

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Region III - Province of Bulacan

Regional Training Center Central Luzon - Guiguinto

SHIELDED METAL ARC WELDING NC II

TRAINEE'S RECORD BOOK



ID PHOTO

Name of Trainee	
Training Program	SHIELDED METAL ARC WELDING NC II
Inclusive Date Of Training	
No. of Hours:	

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*Provider of Skilled Welder
in Central Luzon*

Mission

*To Prepare Trainees for Initial
and Continued Employment*

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Regional Training Center Central Luzon - Guiguinto

Shielded Metal Arc Welding NC II

Instructions:

This Learner's Record Book (LRB) 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 Trainer.

The Learner'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 trainer. The trainer will likewise, indicate his remarks on the "Trainer'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 trainer.

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 Trainer 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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LUPANG HINIRANG

Bayang magiliw
Perlas ng Silanganan,
Alab ng puso,
Sa dibdib mo'y buhay.
Lupang Hinirang,
Duyan ka ng magiting,
Sa manlulupig,
Di ka pasisiil.
Sa dagat at bundok,
Sa simoy at sa langit mong bughaw,
May dilag ang tula
At awit sa paglayang minamahal.
Ang kislap ng watawat mo'y
Tagumpay na nagniningning,
Ang bituin at araw niya
Kailan pa ma'y di magdidilim.
Lupa ng araw, ng luwalhati't pagsinta,
Buhay ay langit sa piling mo;
Aming ligaya, na pag may mang-aapi
Ang mamatay ng dahil sa iyo.

Panunumpa Sa Watawat ng Pilipinas

Ako ay Pilipino,
Buong katapatang nanunumpa sa watawat
ng Pilipinas,
At sa bansang kanyang sinasagisag,
Na may dangal, katarungan at kalayaan,
Na pinakikilos ng sambayanang
Maka-Diyos, Maka-kalikasan, Maka tao at
Maka bansa.

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Pangako ng Isang Manggagawang Pilipino

Ako ay isang bagong manggagawang Pilipino
May dangal, at bagong kaalaman sa
Kasanayang sa gawaing Teknikal
Pinanday sa diwa ng pagkamakabayan

Bilang kasapi sa kalipunan ng mga bagong manggagawa
Sisikaping kong pagtibayin ang paniniwala,
Sa iisang Dyos na nanglilikha at manggagawa,
Makinahagi sa mga gawain
Tungo sa ikauunlad ng ating bayan,

Pag-ibayuhin ang paglilingkod
Sa mga taong nangangailangan ng aking kasanayan
Ipagpatuloy ang pag-tuklas
Sa mga bagong pamamaraang at teknolohiya
Isabuhay ang mga katangian sa antas ng isang world class worker

Ako ay isang manggagawang Pilipino
May paninindigan at paniniwala sa sarili
At pananalig sa Panginoon,
At nangangakong magiging matapat sa aking gawaing
Na maaaring ipagkapuri ng aking kapwa
At ng Sentrong Sanayan na aking pagtatapusan
Ang Regional Training Center Central Luzon - Guiguinto
Tulungan nawa ako ng May-kapal

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GOALS

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

OBJECTIVES

- *To absorb and train at least 150 enrollees in SMAW NC II and SMAW NC II before the end of December every year;
- * To maintain not more than 5% drop-out rate of trainees per training batch
- *Ensure that 100% of the trainees in Welding Technology courses undertake the standard Competency Assessment before the completion of each training batches;
- * To achieve and maintain at least 85% certification (passing) rate among the Welding Technology graduates; and
- * To track/monitor and attain at least 70% employment rate of graduates 6 to 12 months after completion of the training program.

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BASIC COMPETENCIES

Unit of Competency:		1. Participate in workplace communication							
Module Title:		Participating in workplace communication							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Obtain and convey workplace information									
Perform duties following workplace instructions									
Complete relevant work-related documents									

Remarks and Feedback:

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Unit of Competency:		2. Work in a team environment							
Module Title:		Working in a team environment							
Nominal Duration:									
Learning Outcome	Date Start	Task/ Activities Required	Date End	Date Evaluated			Remarks (C/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
Describe team role and scope									
Identify one's role and responsibility within a team									
Work as a team member									

Remarks and Feedback:

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Unit of Competency:		3. Solve and address general workplace problems							
Module Title:		Solving and addressing general workplace problems							
Nominal Duration:									
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
Identify routine problems									
Look for solutions to routine problems									
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:									
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
Manage one's emotions									
Develop reflective practice									
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:									
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
Identify opportunities to do things better									
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:									
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
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:		Practicing occupational safety and health policies and procedures							
Nominal Duration:									
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
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:		8. Exercise efficient and effective sustainable practices in the workplace							
Module Title:		Exercising efficient and effective sustainable practices in the workplace							
Nominal Duration:									
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
Identify the efficiency and effectiveness of resource utilization									
Determine causes of inefficiency and/or ineffectiveness of resource utilization									
Convey inefficient and ineffective environmental practices									

Remarks and Feedback:

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Unit of Competency:		9.Practice entrepreneurial skills in the workplace							
Module Title:		Practicing entrepreneurial skills in the workplace							
Nominal Duration:									
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
Apply entrepreneurial workplace best practices									
Communicate entrepreneurial workplace best practices									
Implement cost-effective operations									

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**SMAW NC II COMMON COMPETENCIES
(56 Hours)**

Unit of Competency:		1. Apply Safety Practices							
Module Title:		Applying Safety Practices							
Nominal Duration:		8 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
1. Identify hazardous areas and conditions									
2. Use protective clothing and devices									
3. Perform safe handling of tools, equipment and materials									
4. Explain/perform first aid procedure									

Remarks and Feedback:

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Unit of Competency:		2. Interpret Drawing and sketches							
Module Title:		Interpreting Drawing and Sketches							
Nominal Duration:		8 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
Identify standard alphabet of lines									
Identify orthographic/isometric views									
Interpret standard drawing symbols, dimensional tolerances and notation									

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Unit of Competency:		3. Perform Industry Calculation							
Module Title:		Performing Industry Calculation							
Nominal Duration:		8 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
Performing four fundamental operation									
Perform conversion of units									
Perform calculations on algebraic expressions									
Compute percentage and ratio									

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Unit of Competency:		4. Contribute to Quality System							
Module Title:		Contributing to Quality System							
Nominal Duration:		4 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
Inspect work done									
Apply quality standards to work									
Protect company property and customer interests									

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Unit of Competency:		5. Use Hand Tools							
Module Title:		Using Hand Tools							
Nominal Duration:		4 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
Select hand tools									
Use hand tools									
Maintain hand tools									

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Unit of Competency:		6. Prepare Weld Materials							
Module Title:		Preparing Weld Materials							
Nominal Duration:		8 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
Set up cutting equipment									
Cut and prepare edge of materials									
Clean surfaces and edges									
Prepare welding consumables									
Prepare welding safety and protective equipment									

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Unit of Competency:		7. Set-up Welding Equipment							
Module Title:		Setting up Welding Equipment							
Nominal Duration:		4 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
Set up welding machine									
Set up welding accessories									
Set up welding positioners, jigs and fixtures									

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Competency:		8. Fit-up Weld Materials							
Module Title:		Fitting up Weld Materials							
Nominal Duration:		4 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
Perform tack welding									
Check gap and alignment									

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Unit of Competency:		9. Repair Welds							
Module Title:		Repairing Welds							
Nominal Duration:		8 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
Mark/locate weld defects									
Prepare tools and equipment									
Remove weld defects									
Perform re-welding									

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CORE COMPETENCIES (194 Hours)

Unit of Competency:		Weld Carbon Steel Plates and Pipes Using SMAW							
Module Title:		Performing Groove Welding on Carbon Steel Plate							
Nominal Duration:		(114 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
Weld Carbon Steel Plates in Flat Position 1G									
Weld Carbon Steel Plates in Flat Position 2G									
Weld Carbon Steel Plates in Flat Position 3G									
Weld Carbon Steel Plates in Flat Position 4G									

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Unit of Competency:		Weld Carbon Steel Plates and Pipes Using SMAW							
Module Title:		Perform Groove Welding on Carbon Steel Pipe							
Nominal Duration:		(80 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
Weld Carbon Steel Pipe in 1G Position									
Weld Carbon Steel Pipe in 2G Position									
Weld Carbon Steel Pipe in Horizontal Position 5G									
Weld Carbon Steel Pipe in Vertical Position 6G									

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ACTIVITIES:

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