues and line management.

2.4 Feedback on faults is given to the originator.

Element 3: Perform procurement and maintain supplies of spares

Performance Criteria

3.1 Stock count is performed.

3.2 Purchasing and ordering of spares contain the product number.

3.3 Quotes from suppliers are analysed for compliance of business requirements.

3.4   Approval of purchase request is obtained from management.

3.5   Parts are ordered from supplies according to organisational rules and sourcing practices.

3.6   Management and processing of the purchase orders are in accordance with company's procedures.

Element 4: Perform maintenance and update technical drawings

Performance Criteria

4.1   Technical drawings are updated and changes are reflected.

4.2   Technical drawing changes are verified.

4.3   Latest version of the technical drawings is filed and all other versions archived.

Registration Data

Subfield:	Information and Communication Technology
Date first registered:	30 July 2020
Date this version registered:	30 July 2020
Anticipated review:	2025
Body responsible for review:	Namibia Training Authority