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**SELF-ASSESSMENT GUIDE**

Qualification Title	<b>ELECTRONICS PRODUCTS ASSEMBLY AND SERVICING NC II</b>		
COC 1 Title	<b>ASSEMBLE ELECTRONICS PRODUCTS</b>		
Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Obtain and clarify work instructions			
• Identify, prepare and obtain parts and components needed			
• Prepare and check required materials, tools and equipment			
• Prepare electronic components for assembly*			
• Verify PCB layout in conformity with the schematic diagram			
• Prepare/Make printed circuit board modules *			
• Clean PCB based on standard procedures			
• Test and visually inspect the functionality of the PCB			
• Mount and solder electronic components *			
• Apply soldering/de-soldering techniques and procedures			
• Check soldered products			
• Assemble electronic components *			
• Integrate modules and accessories			
• Perform assembly procedures of electronic products			
• Test and inspect assembled electronic products *			
• Subject finished products to final visual/sensory inspection and testing			
• Apply safety rules and procedures *			
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.			
<b>Candidate's Signature:</b>		<b>Date:</b>	

NOTE: \* Critical aspect of competency

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**SELF-ASSESSMENT GUIDE**

Qualification Title	<b>ELECTRONICS PRODUCTS ASSEMBLY AND SERVICING</b>		
COC 2 Title	<b>SERVICE CONSUMER ELECTRONICS PRODUCTS AND SYSTEMS</b>		
Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Prepare the unit and required materials, tools equipment and workplace properly for installation and service *			
• Acquire manuals and service information required for installation			
• Verify repair/maintenance history			
• Conduct complete check-up of consumer electronic products and systems, and identifies, verifies and documents defects against customer description			
• Test devices in accordance with standard procedures			
• Install consumer electronic products and systems*			
• Undertake final inspection			
• Respond to unplanned events or conditions			
• Clean and clear work site of all debris			
• Prepare report on installation and testing of equipment			
• Identify system defects/faults using appropriate tools and equipment			
• Diagnose faults and defects *			
• Check and isolate circuits			
• Explain identified defects and faults			
• Check control settings/adjustments			
• Document accurately results of diagnosis and testing			
• Advise/inform customers regarding the status and serviceability of the unit			
• Replace defective parts/components with identical or recommended appropriate equivalent ratings			
• Maintain/Repair consumer electronic products *			
• Use personal protective equipment			
• Perform cleaning of unit			
• Perform repair activity within the required timeframe			

• Observe care and extreme precaution in handling the unit/product		
• Re-assemble and test repaired consumer electronic product *		
• Subject reassembled units to final testing and cleaning		
• Compile service completion procedures and documentations		
• Dispose waste materials		
• Apply safety rules and procedures *		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's Signature:</b>	<b>Date:</b>	

NOTE: \* Critical aspect of competency

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**SELF-ASSESSMENT GUIDE**

Qualification Title	<b>ELECTRONICS PRODUCTS ASSEMBLY AND SERVICING NC II</b>		
COC 3 Title	<b>SERVICE INDUSTRIAL ELECTRONIC MODULES, PRODUCTS AND SYSTEMS</b>		
Instruction: Read each question and check the appropriate box to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
• Prepare unit, tools and workplace for installation/servicing*			
• Acquire manuals and service information required for installation			
• Verify repair/maintenance history			
• Conduct complete check-up of consumer electronic products and systems, and identifies, verifies and documents defects against customer description			
• Test devices			
• Install industrial electronics systems/products *			
• Undertake final inspection			
• Respond to unplanned events or conditions			
• Clean and clear work site of all debris			
• Prepare report on installation and testing of equipment			
• Identify system defects/faults using appropriate tools and equipment			
• Test devices in accordance with standard procedures			
• Diagnose faults of industrial electronics systems/products*			
• Check and isolate circuits			
• Explain identified defects and faults			
• Check control settings/adjustments			
• Document accurately results of diagnosis and testing			
• Advise/inform customers regarding the status and serviceability of the unit			
• Replace defective parts/components with identical or recommended appropriate equivalent ratings			
• Maintain/Repair industrial electronics products *			
• Use personal protective equipment			
• Perform cleaning of unit			

• Perform repair activity within the required timeframe		
• Observe care and extreme precaution in handling the unit/product		
• Re-assemble and test repaired industrial electronics products*		
• Subject reassembled units to final testing and cleaning		
• Compile service completion procedures and documentations		
• Dispose waste materials		
• Apply safety rules and procedures*		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
<b>Candidate's signature:</b>	<b>Date:</b>	

NOTE:\* Critical aspect of competency

# CANDIDATE'S GUIDE FOR THE PORTFOLIO ASSESSMENT

TESDA-OP-QSO-02-F10  
Rev. No. 01 12/05/17

## PORTFOLIO COVER SHEET

<b>CANDIDATE'S NAME</b>			
<b>POSITION/DESIGNATION</b>			
<b>COMPANY</b>		<b>CONTACT NUMBER(S)</b>	
<b>COMPANY ADDRESS</b>			
<b>QUALIFICATION APPLIED FOR</b>		<b>DATE SUBMITTED</b>	
<b>Portfolio evidences to be presented /submitted</b>			
<ul style="list-style-type: none"> <li><input type="checkbox"/> National Certificate on Consumer Electronics Servicing NC II</li> <li><input type="checkbox"/> Certificate of Competency/ies on the Consumer Electronics Servicing NC II</li> <li><input type="checkbox"/> Certificate of Employment with job description</li> <li><input type="checkbox"/> Pictures/videos taken in the workplace with co-workers (with company name/logo)</li> <li><input type="checkbox"/> Training certificate</li> <li><input type="checkbox"/> Transcript of Records</li> <li><input type="checkbox"/> Diploma</li> <li><input type="checkbox"/> Written statements or references (from workplace supervisors, managers, etc.)</li> </ul> <p><b>NOTE:</b></p> <ul style="list-style-type: none"> <li>✓ Original copy of any five (5) of the identified documents shall be presented to the assessor during the interview;</li> <li>✓ If the assessor finds the evidences presented inadequate, he may still require the candidate to undergo the performance assessment (Section 4 of the Training Regulations).</li> </ul>			
I declare that these portfolio evidences presented are true and correct.			
<p>_____</p> <p>Candidate's signature over printed name</p>			

## **Presentation of the Portfolio**

Each document in the portfolio will need to be supported by a statement which outlines:

- The purpose of the document
- How the document relates to the requirements of the units of competency/Qualification
- Information about those who have contributed or can verify evidence (Names, address, contact numbers and items of evidence with which they have been involved).
- Show links between each piece of evidence so that they build a picture of your competence.

**The PORTFOLIO must be organized and submitted in a legal size folder and arranged in the following order:**

1. Cover Sheet
2. Application Form
3. The index of evidence
4. The evidences (appropriately numbered)
5. Information of people who contributed or can verify evidence

## ORGANIZATION OF THE PORTFOLIO

DOCUMENT	DESCRIPTION
1. Cover sheet	Shall contain the following: <ul style="list-style-type: none"> <li>• Candidate's name</li> <li>• Job title</li> <li>• Name and address of the candidate's workplace</li> <li>• Qualification title</li> <li>• Submission date</li> </ul>
2. Application Form	Completely filled-out with picture (passport size, white background)
3. Information of people who contributed or can verify evidence	Shall include names, address, contact numbers and items of evidence with which they have been involved. People involve may include: <ul style="list-style-type: none"> <li>• Line manager</li> <li>• Supervisor</li> <li>• Team leader/Lead person</li> </ul>
4. The candidate's statement	This explains the evidence, the context from which the evidence was drawn and the candidate's role within it.
5. The index of evidence	The index of evidence shall contain list items of evidence and assign each item a unique reference number. This will enable items of evidence to be used against more than one evidence requirement. E.g., <i>Employment History - #1</i>
6. The evidences	The actual documents to be used in assessing competence. These must be appropriately numbered and arranged according to the sequence indicated in the Index.



## RULES OF EVIDENCE

RULE	PARTICULARS
<b>AUTHENTIC</b>	The Evidence is: <ul style="list-style-type: none"> <li>✓ Candidate's own work</li> <li>✓ Genuine</li> </ul>
<b>CONSISTENT</b>	The Evidence: <ul style="list-style-type: none"> <li>✓ Shows that the candidate consistently meets the standards under workplace conditions</li> <li>✓ Incorporates multiple items of evidence</li> </ul>
<b>CURRENT</b>	The Evidence <ul style="list-style-type: none"> <li>✓ Reflects the candidate's current knowledge</li> <li>✓ Establishes that the candidate can meet the elements and performance criteria specified in the current version of the Competency Standard</li> </ul>
<b>RECENT</b>	The Evidence: <ul style="list-style-type: none"> <li>✓ Shows the latest training attended by the candidate relative to the current version of the Competency Standard</li> </ul>
<b>SUFFICIENT</b>	The Evidence: <ul style="list-style-type: none"> <li>✓ Covers all the elements</li> <li>✓ Meets <b>ALL</b> the evidence requirements</li> <li>✓ Meets ALL the dimensions of competency-                             <ul style="list-style-type: none"> <li>○ Task skills</li> <li>○ Task management skills</li> <li>○ Contingency management skills</li> <li>○ Job/role environment skills</li> </ul> </li> </ul>
<b>VALID</b>	The Evidence is: <ul style="list-style-type: none"> <li>✓ Related to the current version of the CS</li> <li>✓ Relevant to the Elements, Performance Criteria</li> <li>✓ Consistent with the Range of Variables and Evidence Guide of the CS</li> </ul>

**ONLY DOCUMENTS THAT MEET THE SIX (6) RULES SHALL BE USED AS EVIDENCE TO ASSESS COMPETENCE.**