



**REPUBLIC OF KENYA**

**NATIONAL OCCUPATIONAL STANDARDS  
FOR  
CARPENTRY AND JOINERY CRAFTSPERSON  
KNQF LEVEL 5**

**PROGRAMME CODE:0722 554B**



**TVET CDACC  
P.O BOX 15745-00100  
NAIROBI**

## MANAGE SITES AND WORKSHOPS

**UNIT CODE: CON/OS/CAJ/CC/05/5/B**

### UNIT DESCRIPTION

This Unit describes the competencies required to manage sites and workshops. It involves identifying workshop sites, identifying Regulations governing workshop design, planning workshop layout, preparing, using and maintaining materials, tools and equipment and executing contracts. It also entails; managing construction firm, performing office practice and maintaining Labour Relations

### ELEMENTS AND PERFORMANCE CRITERIA

ELEMENT	PERFORMANCE CRITERIA ( <i>Bold and italicized terms are elaborated in the Range</i> )
1. Identify workshop sites	1.1 Selected suitable workshop site according to site access considerations 1.2 Hoarding and fencing of the site is conducted as per the local authority regulations. 1.3 Identified local authority requirements for workshop establishment 1.4 Stated <b><i>essential services</i></b> required for a given workshop 1.5 Selected appropriate mode of transport for a given situation 1.6 Erected site identification boards as per local authority regulations
2. Identify Regulations governing workshop design	2.1 Stated welfare regulations as applied in the workshop 2.2 Stated health regulations as applied in the workshop 2.3 Stated safety regulations based on the factory act
3. Plan workshop layout	3.1 Identified working area as per design specifications 3.2 Identified storage area as per design specifications 3.3 Identified machine shops as per design specifications 3.4 Identified offices as per design specifications 3.5 Tools store identified as per design specifications 3.6 Identified washroom as per design specifications
4. Prepare, use and maintain materials, tools and equipment	4.1 Ordering and supplying documents prepared as per the work place procedures 4.2 Records of incoming and outgoing materials kept as per work place procedures

ELEMENT	PERFORMANCE CRITERIA ( <i>Bold and italicized terms are elaborated in the Range</i> )
	<p>4.3 Method of storing materials on site identified</p> <p>4.4 Prepared and maintained inventories for material, tools and equipment</p> <p>4.5 Exercised control in use of materials</p> <p>4.6 Security of materials, tools and equipment maintained in workshops and sites as per work place procedures</p> <p>4.7 Identified sources of capital for purchasing tools, equipment and machines</p> <p>4.8 Identified methods of maintaining tools, equipment and machines</p>
5. Execute contracts	<p>5.1 Described roles of parties involved in a project</p> <p>5.2 Identified various <b><i>types of contract</i></b></p> <p>5.3 Identified <b><i>types of contract documents</i></b></p> <p>5.4 Described <b><i>methods of tendering</i></b></p> <p>5.5 Identified site operations and construction method</p> <p>5.6 Identified types of construction plant to be used for a given contract</p> <p>5.7 Identified number of required sub-contractors for the project</p> <p>5.8 Prepared construction programmes</p>
6. Manage construction firm	<p>6.1 Identified structure of a firm</p> <p>6.2 Identified importance of discipline in firms as per job requirements</p> <p>6.3 Identified methods of motivating workers in a given firm</p>
7. Perform office practice	<p>7.1 Identified essential office equipment as per job requirements</p> <p>7.2 Manage <b><i>systems of filing</i></b> as per work place procedures</p> <p>7.3 Identified <b><i>methods of communication</i></b> according to communication guide</p> <p>7.4 Described use of office documents as per work place procedures</p> <p>7.5 Differentiated methods of taxation</p> <p>7.6 Conducted site meetings as per the work place procedures</p>
8. Maintain Labour Relations	<p>8.1 Identified role of trade unions in the construction industry</p>

ELEMENT	PERFORMANCE CRITERIA ( <i>Bold and italicized terms are elaborated in the Range</i> )
	<p>8.2 Described importance of industrial training as labour regulations</p> <p>8.3 Identified regulations governing employment in construction industry</p> <p>8.4 Identified importance of factories act with regards to construction industry</p>

## RANGE

Variable	Range
1. Types of contract may include but is not limited to:	<ul style="list-style-type: none"> <li>• Labour only contract</li> <li>• Cost reimbursement contract</li> <li>• Target cost contracts</li> <li>• Package deal</li> </ul>
2. Essential services may include but is not limited to:	<ul style="list-style-type: none"> <li>• Water</li> <li>• Gas</li> <li>• Electricity</li> <li>• Telephone</li> <li>• Access roads/ parking areas</li> </ul>
3. Types of contract documents may include but is not limited to:	<ul style="list-style-type: none"> <li>• Drawings</li> <li>• Specifications</li> <li>• Bill of quantities</li> <li>• Conditions of contract</li> <li>• Form of tender</li> </ul>
4. Methods of tendering may include but is not limited to:	<ul style="list-style-type: none"> <li>• Open tendering</li> <li>• Selective tendering</li> <li>• Negotiated tenders</li> </ul>
5. Systems of filing may include but is not limited to:	<ul style="list-style-type: none"> <li>• Numerical filing</li> <li>• Alphabetical filing</li> <li>• Subject filing</li> </ul>

<b>Variable</b>	<b>Range</b>
6. Methods of communication may include but is not limited to:	<ul style="list-style-type: none"> <li>• Oral</li> <li>• Written</li> <li>• Graphical</li> </ul>

## **REQUIRED KNOWLEDGE AND SKILLS**

### **Knowledge**

- Measurement
- Formwork
- Scaffolding
- Soil properties
- Wall construction
- Basic arithmetic
- Technical drawings

### **Skills**

- Measurement skills
- Basic mathematic skills
- Reading skills
- Communication skills
- Construction tools handling skills
- Technical drawing skills

## **EVIDENCE GUIDE**

This provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge and range.

1. Critical Aspects of Competency	<p>Assessment requires evidence that the candidate:</p> <ul style="list-style-type: none"> <li>1.1 Identified workshop sites</li> <li>1.2 Identified Regulations governing workshop design</li> <li>1.3 Planed workshop layout</li> <li>1.4 Prepared, used and maintained materials, tools and equipment</li> <li>1.5 Executed contracts</li> <li>1.6 Managed construction firm</li> <li>1.7 Performed office practice</li> </ul>
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	1.8 Maintained Labour Relations
2. Resource Implications	<p>The following resources should be provided:</p> <p>2.1 Training workshops  2.2 Construction tools and equipment  2.3 Occupational Safety and health manuals  2.4 Construction manuals  2.5 Reference textbooks  2.6 Qualified trainers  2.7 Personal protective equipment</p>
3. Methods of Assessment	<p>Competency may be assessed through:</p> <p>3.1 Practical assignment  3.2 Written  3.3 Oral interview  3.4 Demonstrations</p>
4. Context of Assessment	<p>Competency may be assessed</p> <p>4.1 On job  4.2 Off job  4.3 During industrial attachment</p>
5. Guidance information for assessment	Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.