

## SELF-ASSESSMENT GUIDE

Qualification:	<b>CONSUMER ELECTRONICS SERVICING NC III</b>	
Project:	<b>SUPERVISING A CONSUMER ELECTRONICS SERVICE SHOP/AREA</b>	
Units of Competency:	<ul style="list-style-type: none"> <li>• <b>ALL CORE UNITS IN NC II, PLUS</b></li> <li>• <b>COMMISSION CONSUMER ELECTRONIC PRODUCTS AND SYSTEMS</b></li> <li>• <b>DEVELOP SERVICING SYSTEMS FOR CONSUMER ELECTRONIC PRODUCTS AND SYSTEMS</b></li> <li>• <b>TRAIN SERVICE TECHNICIANS</b></li> </ul>	
Instruction: <ul style="list-style-type: none"> <li>• Read each of the questions in the left-hand column of the chart.</li> <li>• Place a check on each question to indicate your answers.</li> </ul>		
<b>Can I?</b>	<b>YES</b>	<b>NO</b>
• Plan and prepare commissioning procedures and ensures OH&S policies and procedures are followed *		
• Prepare/obtain materials, PPE, tools, equipment and testing devices in line with established procedures *		
• Perform commissioning activities in accordance with established procedures and job requirements *		
• Undertake on-going checks of the quality of the work in accordance with established procedures		
• Undertake final inspections and performance checks to ensure that commissioning the apparatus, associated circuits and components conforms with requirements *		
• Notify completion of work to supervisor in line with established procedures*		
• Communicate effectively with others to ensure safe and effective work operations *		
• Plan and prepare development of servicing and maintenance system in accordance with OH&S policies and procedures *		
• Check programs to be developed for servicing and maintenance according to job requirements *		
• Identify and detail tools, equipment and materials needed to carry out work as specified in the user's manual and established procedures *		
• Implement consumer electronic products and associated circuit servicing and maintenance in accordance with requirements *		

<ul style="list-style-type: none"> <li>• Maintain records and documentation of servicing &amp; maintenance activities *</li> </ul>		
<ul style="list-style-type: none"> <li>• Report quality management issues and responses in accordance with established procedures *</li> </ul>		
<ul style="list-style-type: none"> <li>• Determine stage of development through discussion &amp; observation of service technician and/or a formal assessment being carried out</li> </ul>		
<ul style="list-style-type: none"> <li>• Provide service technician with clear instructions on the work to be undertaken and the responsibilities associated with the work and to others involved</li> </ul>		
<ul style="list-style-type: none"> <li>• Monitor service technician's progress in accordance with established procedures and documentation requirements</li> </ul>		
<ul style="list-style-type: none"> <li>• Document training activities and provide assessment feedback to service technician in accordance with established procedures</li> </ul>		
<p>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.</p>		
<b>Candidate's Name:</b>	<b>Date:</b>	