

# **Tutors Assignment Correction Guide**

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**MODULE 7 Workshop Organisation and Management**

**UNIT 7.2 Tech/Voc Workshops/Laboratory  
Management**



# **Tutors Assignment Correction Guide**

## **Module 7    Workshop Organisations and Management**

### **Unit 7.2        Tech/Voc Workshops/Laboratory Management**

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 7.2 Tech/Voc Workshop/Laboratory Management

#### *Assignment 1*

The trainee has successfully completed an assignment which:

- ❑ Described the operation of a training facility
- ❑ Given recommendations for the improvement of systems and procedures.
- ❑ Described the impact of a well-managed facility on training outcomes.
- ❑ Described the implementation of an inventory system.
- ❑ Described a computerised inventory system, identify its advantages and applicability to a training facility.
- ❑ Developed a plan to ensure the maintenance of equipment and tools.



# Assignment No. 7.2-1

## Unit 7.2 Tech/Voc Workshop/Laboratory Management

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

Using your own department or training facility as a model:

Describe the operation, including:

- the environment
  - programmes offered
  - number of staff and students
  - tasks which are performed within the facility
  - who is responsible for what
  - the learning/instructional strategy that is employed
- Give your recommendations on the systems and procedures that could make the facility more effective, efficient or flexible.

Approximately 300 words

### Question 2

Describe how a well-managed and organised workshop will impact on the training undertaken in it.

Approximately 150 words

### Question 3

You have the responsibility for planning the development of a tech/voc workshop/lab designed for training people in your area of expertise.

Describe the methods you would use to establish an inventory system.

Include in your description:

- A description of the system itself
- How it will be managed
- Reasons for the inventory system
- The kinds of machinery, equipment, tools and consumables you must account for
- Stocktaking procedures you will follow

***OR***

### **Question 3.1**

Identify in your local community a business that uses an electronic inventory system.

The business may be, for example, a large supermarket, an automotive parts dealership, or an electrical goods store.

Make an appointment with the Manager and arrange a visit that will allow you to view their inventory system.

Write a report on your observations. Include in it any benefits such a system could provide for your training facility.

Approximately 300 words

### **Question 4**

Develop a plan, outlining the tasks and responsibilities of all involved in the training process that ensures that basic maintenance of tools and equipment becomes an integral part of the operation of the facility.

You may use a table to help summarise your plan

Approximately 200 words



# Assignment No. 7.2-1

## Unit 7.2 Tech/Voc Workshop/Laboratory Management

### Guidelines for the correction and weighting of questions for Assignment 7.2 - 1

#### Question 1

*Assessment for the first part of this question should be based on the inclusion of each element specified. All elements must be incorporated in the answer.*

*In section 2 the recommendations given should show that an analysis of the operation has occurred and thought given to the effect of implementing the recommendations. They should predict improvement.*

Using your own department or training facility as a model:

- Describe the operation, including:
    - the environment **4 marks**
    - programmes offered **3 marks**
    - number of staff and students **3 marks**
    - tasks which are performed within the facility **4 marks**
    - who is responsible for what **3 marks**
    - the learning/instructional strategy that is employed **3 marks**
- Total = 20 marks**

- Give your recommendations on the systems and procedures that could make the facility more effective, efficient or flexible.

**10 marks**

#### Question 2

*The response to this question should clearly indicate the effect on students of working in a poorly organised workshop, the motivation and safety factors.*

Describe how a well-managed and organised workshop will impact on the training undertaken in it.

**20 marks**

**Question 3**

*This should include a detailed explanation of the system being proposed, and how it will be maintained.*

You have the responsibility for planning the development of a tech/voc workshop/lab designed for training people in your area of expertise. Describe the methods you would use to establish an inventory system.

Include in your description:

- A description of the system itself
- How it will be managed
- Reasons for the inventory system
- The kinds of machinery, equipment, tools and consumables you must account for
- Stocktaking procedures you will follow

**OR**

**Question 3.1**

Identify in your local community a business that uses an electronic inventory system.

The business may be, for example, a large supermarket, an automotive parts dealership, or an electrical goods store.

Make an appointment with the Manager and arrange a visit that will allow you to view their inventory system.

Write a report on your observations. Include in it any benefits such a system could provide for your training facility.

Approximately 300 words

**30 marks**



**Question 4**

*The plan should demonstrate a logical, progressive approach to maintenance that involves trainees and staff in the reporting and ultimate repair or replacement.*

Develop a plan, outlining the tasks and responsibilities of all involved in the training process that ensures that basic maintenance of tools and equipment becomes an integral part of the operation of the facility.

You may use a table to help summarise your plan

Approximately 200 words

***20 marks***



# Assessment Instrument

## **Module 7    Workshop Organisation and Management**

### **Unit 7.2        Tech/Voc Workshop/Laboratory Management**

#### *Assignment 2*

The trainee has successfully completed an assignment which:

- ❑ Explains the functions of HRD in a training facility.
- ❑ Shows how HRD can be an effective management tool.
- ❑ Indicates the benefits of an effective HRD programme to staff.
- ❑ Demonstrates a working knowledge of the budget process by analysing the system in use in their own institution.
- ❑ Discusses the use of a budget as a monitoring process for expenditure.





## Assignment No. 7.2-2

### Unit 7.2 Tech/Voc Workshop/Laboratory Management

**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

Write a statement of approximately 300 words that explains:

- the functions of Human Resources Development in a training institution.
- how a HRD programme can be an effective Management tool
- the benefits to staff

#### Question 2

Using your own training facility as the model, describe the budgetary process. Include in your answer:

- how the budget is prepared
- who is responsible for its preparation
- how funds are allocated and controlled
- the value of a budget
- how it can impact on the efficient operation of the facility and the delivery of the programmes
- its use as a monitoring mechanism of expenditure

Your answer should demonstrate that you have a working knowledge of the budget process as it applies to your department or facility.

Present your answer in a statement of approximately 400 words. Tables can be used to illustrate your answer.



# Assignment No. 7.2-2

## Unit 7.2 Tech/Voc Workshop/Laboratory Management

### Guidelines for the correction and weighting of questions in Assignment 7.2-2

#### Question 1

*The response to this question should include reference to training and development, staff support, conflict resolution, discipline, evaluation, occupational health and safety, and how these assist in the management of a training facility. It should identify the benefits it has to staff in terms of establishing conditions and providing a secure environment.*

Write a statement of approximately 300 words that explains:

- the functions of Human Resources Development in a training institution.
- how a HRD programme can be an effective Management tool
- the benefits to staff

**25 marks**

#### Question 2

*The response to this question should show that research has been done and the trainee has undertaken to discover how a budget is developed, who controls it, where the funding comes from, and the value of a budget as a management tool in monitoring expenditure.*

Using your own training facility as the model, describe the budgetary process. Include in your answer:

- how the budget is prepared
- who is responsible for its preparation
- how funds are allocated and controlled
- the value of a budget
- how it can impact on the efficient operation of the facility and the delivery of the programmes
- its use as a monitoring mechanism of expenditure

Your answer should demonstrate that you have a working knowledge of the budget process as it applies to your department or facility.

Present your answer in a statement of approximately 400 words. Tables can be used to illustrate your answer.

***25 Marks***

Total for Assignment	50
Assignment 1	50%
Assignment 2	50%
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Total for unit	100%