



ECVET – Curriculum

UNIT TEMPLATE

Institution:	MCAST
Programme/Training Title:	Diploma in Light Vehicle Maintenance
Unit Title:	Contribute to Housekeeping in a Motor Vehicle Environment
Unit Type (e.g. major, minor, elective):	Elective
Unit Level:	EQF Level 4
Duration:	60hrs
Pre-requisites:	Certificate in Light Vehicle Maintenance and Repair (C&G 4290) OR 4 SEC/O-Level passes Compulsory: Mathematics Preferred: Physics, English and Engineering
Instructor:	Jeremy Scerri
Number of ECVET credits:	3 (60 hours = 30 guided + 30 self-learning)

Learning Outcomes

By completion of this unit the learner should be able to

1. Explain the legislation and the duties of everyone within a motor vehicle repair environment
2. Perform routine maintenance of a work area within a Motor Vehicle repair environment
3. Explain the legislation of the Care Of Substances Hazardous to Health (COSHH)

Diploma in Light Vehicle Maintenance Contribute to Housekeeping in a Motor Vehicle Environment				
Learning outcomes By the end of this course a learner is expected to:	Method of Assessment	ECVET System	Estimated student work time in hours	
1. Explain the legislation and the duties of everyone within a motor vehicle repair environment	<ul style="list-style-type: none"> • Time Constraint Assessment • Home Based Assignment 	K	<ul style="list-style-type: none"> • Know how to interpret the legislation contained in the Health and safety at work act 1974 • Understand the employer and employee responsibilities in the Health and safety at Work Act 1974 • Understand the health and safety policy must be enforced 	6
		S	<ul style="list-style-type: none"> • Explain any defect in the health and safety within the work area (Comm.) • Assess the health and safety in the work area (Judgmental) • Evaluate learning through further research on line and work area information presented by the employer (Learning) • Undertake on-line research and ongoing 	6

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			evaluation of work areas (Learning)	
		C	<ul style="list-style-type: none"> Explain the legislation and the duties of everyone within a motor vehicle repair environment 	5
2. Perform routine maintenance of a work area within a Motor Vehicle repair environment	<ul style="list-style-type: none"> Class participation Workshop participation 	K	<ul style="list-style-type: none"> Be familiar with the common causes of accidents in a motor vehicle repair environment Understand the employee responsibilities to COSHH Know how to carry out effective housekeeping within the motor vehicle environment 	9
		S	<ul style="list-style-type: none"> Describe the common causes of accidents in the work place (comm.) Identify areas where accidents in the work place can be avoided (judgmental) Evaluate learning through further research on line and work area information presented by the employer (learning) 	5
		C	<ul style="list-style-type: none"> Carry out routine maintenance of a work area within a Motor Vehicle repair environment 	3

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3. Explain the legislation of the Care Of Substances Hazardous to Health (COSHH)	<ul style="list-style-type: none"> • Time Constraint Assessment • Home Based Assignment 	K	<ul style="list-style-type: none"> • Understand the legislation within COSHH regulations • Know how to identify a 'substance hazardous to health' • Know how to classify substances hazardous to health 	5
		S	<ul style="list-style-type: none"> • Explain any defect in the health and safety within the work area (Comm.) • Evaluate learning through further research on line and work area information presented by the employer • Undertake on-line research and ongoing evaluation of work areas 	5
		C	<ul style="list-style-type: none"> • Explain the legislation of the Care Of Substances Hazardous to Health (COSHH) 	3
4. Perform a manual handling assessment and operation	<ul style="list-style-type: none"> • Class participation • Workshop participation 	K	<ul style="list-style-type: none"> • Understand the risks associated with Manual handling • Know how to use the correct handling techniques for lifting, pushing and pulling • Know how to carry out an assessment of a manual handling task 	5

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		S	<ul style="list-style-type: none"> • Plan how to deal with the risks associated with Manual handling (Plan) • Describe the techniques involved with manual handling (Comm.) • Interact with colleagues to assess manual handling (Comm.) • Evaluate a plan to carry out manual handling (Judgmental) • Select the correct method in order to carry out a manual handling assessment and operation successfully (Judgmental) 	5
		C	<ul style="list-style-type: none"> • Carry out manual handling assessment and operation 	3
TOTAL				60

Unit Outline

1. Explain the legislation and the duties of everyone within a motor vehicle repair environment

- 1.1. Health and safety at Work Act 1974 (HASAWA)
- 1.2. General policy statements
- 1.3. Individual responsibilities
- 1.4. Enforcement of the health and safety policy

2. Perform routine maintenance of a work area within a Motor Vehicle repair environment

- 2.1. Common causes of accidents in a motor vehicle repair environment
- 2.2. Types of work related accidents and dangerous occurrences
- 2.3. Slips, trips and falls Effective prevention
- 2.4. What precautions can be taken?
- 2.5. General Housekeeping

3. Explain the legislation of the Care Of Substances Hazardous to Health (COSHH)

- 3.1. What is a 'substance hazardous to health'?
- 3.2. Identify the hazard
- 3.3. Evaluating the risk
- 3.4. Who might be harmed?
- 3.5. Safety data sheets
- 3.6. Risks involved when using solvents and detergents and advantages of good housekeeping Spillages, leaks and waste materials
- 3.7. Safe systems of work to the storage and disposal of waste materials
- 3.8. Correctly store and dispose of waste, used materials and debris
- 3.9. Motor vehicle environment waste
- 3.10. Safe disposal of special/hazardous waste materials

4. Perform a manual handling assessment and operation

- 4.1. Manual handling the risks
- 4.2. Manual handling assessment
- 4.3. Manual handling techniques

Teaching / Facilitating methods

This unit should be delivered in a classroom or workshop area and will consist of a lecturer led discussion on the subject area. The students should be asked to interpret the HASAWA and COSHH regulations and be encouraged to give their view on the information and guidelines. Where there is an area that is wrong or unclear the lecturer will explain fully and confirm understanding by using questions and answers.

The students should be encouraged to use the training premises as an example and the HASAWA act can be challenged by them as they find different situations.

Housekeeping can be overviewed by the same means, a map or list can be made by the students highlighting all the areas of concern. This will confirm their understanding and promote communication and design.

The learning outcomes 1, 2 and 3 will be sequential but will also interact with each other. Learning outcome 4 will be confirmed by questions and answers but also real examples should be used within the training area.

The students should carry out their own assessments and solutions and then this will be used as a lecturer led discussion to confirm understanding.

Resources:

The poster, HASAWA and other publications used in the process. Access to on line information and spreadsheets would be beneficial.

A workshop area where observations and assessments can be carried out and scenarios and role play can be carried out.

Access to COSHH data sheets and a storage area.

Assessment methods

Assessment should be based around the students own working environment if possible.
 Making a diagram of the area from memory can be used to check observation and can include any subject area relevant to the outcomes.
 Questions and answers should be used throughout to confirm followed by written questions as a final check.
 Manual handling should be a practical demonstration followed by an assessment of each student. The emphasis being on solutions rather than actual lifting.

Required books:

Authors	Title	Editor	Year	ISBN

Suggested books:

Authors	Title	Editor	Year	ISBN
Peter Vergo	HASAWA	TSO	1974	0105437743
'Online'	COSHH data sheets	'hse.gov.uk'		



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