

TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY
Region III - Province of Bulacan

SHIELDED METAL ARC WELDING NC I

LEARNER'S RECORD BOOK



ID PHOTO

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

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*Provider of Skilled Welder
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Mission

*To Prepare Trainees for Initial
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TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY

Shielded Metal Arc Welding NC I

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 Instructor and to be submitted to the Training Instruction Supervisor (TIS). 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
Makadiyos, Maka-kalikasan, Makatao at
Makabansa.

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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 100 enrollees in SMAW NC I 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 graduate 6 to 12 months after completion of the training program.

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BASIC COMPETENCIES

Unit of Competency:		1. Receive and respond to workplace communication							
Module Title:		Receiving and responding to 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
Follow routine spoken messages									
Perform workplace duties following written notices									

Remarks and Feedback:

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Unit of Competency:		2. Work with others							
Module Title:		Working with others							
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
Develop effective workplace relationship									
Contribute to work group activities									

Remarks and Feedback:

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Unit of Competency:		3. Solve and address routine problems							
Module Title:		Solving and addressing routine problems							
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
Identify the problem									
Assess fundamental causes of the problem									
Determine corrective action									
Communicate action plans and recommendation to routine problems									

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Unit of Competency:		3. Demonstrate work values							
Module Title:		Demonstrating work values							
Nominal Duration:		10 hours							
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
Apply work values/ethics									
Deal with ethical problem									
Maintain integrity of conduct in the workplace									

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Unit of Competency:		4. Enhance Self-management skills							
Module Title:		Enhancing Self-management skills							
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
Set personal and career goals									
Recognize emotions									
Describe oneself as a learner									

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Unit of Competency:		5. Support Innovation							
Module Title:		Supporting Innovation							
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
Identify the need for innovation in one's area of work									
Recognize innovative and creative ideas									
Support individuals' access to flexible and innovative ways of working									

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Unit of Competency:		6. Access and maintain information							
Module Title:		Accessing and maintaining information							
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
Identify and gather needed information									
Search for information on the internet or an intranet									
Examine information									
Secure information									
Manage information									

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Unit of Competency:		7. Follow occupational safety and health policies and procedures							
Module Title:		Following occupational safety and health policies and procedures							
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
Identify relevant occupational safety and health policies and procedures									
Recognize innovative and creative ideas									
Support individuals' access to flexible and innovative ways of working									

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**SMAW NC I 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/NYC)	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. Perform first aid									
5. Use fire extinguisher									

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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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Instructor
1. Identify standard alphabet of lines									
2. Identify orthographic/isometric views									
3. Interpret standard drawing symbols, dimensional tolerances and notation									

Remarks and Feedback:

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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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
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/NYC)	Signature	
				1st attem pt	2nd attem pt	3rd attem pt		Trainee	Trainer
Mark/locate weld defects									
Prepare tools and equipment									
Remove weld defects									
Perform re-welding									

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CORE COMPETENCIES
(184 Hours)

Unit of Competency:		1.Weld Carbon Steel Plates using SMAW							
Module Title:		Performing fillet welding on carbon steel plate							
Nominal Duration:		(92 Hours)							
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	Trainer
Weld Carbon Steel Plates in Flat Position 1F									
Weld Carbon Steel Plates in Horizontal Position 2F									
Weld Carbon Steel Plates in Vertical Position 3F									
Weld Carbon Steel Plates in Overhead Position 4F									

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Unit of Competency:		2.Weld Carbon Steel Plates using SMAW							
Module Title:		Performing groove welding on carbon steel plate							
Nominal Duration:		(92 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	Trainer
Weld Carbon Steel Plates in Flat Position 1G									
Weld Carbon Steel Pipe in Horizontal Position 2G									
Weld Carbon Steel Pipe in Vertical Position 3G									

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