



Co-funded by the European Union



Norwegian Embassy
Islamabad



MOBILE PHONE TECHNICIAN



© TVET SSP

TRAINER GUIDE

National Vocational Certificate Level 4

Version 1 - November, 2019



Implemented by

giz Deutsche Gesellschaft
für Internationale
Zusammenarbeit (GIZ) GmbH

Published by

National Vocational and Technical Training Commission
Government of Pakistan

Headquarter

Plot 38, Kirthar Road, Sector H-9/4, Islamabad, Pakistan
www.navttc.org

Responsible

Director General Skills Standard and Curricula, National Vocational and Technical Training Commission
National Deputy Head, TVET Sector Support Programme, Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH

Layout & design

SAP Communications

Photo Credits

TVET Sector Support Programme

URL links

Responsibility for the content of external websites linked in this publication always lies with their respective publishers. TVET Sector Support Programme expressly dissociates itself from such content.

This document has been produced with the technical assistance of the TVET Sector Support Programme, which is funded by the European Union, the Federal Republic of Germany and the Royal Norwegian Embassy and has been commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH in close collaboration with the National Vocational and Technical Training Commission (NAVTTTC) as well as provincial Technical Education and Vocational Training Authorities (TEVTAs), Punjab Vocational Training Council (PVTC), Qualification Awarding Bodies (QABs)s and private sector organizations.

Document Version

November, 2019
Islamabad, Pakistan

MOBILE PHONE TECHNICIAN



TRAINER GUIDE

National Vocational Certificate Level 4

Version 1 - November, 2019

Contents

Introduction	3
Lesson plans	4
Demonstration of skill	4
Overview of the program	6
Lesson Plan Template – Example	9
SAMPLE FOR LESSON PLAN	10
Module: Adopt Health and Safety	10
Trainer’s guidelines	12
Module L: Develop basic computer operating skills	12
Module M: Repair Soft Ware	16
Module N: Manage Mobile Phone Storage	20
Module O: Develop Professionalism	25
Frequently Asked Questions	31
Test Yourself (Multiple Choice Questions)	34

Introduction

In traditional approach there was a gap between the curricula and the market needs. While Competence-based training helps to bridge the gap between what is taught in training and what tasks will be performed on the job. Training trainees to perform actual job functions helps to ensure that future front-line workers have the skills, knowledge and abilities required to perform their jobs properly, safely and effectively. In addition to competence-based training, assessment based on the performance of actual work competencies helps to ensure that:

- trainees are performing their work tasks as safely as possible
- performance gaps are recognized prior to serious incidents
- training can be implemented to improve competence.

There are significant benefits to competence-based training:

1. Cost effectiveness

Since training activities and assessments in a competence-based approach are goal-oriented, trainers focus on clearly defined areas of skills, knowledge and understanding that their own industry has defined in the competence standards. At the same time, trainees are more motivated to learn when they realize the benefits of improved performance.

2. Efficiency

The transfer gap between the training environment and working on the job is reduced substantially in a competence-based approach. This is because training and assessment are relevant to what needs to be done on the job. As a result, it takes less time for trainees to become competent in the required areas. This, in turn, contributes to improved efficiency where training and assessment are concerned.

3. Increased productivity

When trainees become competent in the competence standards that their own industry has defined, when they know what the performance expectations are and receive recognition for their abilities through successful assessments, they are likely to be more motivated and experience higher job satisfaction. The result is improved productivity for organizations. The communication and constructive feedback between future employers and employees will improve as a result of a competence-based approach, which can also increase productivity.

4. Reduced risk

Using a competence-based approach to training, development, and assessment, employers are able to create project teams of people with complementary skills. A trainee's record of the skills, knowledge and understanding relating to the competence standards they have achieved can be used by a future employer to identify and provide further relevant training and assessment for new skills areas. Competence standards can shape employee development and promotional paths within an organization and give employees the opportunity to learn more competencies beyond their roles. It can also provide organizations with greater ability to scale and flex as needed, thereby reducing the risk they face.

5. Increased customer satisfaction

Employees who have been trained and assessed using a competence-based approach are, by the definition of the relevant competence standards, able to perform the required tasks associated with a job. The knock-on effect is that, in service-related industries, they are able to provide high service levels, thereby increasing customer satisfaction. In production or manufacturing industries, they are able to work closely to industry standards in a more effective and efficient way.

Lesson plans

This manual provides a series of lesson plans that will guide delivery of each module for the *Mobile phone technician qualification*. It is important for trainers to be flexible and be ready to adapt lesson plans to suit the context of the subject and the needs of their trainees. A simple lesson plan format is given below for your guidance. The Trainer will make it for very learning unit.

Good teachers acknowledge that CBT means each and every trainee in the class learns at a different speed. The good teacher is prepared to throw aside the day's lesson plan and do something different (and unplanned) for the class even if it means 'writing' a lesson plan for each trainee to match their learning pace for that day or week.

Learning by doing is different from learning theory and then applying it. To learn to do something, trainees need someone looking over their shoulder saying 'it's not quite like that, it's like this', 'you do it like this because ...', or even 'tell me why you chose to do it like this?'.

In this way, trainees learn that theoretical knowledge is meaningless if it is not seen in the context of what they are doing. In other words, if a trainee doesn't know why they do something, they will not do it competently (skills underpinned by knowledge = competent performer).

This is how a Mobile technician *acquires* a practical grasp of the standards expected. It's not by learning it in theory, but because those standards are acquired through correction by people who show what the standards are, and correct the trainee where they do not meet those standards, and where they repeat it correction until they have internalized those standards.

Demonstration of skill

Demonstration or modeling a skill is a powerful tool, which is used, in vocational training. The instructions for trainers for demonstration are as under:

- a) Read the procedure mentioned in the Trainer Guide for the relevant Learning Unit before demonstration.
- b) Arrange all tools, equipment and consumable material, which are required for demonstration of a skill.
- c) Practice the skill before demonstration to trainees, if possible.
- d) Introduce the skill to trainees clearly at the commencement of demonstration.
- e) Explain how the skill relates to the skill(s) already acquired and describe the expected results or show the objects to trainees.
- f) Carry out demonstration in a way that can be seen by all trainees.
- g) Use the same tools and materials that the learner will be using.
- h) Go through EACH of the steps involved in performing the skill.
- i) Go SLOWLY - describe each step as it is completed.
- j) Encourage the learners to move around and watch what you are doing from a number of different angles.
- k) Identify critical or complex steps, or steps that involve safety precautions to be followed.
- l) Explain theoretical knowledge where applicable and ask questions to trainees to test their understanding.
- m) Try to involve the learners: Ask them questions about why they think the process may work that way.
- n) Repeat critical steps in demonstration, if required.
- o) Summarize the demonstration by asking questions to trainees.

Involvement in the process (actively seeing) is important at this stage. When you work on getting involved, getting people to participate, you make them a part of what is happening. Questions for clarification or explanation are important throughout the demonstration. It is up to the learners to ask questions about things they do not understand, but it is also

important for trainers to seek out and elicit questions from learners. A trainer may need to do repeated demonstrations of difficult or complex skills.

Remember that the learner will learn a lot from your demonstration - and not just the demonstration itself. Learners will learn about how to perform the skills, but they will also learn from watching demonstrations how trainers treat the tools or materials and how they follow safety procedures.

After the demonstration, it is important to again seek out questions - be sure all questions are answered. The trainer should ask the learner if they are ready to try the skill. If not, there may be a need for recycling the demonstration (or part of it), and clarifying some of the information.

Overview of the program

Course: NVQ Certificate Level 4 Mobile Phone Technician	Total Course Duration: 40 credit hours
Course Overview:	
<p>Mobile technology has become one of the fastest growing technologies in the world. Today people use mobile phones to stay in touch with friends and family, to share stories and photographs in social media, and to carry out financial transactions. This widespread ownership and use of mobile phones have created a need for professionals who can repair and service mobile phones. This course development will address this need.</p> <p>The Mobile phone technician program is to engage young people with a programme of development that will provide them with the knowledge, skills and understanding to start this career in Pakistan.</p>	

Module	Learning Unit	Duration
Module L: Develop basic computer operating skills Aim: the aim of this module to give understanding and skill to the students to work on computer efficiently	LU1. Operate MS word	100 hours
	LU2. Operate MS Excel	
	LU3. Operate MS Power Point	
	LU4. Perform Browsing	

Module	Learning Unit	Duration
<p>Module M: Repair Soft ware</p> <p>Aim: the Aim of this section is to familiarize the students to the software of the Mobile Phone, to install new software and repair old software.</p>	<p>LU1. Restore Factory Setting</p> <p>LU2. Update Software/Flash</p> <p>LU3. Recover / Repair own IMEI. As per Rules</p> <p>LU4. Convert File system</p> <p>LU5. Install application software</p> <p>LU6. Deliver Mobile phone set</p>	<p>100Hours</p>
<p>Module N: Manage Mobile Phone Storage</p> <p>Aim: The aim of this module is to give knowledge and skill to the students to efficiently manage mobile phone storage .</p>	<p>LU1. Arrange Secure Storage</p> <p>LU2. Maintain constant Environment at Store</p> <p>LU3. Adopt Identification System</p> <p>LU4. Manage Inventory of Phone and accessories</p> <p>LU5. Keep History Record of faulty Phone</p>	<p>50 hours</p>

Module	Learning Unit	Duration
<p>Module O: Develop Professionalism</p> <p>Aim: the aim of this section to develop the skill or attitude of professionalism in the students .</p>	<p>LU1. Demonstrate work ethics</p> <p>LU2. Aware of factors affecting personal health</p> <p>LU3. Resolve problems or disagreements with others</p> <p>LU4. Participate in professional development</p> <p>LU5. Work with others</p> <p>LU6. Work independently</p> <p>LU7. Interpret documentation</p> <p>LU8. Interpret rules and regulation of regulatory authorities</p> <p>LU9. Adopt Entrepreneur ship</p>	<p>150 Hours</p>

Lesson Plan Template – Example

Module			
Learning unit			
Learning outcome			
Methods	Key Notes	Media	Time
Introduction			
Introduce the topic and its daily applications to motivate the learner to attain his/her full consideration towards the topic. Recal the previous lesson and then connect with new topic.			
Main Body			
Present the new information .divide the topic into small section like define, describe To make learning as well as delivering easy .demonstrate the skill relevant to the learning unit.			
Conclusion			
Summarize the complete lesson to memorize the learners the key. notes			
ASSESSMENT			
How this lesson will be assessed? Feedback from students and for students.			
			Total time

SAMPLE FOR LESSON PLAN

Module: Adopt Health and Safety

Learning Unit> Ensure personal protective equipment (PPE)

Learning Outcomes> Trainee will be able to:

- Arrange personal protective equipment as per requirements
- Wear correct personal protective equipment
- Store PPE at appropriate place after use.

Methods :Presentation/Lecture(Theory),Demonstration(practical) **Key Notes: PPE's**

Media: Multimedia
,presentation Time:
03 hrs.

Introduction Time: 30 Minute

Objectives. After completing the Learning unit you will able to know about PPE'S, Use of 'PPES as per requirements of job and store PPES at appropriate place after use.

Motivate the students by videos/quotes/or through brain storming and then connect the topic with previous one to establish connection with previous lesson/unit and new one.

Main Body Time: 2:00 hrs.

- Describe what is PPE, s.
- Discuss why we are using PPE, s.
- Explain the PPE,s and correct uses
- Demonstrate the use of PPE, s.

Group Activity: what will happened if we don't use gloves or goggles

- **Group Discussion**

Conclusion Time: 15 Minute.

Summarize the topic and discussion

Assessment _____ **Time :15 Minute**

Questions Answering Session

Total time: 03 Hrs.

MOBILE PHONE TECHNICIAN



Module-L
TRAINER GUIDE
National Vocational Certificate Level 4

Version 1 - November, 2019

Trainer's guidelines

Module L: Develop basic computer operating skills			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1. Operate MS word	<p>Give an illustrative presentation on how to operate MS Word And demonstrate the following points :</p> <ul style="list-style-type: none"> • Perform Microsoft basic commands in MS word • Open File • Format a file <ul style="list-style-type: none"> i. Font (Type/size/bold/Italic) ii. Header Footer iii. Page number iv. Insert pics / table/hyperlink • Save a File • Save a folder <p>Divide the students into Group to perform the above tasks and observe the students and give feed back to the students.</p>	Classroom/ lab	<ul style="list-style-type: none"> ○ Multi media ○ Learner guide ○ Different types of Mobile ○ Hand outs ○ Windows CD ○ MS office CD

Module L: Develop basic computer operating skills			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2: Operate MS Excel	<p>Give an illustrative presentation on how to operate MS Excel And demonstrate the following points : :</p> <ul style="list-style-type: none"> • Perform basic commands in Microsoft MS Excel • Open a worksheet. • Sum functions • If functions • Basic calculations • Table and graphs • Save a worksheet/folder <p>Ask learners to work in small groups and practice for the above tasks, Observe them and provide feedback where necessary to enhance the knowledge and skill.</p>	Classroom/lab	<ul style="list-style-type: none"> • Learner guide • MS office CD • SOP

Module L: Develop basic computer operating skills			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU3: Operate MS Power Point	<p>Give a presentation on MS. Power Point And demonstrate the following points :</p> <ul style="list-style-type: none"> • Prepare Microsoft power point presentation with basic commands • Make a power point file • Insert pics/table/hyperlink • Design a theme for slides • Save a power point file <p>Following the discussion, arrange the trainees in small groups. Provide each group to perform the above, observe them for improvement.</p>	Classroom/lab	<ul style="list-style-type: none"> • Learner guide • Multi media • Presentation • MS. Office CD
LU 4. Perform Browsing	<p>Give a presentation on Performing Browsing And demonstrate the following points :</p> <ul style="list-style-type: none"> • Perform browsing on the internet as per needs • Perform search online on new trends in the market with the help of internet <p>Divide the students into group of 03 students and ask to do the above, observe the trainees and give feedback to improve the understanding and skill.</p>	Classroom /Lab	<ul style="list-style-type: none"> • Learner guide • Multi media • Presentation • MS. Office CD

Module L: Develop basic computer operating skills			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU5. Print Document	<p>The trainer should start the session with a quote, picture or video to attain the attention of the learners. then Describe and Demonstrate the following points :</p> <ul style="list-style-type: none"> • Select Printer • Select page setup • Print relevant pages <p>Divide the learners into group of 03 students and practice on the above and observe the students for improvement.</p>	Class Room /Lab	<ul style="list-style-type: none"> • Multi media • Presentation • Learner guide • Hand out • Different tools and equipment • Sign boards • Multi meter or volt Meter • variable DC Supply

MOBILE PHONE TECHNICIAN



© TVET SSP

Module-M
TRAINER GUIDE
National Vocational Certificate Level 4

Version 1 - November, 2019

Module M: Repair Soft Ware

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
<p>LU1. Restore Factory Setting</p>	<p>Give an illustrative presentation on restore factory setting And demonstrate the following points :</p> <ul style="list-style-type: none"> • Restore Factory settings through internal options (soft reset) • Reset factory settings through keys (Hard reset) • Reset factory setting through interface (Dongle reset) <p>Divide the learners into group of 03 students and practice on the above and observe the students for improvement in KSA.</p>	<p>Class Room and workshop</p>	<ul style="list-style-type: none"> • Learner guide • Handout of key points • Multi media • Presentation
<p>LU2: Update Software/Flash</p>	<p>Deliver an illustrated presentation and demonstration on ways to ensure to cover the following points:</p> <ul style="list-style-type: none"> • Update software via internal options / Over The Air (OTA) if available • Update software via dongle <p>Arrange learners in pairs to perform the above task and observe the learners to use correct SOP for the task.</p>	<p>Classroom and work shop</p>	<ul style="list-style-type: none"> • NIL

Module M: Repair Soft Ware

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
<p>LU3. Recover / Repair own IMEI. As per Rules</p>	<p>Give an illustrative presentation and demonstrate the method and techniques how to do the following points</p> <ul style="list-style-type: none"> • Update mobile software with the latest version • Repair own IMEI via dongle <p>Divide students to perform the above and observe them for improvements.</p>	Classroom/ Workshop	NIL
<p>LU4. Convert File system</p>	<p>Give an illustrative presentation and demonstrate the method and techniques how to do the following points:</p> <ul style="list-style-type: none"> • Install fresh stock ROM • Install Custom ROM <p>Divide students to perform the above, observe them and give feedback to enhance the Knowledge, skill and attitude.</p>	Classroom/ workshop	NIL

Module M: Repair Soft Ware

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU5. Install application software	Give an illustrative presentation and demonstrate the method and techniques how to do the following points <ul style="list-style-type: none"> • Install application software from internal software options • Install application software by personal computer continuity Divide students to perform the above, observe them and give feedback to enhance the Knowledge, skill and attitude.	Classroom/Lab	NIL
LU 6: Deliver Mobile phone set	Give an illustrative presentation and demonstrate the method and techniques how to do the following points <ul style="list-style-type: none"> • Perform Outgoing Quality Control (OQC) • Prepare delivery report • Obtain confirmation from customer • Negotiate Price with customer • Prepare Invoice / Bill of quantity 	Classroom/Lab	NIL

Module M: Repair Soft Ware

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
	<ul style="list-style-type: none">• Take feedback from customer <p>Divide students to perform the above, observe them and give feedback to enhance the Knowledge, skill and attitude.</p>		

MOBILE PHONE TECHNICIAN



Module-N
TRAINER GUIDE
National Vocational Certificate Level 4

Version 1 - November, 2019

Module N: Manage Mobile Phone Storage

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1. Arrange Secure Storage	<p>Give an illustrative presentation on Arrange Secure storage and demonstrate the method and techniques how to do the following points</p> <ul style="list-style-type: none">• Establish locker for safe storage• Reserve each section for different stocks• Label each section of locker with tags <p>Give an activity to group of students to practice on the above .observe the learner and Give Feedback for improvement.</p>	Classroom /Workshop	<ul style="list-style-type: none">• LOCKS

Module N: Manage Mobile Phone Storage

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2. Maintain constant Environment at Store	Give an illustrative presentation and demonstrate the method and techniques how to do the following points <ul style="list-style-type: none">• Ensure constant temperature in the storage area• Ensure comfortable humidity in the storage area• Ensure dust free environment in the storage Divide the trainees into group of 3 students and let them to do the above task. Observe them and give feedback where necessary.	Classroom/workshop	<ul style="list-style-type: none">• Learner guide• Silica gel• Air tight plastic bags• Plastic box Tags

Module N: Manage Mobile Phone Storage

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
<p>LU3. Adopt Identification System</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points:</p> <ul style="list-style-type: none"> • Record invoice data • Develop tags for received sets / items • Apply tags on items as per requirement <p>Divide the trainees into group of 3 students and let them to perform the task.</p> <p>Observe them, guide them for task and give feedback where necessary.</p>	<p>Classroom/workshop</p>	<ul style="list-style-type: none"> • Tags

Module N: Manage Mobile Phone Storage

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
<p>LU4. Manage Inventory of Phone and accessories</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points</p> <ul style="list-style-type: none"> • Prepare list of items • Arrange items as per inventory list • Store tagged items <p>Divide the trainees into group of 3 students and let them to perform the task.</p> <p>Observe them, guide them for task and give feedback where necessary.</p>	<p>Classroom/workshop</p>	<ul style="list-style-type: none"> • Record register • Lose paper

Module N: Manage Mobile Phone Storage

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
<p>LU5. Maintain Record of repaired Phone</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points</p> <ul style="list-style-type: none"> • Keep record of repaired mobile phones • Check record for the received mobile phones • Update record of the repair mobile phones <p>Divide the trainees into group of 3 students and let them to perform the task.</p> <p>Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<ul style="list-style-type: none"> • Record register • Lose paper

Module O: Develop Professionalism

Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU1: Demonstrate work ethics	Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points: <ul style="list-style-type: none"> • Follow principles of work ethics in all situations • Adopt professional behavior Divide the trainees into group of 3 students and let them to perform the task. Observe them, guide them for task and give feedback where necessary	Class room /workshop	NIL

Module O: Develop Professionalism			
Learning Unit	Suggested Teaching/ Learning Activities	Delivery Context	Media
LU2. Aware of factors affecting personal health	Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points: <ul style="list-style-type: none"> • Follow factors affecting personal health • Be aware about the situations/conditions that cause stress in professional and personal life Divide the trainees into group of 3 students and let them to perform the task. Observe them, guide them for task and give feedback where necessary	Class room /workshop	<ul style="list-style-type: none"> • NIL

<p>LU3. Resolve problems or disagreements with others</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points:</p> <ul style="list-style-type: none"> • Communicate effectively • Adopt peaceful approach • Determine cause of problem or disagreement • Discuss and resolve issues <p>Divide the trainees into group of 3 students and let them to perform the task. Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<p>NIL</p>
<p>LU4. Participate in professional development</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points:</p> <ul style="list-style-type: none"> • Assess own knowledge and skills • Acquire information about training opportunities • Learn through various methods, such as on job training, reading, courses and co-workers <p>Divide the trainees into group of 3 students and let them to perform the task. Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<ul style="list-style-type: none"> • NIL

<p>LU5. Work with others</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points:</p> <ul style="list-style-type: none"> • Work as a team member to achieve common goals • Keep open mind • Participate in work place meetings • Communicate accurately and clearly • Co-ordinate job related activities • Cooperate with others <p>Divide the trainees into group of 3 students and let them to perform the task.</p> <p>Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<ul style="list-style-type: none"> • NIL
---	--	-----------------------------	---

<p>LU6. Work independently</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points:</p> <ul style="list-style-type: none"> • Confirm and clarify assignment • Take initiative, anticipate and prepare for next steps in job • Identify and resolve potential and actual problems • Communicate with other site personnel • Complete assignment <p>Divide the trainees into group of 3 students and let them to perform the task. Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<ul style="list-style-type: none"> • NIL
<p>LU7. Interpret documentation</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points</p> <ul style="list-style-type: none"> • Access and maintain documents • Provide complete, legible and accurate information in documents • Interpret equipment inspection documentation from previous shifts before conducting pre-operational inspection <p>Divide the trainees into group of 3 students and let them to perform the task. Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<p>NIL</p>

<p>LU8. Interpret rules and regulation of regulatory authorities</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points:</p> <ul style="list-style-type: none"> • Follow Health and Safety Rules • Ensure environmental safety • Ensure compliance of IMEI Rules. • Ensure workplace safety by following safety standards • Ensure safety while operating electricity <p>Divide the trainees into group of 3 students and let them to perform the task.</p> <p>Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<p>NIL</p>
<p>LU9. Develop Entrepreneur ship Skill</p>	<p>Give an illustrative presentation and Demonstrate the method how the trainee will do to cover the following points:</p> <ul style="list-style-type: none"> • Start a Business. • Manage a business • Perform Marketing. • Adopt Financial Concepts • Apply Financial Concepts <p>Divide the trainees into group of 3 students and let them to perform the task.</p> <p>Observe them, guide them for task and give feedback where necessary</p>	<p>Class room /workshop</p>	<p>NIL</p>

Frequently Asked Questions

<p>1. What is Competency Based Training (CBT) and how is it different from currently offered trainings in institutes?</p>	<p>Competency-based training (CBT) is an approach to vocational education and training that places emphasis on what a person can do in the workplace as a result of completing a program of training. Compared to conventional programs, the competency based training is not primarily content based; it rather focuses on the competence requirement of the envisaged job role. The whole qualification refers to certain industry standard criterion and is modularized in nature rather than being course oriented.</p>
<p>2. What is the passing criterion for CBT certificate?</p>	<p>You shall be required to be declared “Competent” in the summative assessment to attain the certificate.</p>
<p>3. What are the entry requirements for this course?</p>	<p>The entry requirement for this course is 10 th Grade or equivalent.</p>
<p>4. How can I progress in my educational career after attaining this certificate?</p>	<p>You shall be eligible to take admission in the National Vocational Certificate Level-3 in Mobile phone technician program. You shall be able to progress further to National Vocational Certificate Level-4 in Mobile phone technician program; and take admission in a level-5, DAE or equivalent course. In certain case, you may be required to attain an equivalence certificate from The Inter Board Committee of Chairmen (IBCC).</p>
<p>5. If I have the experience and skills mentioned in the competency standards, do I still need to attend the course to attain this certificate?</p>	<p>You can opt to take part in the Recognition of Prior Learning (RPL) program by contacting the relevant training institute and getting assessed by providing the required evidences.</p>
<p>6. What is the entry requirement for Recognition of Prior Learning program (RPL)?</p>	<p>There is no general entry requirement. The institute shall assess you, identify your competence gaps and offer you courses to cover the gaps; after which you can take up the final assessment.</p>

7. Is there any age restriction for entry in this course or Recognition of Prior Learning program (RPL)?	There are no age restrictions to enter this course or take up the Recognition of Prior Learning program
8. What is the duration of this course?	The duration of the course work is 6 Month. (11 months)
9. What are the class timings?	The classes are normally offered 25 days a month from 08:00am to 01:30pm. These may vary according to the practices of certain institutes.
10. What is equivalence of this certificate with other qualifications?	As per the national vocational qualifications framework, the level-4 certificate is equivalent to Matriculation. The equivalence certificate can be obtained from The Inter Board Committee of Chairmen (IBCC).
11. What is the importance of this certificate in National and International job market?	This certificate is based on the nationally standardized and notified competency standards by National Vocational and Technical Training Commission (NAVTTTC). These standards are also recognized worldwide as all the standards are coded using international methodology and are accessible to the employers worldwide through NAVTTTC website.
12. Which jobs can I get after attaining this certificate? Are there job for this certificate in public sector as well?	You shall be able to take up jobs in Mobile phone technician industries ,workshops and you can start business in Mobile phones in house or internationally.
13. What are possible career progressions in industry after attaining this certificate?	You shall be able to progress up to the level of supervisor after attaining sufficient experience, knowledge and skills during the job. Attaining additional relevant qualifications may aid your career advancement to even higher levels.
14. Is this certificate recognized by any competent authority in Pakistan?	This certificate is based on the nationally standardized and notified competency standards by National Vocational and Technical Training Commission (NAVTTTC). The official certificates shall be awarded by the relevant certificate awarding body.
15. Is on-the-job training mandatory for this certificate? If yes, what is the duration of on-the-job training?	On-the-job training is not a requirement for final / summative assessment of this certificate. However, taking up on-the-job training after or during the course work may add your chances to get a job afterwards.
16. How much salary can I get on job	The minimum wages announced by the Government of Pakistan in 2019 are PKR 17,500. This may vary in subsequent years and different regions of the country.

after attaining this certificate?	Progressive employers may pay more than the mentioned amount.
17. Are there any alternative certificates which I can take up?	There are some short courses offered by some training institutes on this subject. Some institutes may still be offering conventional certificate courses in the field.
18. What is the teaching language of this course?	The teaching language of this course is Urdu and English.
19. Is it possible to switch to other certificate programs during the course?	There are some short courses offered by some training institutes on this subject. Some institutes may still be offering conventional certificate courses in the field.
20. What is the examination / assessment system in this program?	Competency based assessments are organized by training institutes during the course which serve the purpose of assessing the progress and preparedness of each student. Final / summative assessments are organized by the relevant qualification awarding bodies at the end of the certificate program. You shall be required to be declared "Competent" in the summative assessment to attain the certificate.
21. Does this certificate enable me to work as freelancer?	You can start your small business of stitching leather garments, gloves of other products. You may need additional skills on entrepreneurship to support your initiative.

Test Yourself (Multiple Choice Questions)

MODULE 1

QNO1: short cut to print document in Ms word is?

- A. Ctrl+P
- B. Ctrl+D
- C. Ctrl+A
- D. Ctrl+S

QNO2: fonts panel is in _____ tab of Ms word?

- A. Design
- B. Home
- C. pageLayout
- D. review

QNO3: In Excel, Columns are labelled as ____ ?

- A. A, B, C, etc
- B. 1,2,3 etc
- C. 1,2,3 etc
- D. \$A\$1, \$A\$2, etc

QNO4: The process of arranging the items of a column in some sequence or order is known as :

- A. Arrengin
- B. Sorting
- C. Autofill
- D. Sorting

QNO5: The _____ feature of MS Excel quickly completes a series of data

- A. Auto Complete
- B. Fill Handle
- C. Auto Fill
- D. Both A&C

QNO6: How to Open a presentation in PowerPoint?

- A. Ctrl + K
- B. Ctrl+ A
- C. Ctrl + O
- D. None of them

QNO7Special effects used to introduce slides in a presentation are known as ?

- A. transitions
- B. custom animations
- C. annotations
- D. effects

QNO8: Odin is use to flash _____ mobiles?

- A. Samsung
- B. Media tak
- C. I phone
- D. None of them

QNO9: to flash Media tak(MTK) base mobile phone_____ flashing tool is use?

- a. odin
- b. Sp flash
- c. SPD research
- d. None of them

QNO10: CM2 is flashing_____ tools

- a. box
- b. dongle.
- c. Both A&B
- d. **None of them**

Answers Key	
Number	Correct Answer
1	A
2	B
3	A
4	B
5	C
6	C
7	A
8	A
9	B
10	B

