

**TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY**  
Region III - Province of Bulacan  
Regional Training Center Central Luzon - Guiguinto

**ELECTRICAL INSTALLATION AND MAINTENANCE NC II**

**TRAINEE'S RECORD BOOK**



ID PHOTO

Name of Trainee	
Training Program	
Inclusive Date Of Training	
No. of Hours:	

**Vision**

Provider of highly skilled  
electricians in Central Luzon

**Mission**

To create a passion for learning and promote  
innovation



## **VISION**

A Center for Technical Development in  
Central Luzon

## **MISSION**

Plan and deliver programs and services  
geared towards relevant and quality TVET

## **GOALS**

- Industry-relevant training programs;
- Graduates with quality skills and positive work values; and
- Strategic collaborations with public and private sector

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# **EIM VISON**

## **Provider of Highly Skilled Electricians in Central Luzon**

### **EIM MISSION**

## **To Create a Passion for Learning and Promote Innovation**

**Electrical Installation and Maintenance NC II**

#### **Instructions:**

This trainee's Record Book (TRB) is intended to serve as a record of all accomplishments/ task/ activities while undergoing training. It will eventually become evidence that can be submitted for portfolio assessment and for whatever purpose it will serve you. It is, therefore, important that all its contents are validly entered by both trainees and instructor.

The Trainee's Record Book contains all the required competencies in your chosen qualifications. All you have to do is to fill out all the columns, "Task Required" and "Date accomplished", with all the activities in accordance with the training program and to be taken up in the training center and with the guidance of the instructor. The instructor will likewise, indicate his remarks on the "Instructor's Remarks" column regarding the outcome of the task accomplished by the trainee. Be sure that the trainee will personally accomplish the task and this must be confirmed by the instructor.

It is of great importance that the content should be written legibly in ink. Avoid any corrections or erasures and maintain cleanliness of this record.

This will be collected by your Instructor and to be submitted to the Vocational Instruction Supervisor (VIS). This shall form part of the trainee's permanent records on file.

Thank You.

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## **BASIC COMPETENCIES**

18 Hours

Unit of Competency:		1. Participate in workplace communication							
Module Title:		<b>Participating in workplace communication</b>							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NYC	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Obtain and convey workplace information									
Complete relevant work related documents									
Participate in workplace meeting and discussion									

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Unit of Competency:		2. Work in a team environment							
Module Title:		<b>Working in a team environment</b>							
Nominal Duration:		4 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Describe and identify team role and responsibility in a team									
Describe work as a team member									

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Unit of Competency:		3. SOLVE/ADDRESS GENERAL WORKPLACE PROBLEMS							
Module Title:		<b>Solving and Addressing General Workplace Problems</b>							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NYC	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
1. Identify routine problems									
2. Look for solutions to routine problems									
3. Recommend solutions to problems									

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Unit of Competency:		4. DEVELOP CAREER AND LIFE DECISIONS							
Module Title:		Developing Career and Life Decisions							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Manage one's emotion									
Develop reflective practicity									
Boost self-confidence and develop self-regulation									

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Unit of Competency:		5. CONTRIBUTE TO WORKPLACE INNOVATION							
Module Title:		Contributing to Workplace Innovation							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Identify opportunities to do things better									
Generate practical action plans for improving work procedures, processes									
Discuss and develop ideas with others									
Integrate ideas for change in the workplace									

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Unit of Competency:		6. PRESENT RELEVANT INFORMATION							
Module Title:		Presenting Relevant Information							
Nominal Duration:		6 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Gather data/ information									
Assess gathered data/ information									
Record and present information									

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Unit of Competency:		7. PRACTICE OCCUPATIONAL SAFETY AND HEALTH POLICIES AND PROCEDURES							
Module Title:		<b>Practicing Occupational Safety And Health Policies And Procedures</b>							
Nominal Duration:		4 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Identify OSH compliance requirements									
Prepare OSH requirements for compliance									
Perform tasks in accordance with relevant OSH policies and procedures									

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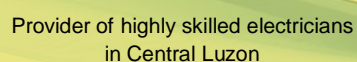
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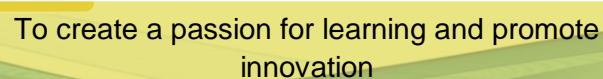
Unit of Competency:		8. EXERCISE EFFICIENT AND EFFECTIVE SUSTAINABLE PRACTICES IN THE WORKPLACE							
Module Title:		<b>Exercising Efficient And Effective Sustainable Practices In The Workplace</b>							
Nominal Duration:		4 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Identify OSH compliance requirements									
Prepare OSH requirements for compliance									
Perform tasks in accordance with relevant OSH policies and procedures									

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Unit of Competency:		9. PRACTICE ENTREPRENEURIAL SKILLS IN THE WORKPLACE							
Module Title:		<b>Practicing Entrepreneurial Skills In The Workplace</b>							
Nominal Duration:		4 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Apply entrepreneurial workplace best practices									
Communicate entrepreneurial workplace best practices									
Implement cost-effective operations									

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## E I M NC II COMMON COMPETENCIES (24 Hours)

Unit of Competency:		1. Use Hand Tools							
Module Title:		Using Hand Tools							
Nominal Duration:		5 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Plan and prepare for tasks to be undertaken									
Prepare hand tools									
Use appropriate hand tools and test equipment									
Maintain hand tools									

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Unit of Competency:		2. Perform Mensuration and Calculation							
Module Title:		<b>Performing Mensuration and Calculation</b>							
Nominal Duration:		4 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Select measuring instruments									
Carry out measurements and calculation									
Use appropriate hand tools and test equipment									
Maintain measuring instruments									

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Unit of Competency:		3. Prepare and Interpret Technical Drawing							
Module Title:		<b>Preparing and Interpret Technical Drawing</b>							
Nominal Duration:		5 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Identify different kinds of technical drawings									
Interpret technical drawing									
Prepare/ make changes to electrical/ electronic schematics and drawings									
Store technical drawings and equipment/ instruments									

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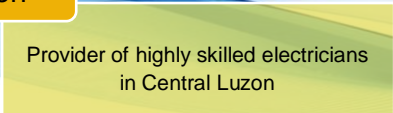
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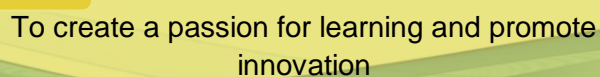
Unit of Competency:		4. Apply Quality Standards							
Module Title:		Applying Quality Standards							
Nominal Duration:		5 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY)	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Assess quality of received materials or components									
Assess own work									
Engage in quality improvement									

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Unit of Competency:		5. Terminate and Connect Electrical Wiring and Electronic Circuits							
Module Title:		<b>Terminating and Connecting Electrical Wiring and Electronic Circuits</b>							
Nominal Duration:		5 hours							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Plan and prepare for termination/ connection of electrical wiring/electronics circuits									
Terminate/ connect electrical wiring/ electronic circuits									
Test termination/ connections of electrical wiring/ electronics circuits									

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## CORE COMPETENCIES (154 Hours)

Unit of Competency:		1. Perform roughing-in activities, wiring and cabling works for single-phase distribution, power, lighting and auxiliary systems							
Module Title:		<b>Perform roughing-in activities, wiring and cabling works for single-phase distribution, power, lighting and auxiliary systems</b>							
Nominal Duration:		(70Hours)							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Install electrical metallic /non- metallic (PVC conduit)- 16hrs									
Install wire ways and cable tray- 16hrs									
Install auxiliary terminal cabinet and distribution panel- 12hrs									
Prepare for cable pulling and installation -6hrs									
Perform wiring and cabling lay out -16hrs									
Notify completion of work- 4hrs									

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Unit of Competency:		2. Install electrical protective devices for distribution, power, lighting, auxiliary, lightning protection and grounding systems							
Module Title:		<b>Installing electrical protective devices for distribution, power, lighting, auxiliary, lightning protection and grounding systems</b>							
Nominal Duration:		(44Hours)							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Plan and prepare work - 8 hrs									
Install electrical protective devices - 16hrs									
Install lighting fixture and auxiliary outlet. - 16hrs									
Notify completion of work -4hrs									

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Unit of Competency:		3. Install wiring devices of floor and wall mounted outlets, lighting fixtures/switches, and auxiliary outlets							
Module Title:		<b>Installing wiring devices of floor and wall mounted outlets, lighting fixtures/switches, and auxiliary outlets</b>							
Nominal Duration:		(40Hours)							
Learning Outcome	Date (Start )	Task/ Activities Required	Date (End )	Date Evaluated			Remarks (C/NCY	Signature	
				1st attempt	2nd attempt	3rd attempt		Trainee	Instructor
Select wiring devices 4hrs									
Install wiring devices 16hrs									
Install lighting fixtures/switches- 16hrs									
Notify completion of work -4hrs									

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