

Tutors Assignment Correction Guide

MODULE 7 Workshop Organisation and Management

**UNIT 7.1 Organisation of Tech/Voc
 Workshops/Laboratories**

Tutors Assignment Correction Guide

Module 7 Workshop Organisations and Management

Unit 7.1 Organisation of Tech/Voc Workshops/Laboratories

This Guide is to assist you in the correction of the assignments for this unit.

If more than one Tutor is involved with Student Support in your institution, it will also assist in ensuring that there is a consistency in the weighting of assignments, and questions within assignments.

The Core Curriculum is designed to be offered utilising competency standards, so the elements that need to be included in answers are specified in the guide. It will therefore assist those who wish to use a competency assessment of Completed or Incomplete.

It is particularly important in the Caribbean to ensure that the assignments are assessed as indicated in the Guide, as Regional recognition is an ultimate (and desired) outcome.

Assessment Instrument

Module 7 Workshop Organisation and Management

Unit 7.1 Organisation of Tech/Voc Workshops/Laboratories

Assignment 1

The trainee has presented an assignment which:

- ☐ Listed five characteristics of a well organised workshop
- ☐ Listed five aspects of their particular subject areas which requires special consideration in planning a workshop/ laboratory or practise area
- ☐ Listed special storage requirements of their subject area
- ☐ Written comments of approximately 200 words that outline the safety issues of their particular subject area which included procedures relating to emergencies, the impact of the design and identification of specialised first aid requirements.



Assignment No. 7.1-1

Unit 7.1 Organisation of Tech/Voc Workshops/Laboratories

To be completed and returned to your Tutor for assessment.

This is an Open Book assignment and you may refer to whatever resources you have at your disposal.

Name: _____ **Due Date:** _____

Question 1

List five general characteristics of a well-organised workshop.

Question 2

In considering your own area of subject specialisation, list five aspects of the discipline that would require special consideration in the planning of a workshop/laboratory or practical area. Please specify what your subject specialisation is.

Question 3

List any special storage requirements that are pertinent to your subject specialisation and state what they are for (such as refrigerators or cool rooms for perishable food; secure, ventilated cupboards for flammable materials).

Question 4

Write a statement of approximately 200 words that outlines the safety issues involved in your subject specialisation. In your answer, include:

- identification of the safety issues
- procedures necessary to accommodate emergencies relating to these issues
- the impact of this on the design of the workshop/laboratory or practical area
- any specialist items which should be included in the first aid kit, above those generally found in a well equipped kit.



Assignment No. 7.1-1

Unit 7.1 Organisation of Tech/Voc Workshops/Laboratories

Guidelines for the correction and weighting of questions of Assignment 7.1-1

This assignment requires a minimum of four correct responses in each of Questions 1 and 2 to achieve the level of competence required.

In Question 3, the storage requirements stated should be compatible with the subject area. The reason for, or use the storage is to be provided for, should be consistent with good practice for the area specified.

In Question 4, each of the four criteria should be included and the statement logical and well presented.

Question 1

List five general characteristics of a well-organised workshop.

1 mark each = 5 marks

Question 2

In considering your own area of subject specialisation, list five aspects of the discipline that would require special consideration in the planning of a workshop/laboratory or practical area. Please specify what your subject specialisation is.

1 mark each = 5 marks

Question 3

List any special storage requirements pertinent to your subject specialisation and state what they are for (such as refrigerators or cool rooms for perishable food; secure, ventilated cupboards for flammable materials).

10 marks

Question 4

Write a statement of approximately 200 words that outlines the safety issues involved in your subject specialisation. In your answer, include:

- identification of the safety issues
- procedures necessary to accommodate emergencies relating to these issues
- the impact of this on the design of the workshop/laboratory or practical area
- any specialist items which should be included in the first aid kit, above those generally found in a well equipped kit.

20 marks

Total 40 marks

Assignment 1 **40%**

Assignment 2 **60%**

Total for Unit **100%**

Assessment Instrument

Module 7 Workshop Organisation and Management

Unit 7.1 Organisation of Tech/Voc Workshops/Laboratories

Assignment 2

The trainee has successfully presented a written assignment that included:

- ☐ Selecting a known industry
- ☐ Drafting a floor plan, drawn to scale, of a technical/vocational workshop or training kitchen suitable for the selected industry.
- ☐ Writing comments totalling at least 500 words on the incorporation of the following factors into the organisational planning of the workshop:
 - ☐ workspace considerations
 - ☐ equipment placement
 - ☐ environmental considerations
 - ☐ safety
 - ☐ suitability for competence-based, student-centred training or teacher centred training, dependant on choice



Assignment No. 7.1-2

Unit 7.1 Organisation of Tech/Voc Workshops/Laboratories

To be completed and returned to your Tutor for assessment.

This is an Open Book assignment and you may refer to whatever resources you have at your disposal.

Name: _____ Due Date: _____

Question 1

For your own subject area, draft a floor plan of a suitable technical/vocational workshop using the attached worksheet 7.1A.

Support your workshop plan with written comments on how you incorporated each of the following factors into the organisational planning of the workshop:

1. Workspace considerations
2. Equipment placement
3. Storage arrangements
4. Environmental considerations
5. Safety
6. Suitability for competence-based student centred training or teacher centred training, depending on your choice.
7. Disposal of waste
8. Recycling of materials pertinent to the area
 - The floor plan to be drawn to scale.
 - Your written comments should contain approximately 500 words.

Use the grid below to plan a practical area for your subject. Assume you need to have places for 15 trainees. Show the position of desks, work areas, chalkboards, tool rooms and internal walls.

[illegible]



Assignment No. 7.1-2

Unit 7.1 Organisation of Tech/Voc Workshops/Laboratories

Guidelines for the correction and weighting of questions for Assignment 7.1-2.

To achieve the level of competence required for this unit, all individual elements of each question must be addressed, and a minimum score of 48 must be achieved. If this is not achieved the assignment may be resubmitted without penalty.

Question 1

For your own subject area, draft a floor plan of a suitable technical/vocational workshop or training kitchen using the attached worksheet 7.1A.

Plan clear and to scale – 6 marks

The plan must illustrate consideration for the following: appropriate space per student ratio, equipment storage, environment, safety, and appropriateness for chosen teaching/learning strategy, waste disposal area or containers, recycling containers if appropriate.

8 items x 3 marks each

Total = 30 marks

Support your workshop plan with written comments on how you incorporated each of the following factors into the organisational planning of the workshop:

1. Workspace considerations
2. Equipment placement
3. Storage arrangements
4. Environmental considerations
5. Safety
6. Suitability for competence-based student centred training or teacher centred training, depending on your choice.
7. Disposal of waste

8. Recycling of materials pertinent to the area

- The floor plan to be drawn to scale.
- Your written comments should contain approximately 500 words.

8 items x 3 marks each

Total 24 marks

Coherence and logic of supporting comments = 6 marks

Total = 30 marks

Total for Assignment = 60 marks

Assignment 1	40%
<u>Assignment 2</u>	<u>60%</u>
Total for Unit	100%