**TEMPLATE FOR EDITING OF OCCUPATIONAL STANDARDS**

**Editor: Emily Kinoti**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **OS Title: AUTOMOTIVE MECHANIC LEVEL 3** | | | |
| **S/No** | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | **Cover Page** | **Title and level (occupation)** | **OK** |  |
|  | **Copyright statement** | **Symbol** | **Available** | **Removed the word Copyright** |
| **Document type** | **Ok** |  |
| **Email address** | **info@tvetcdacc.go.ke** | **OK** |  |
|  | **Footer** | **Consistency in Year and format**  **(Retrocet)** | **Not there** | **inserted** |
|  | **Formatting** | * **Times New Roman** * **Spacing 1.15** * **Font 12** | **OK** |  |
|  | **Preliminary pages** | **Roman numbers** | **Ok** |  |
|  | **Foreword** | **3rd paragraph-check curriculum title** | **Wrongly captured** | **Corrected** |
| **4th paragraph-check the sector** | **Wrong Sector** | **Corrected** |
| **Sign off-PS -VTT** | **Ok** |  |
|  | **Preface** | **3rd paragraph-check SSAC name** | **Ok** |  |
|  |  |  |
| **3rd paragraph-check curriculum title** | **Wrongly captured** | **Corrected** |
| **Sign off-Chairperson TVET CDACC (Office)** | **Name included** | **Name removed** |
|  | **Acknowledgement** | **Check the SSAC** | **Ok** |  |
| **Sign off-Chairperson of SSAC** | **OK** |  |
|  | **Abbreviations and Acronyms** | **Exhaustive and relevant** | **OK** |  |
| **Sorted in alphabetical order** | **Ok** |  |
|  | **Key to unit code** | **OS-OS** | **Ok** |  |
| **…./BC/….** | **Ok** |  |
| **Version control A** | **OK** |  |
|  | **Table of contents** | **Exhaustive** | **Ok** |  |
| **Automatically generated** | **Ok** |  |
|  | **Overview** | **Should related to the core units of competency** | **Ok** |  |
| **Delete ‘Certificate’ and s from qualifications** | **OK** |  |
|  | **Titles of the tables** | **Basic Units of Competency**  **Common ……**  **Core ……** | **OK** |  |
|  | **Column titles** | **Unit Code**  **Code …./OS/…/A** | **-Some for common units contains CU instead of OS**  **-The table on core units has hours and credit factor included** | **Changed**  **-Removed** |
| **Unit Title**  **Title should have a verb, object and qualifier (VOQ)** | **No verb in Basic Units** | **Inserted** |
| **COMMON UNITS** | | | | |
| **PERFORM WORKSHOP HOUSEKEEPING** | | | | |
|  | **Unit title and code** | **OK** |  |  |
|  | **Unit description** | **OK** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment Missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **PARTICIPATE IN AN AUTOMOTIVE INDUSTRY ATTACHMNENT** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  |  | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required skill-** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment added** |  |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **CORE UNITS** | | | | |
| **MAINTAIN SHOP TOOLS,EQUIPMENT AND MEASURING DEVICES** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  | **Performance criteria** | **Should range 3---6---max 9** | **OK** |  |
| **Check the numbering** | **OK** |  |
| **Should be stated in passive voice**  **Starts with the noun…** |  |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
| **Variables should be numbered: 1…2…3..** | **OK** |  |
| **Range is bulleted** | **OK** |  |
| * **Variable should not be defined in the range** | **Numbered** |  |
| **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **Ok** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **PERFORM VEHICLE PREVENTIVE MAINTENANCE** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **Elements are 13** | **To be guided** |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **INSPECT AUTOMOTIVE STEERING AND SUSPENSION SYSTEMS** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
| **Should range 3---6---max 9** | **OK** |  |
| **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly Placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OJK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |
| **INSPECT AUTOMOTIVE BRAKE SYSTEMS** | | | | |
|  | **Unit title and code** | **Match with contents of the summary table** | **OK** |  |
|  | **Unit description** | **Should capture all the elements of the competency.** | **OK** |  |
|  | **Elements** | **Should be** key outcomes which make up workplace function | **OK** |  |
|  |  | **Should range 3---6---max 9** | **OK** |  |
|  |  | **Check the numbering** | **OK** |  |
|  | **Performance criteria** | **Should be stated in passive voice**  **Starts with the noun…** | **OK** |  |
|  |  | **Should contain a standard of performance… as per/in accordance with/ based on ….** | **OK** |  |
|  | **Range** | **Should be exhaustive**  **All identified variable should be in the range** | **OK** |  |
|  | **Required skill-** | **…** may i**ncludes and not limited to: should be with the variable**  **…limited to:** | **Wrongly Placed** | **Corrected** |
|  |  | **Variables should be numbered: 1…2…3..** | **OK** |  |
|  |  | **Range is bulleted** | **Numbered** | **Corrected** |
|  |  | **Variable should not be defined in the range** | **OK** |  |
|  | **Required Skills** | **should be skills not personal attributes**  **Skills are acquired and improved continually**  **While attributes are inherent personal characteristics** | **OK** |  |
|  | **Required knowledge** | **Should be general in tandem with the elements and the PCs** | **OK** |  |
|  | **Evidence guide** | **Critical aspects should be exhaustive and well thought out** | **OK** |  |
|  | **Resource Implications for competence assessment** | **General resource requirement for competence assessment for specific unit** | **OK** |  |
|  | **Methods of assessment** | **Observation**  **Oral questioning**  **Written test**  **Portfolio of Evidence**  **Interview**  **Third party report** | **OK** |  |
|  | **Context of Assessment** | **On-the-job**  **Off-the –job**  **During Industrial attachment** | **Industrial Attachment missing** | **Added** |
|  | **Guidance information for assessment** | **Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended.** | **OK** |  |

**TEMPLATE FOR EDITING OF CURRICULUM**

**Editor: …EMILY KINOTI**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Cur Title: AUTOMOTIVE TECHNOLOGY LEVEL 3** | | | |
|  | **SECTION** | **Areas of consideration** | **Status** | **Remarks** |
|  | **Cover Page** | **Title and level (Course of study)** | **Title wrong** | **Corrected** |
|  | **Copyright statement** | **Symbol** | **Word copyright captured** | **Removed** |
|  |  | **Document type** | **Wrongly Captured** | **Corrected** |
|  | **Email address** | **info@tvetcdacc.go.ke** | **Not there** | **Inserted to replace** [**cdacc.tvet@gmail.com**](mailto:cdacc.tvet@gmail.com) |
|  | **Footer** | **Consistency in Year and format**  **(Retrocet)**  **©TVETCDACC year** | **OK** |  |
|  | **Formatting** | **Times New Roman**  **Spacing 1.15**  **Font 12** | **OK** |  |
|  | **Preliminary pages** | **Roman numbers** | **OK** |  |
|  | **Foreword** | **4th paragraph-check the sector**  **Sign off-PS -VTT** | **OK** |  |
| **OK** |  |
|  | **Preface** | **3rd paragraph-check SSAC name** | **OK** |  |
|  | **Add 4th paragraph** | This curriculum has been developed following the CBET framework policy; the CBETA standards and guidelines provided by the TVET Authority and the Kenya National Qualification Framework designed by the Kenya National Qualification Authority. | **OK** |  |
| **5th paragraph- check SSAC name** | **OK** |  |
| **Sign off-Chairperson TVET CDACC (Office)** | **Name is included** | **Deleted** |
|  | **Acknowledgement** | **It’s a curriculum…**  **Check the SSAC** | **Contain the words occupational standards** | **Corrected** |
| **Sign off-CEO/Council Secretary** | **Name included** | **Removed** |
|  | **Abbreviations and Acronyms** | **Exhaustive and relevant** | **Name abbreviations not there** | **Added** |
|  | **Sorted in alphabetical order** | **OK** |  |
|  | **Key to unit code** | **Curriculum-../CU/..** | **OK** |  |
|  | **…./BC/….** | **OK** |  |
|  | **Version control A** | **OK** |  |
|  | **Table of contents** | **Exhaustive** | **OK** |  |
| **Automatically generated** | **OK** |  |
|  | **Course Overview** | **Should related to the core units of competency** | **OK** |  |
| **Delete ‘Certificate’ and s from qualifications** | **OK** |  |
| **Look out for “Units of Learning”** | **OK** |  |
|  | **Titles of the tables** | **Basic Units of Learning**  **Common ……**  **Core ……** | **OK** |  |
|  | **Column titles** | **Unit Code**  **Code …./CU/…/A** | **OS used instead of CU** | **Corrected** |
|  | **Unit Title** | **Title should not have a verb, object and qualifier (VOQ)** | **Contain verbs** | **Removed** |
| **Should be a unit of learning in an institution** | **OK** |  |
| **Check for consistency with the OS for every unit** | **OK** |  |
| **Confirm duration and credit factor** | **OK** |  |
| **Confirm the duration for basic units per level** | **OK** |  |
| **Confirm total hours and credit factor** | **OK** |  |
|  | **Industrial attachment –** | **needs further discussion** |  |  |
|  | **Entry behavior** | **check for each level-KNQA**  **Level 6-C Minus**  **or**  **Cert. level 5 or**  **Equivalent** | **OK** |  |
|  | **Level 5-D plain or**  **Cert level 4 or**  **Equivalent** |  |
|  | **Level 4-KCSE certificate or**  **Cert level 3 or**  **Equivalent** |  |
|  | **Level 3-KCPE certificate or**  **Cert level 3 or**  **Equivalent** |  |
|  | **Trainer qualification** | **A trainer for this course should have a higher qualification than the level of this course** | **Not there** | **Added** |
|  | **Assessment** | **Further discussion** |  |  |
|  | **Certification** | **Look out for Certificate of competency.**  **National certificate….**  **Course** | **Terms ‘Certificate of competency ‘missing** | **Added** |
| **COMMON UNITS** | | | | |
| **PERFORMING WORKSHOP HOUSEKEEPING** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **Inconsistent** | **Corrected** |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **Not Consistent** | **Corrected** |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Corrected to ‘Methods of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **PARTICIPATING IN AN AUTOMOTIVE INDUSTRY ATTACHMENT** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Corrected to ‘Methods of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **CORE UNITS** | | | | |
| **MAINTAINING SHOP TOOLS EQUIPMENT AND MEASURING DEVICES** | | | | |
| 1. **OK** | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Replaced with ‘methods of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **PERFORMING VEHICLE PREVENTIVE MAINTENANCE** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Replaced with ‘method of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **INSPECTING STEERING AND SUSPENSION SYSTEMS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Replaced with ‘method of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |
| **INSPECTING AUTOMOTIVE BRAKE SYSTEMS** | | | | |
|  | **Unit of learning Title** | **There should be consistency with the summary table** | **OK** |  |
|  | **Unit code** | **Consistency** | **OK** |  |
|  | **Related OS** | **Capture correct Unit of Competency** | **OK** |  |
|  | **Duration** | **Consistency with table** | **OK** |  |
|  | **Unit description** | **Consistency with OS** | **OK** |  |
|  | **Summary of Learning outcomes** | **Consistency with Elements in the OS** | **OK** |  |
|  | **Learning outcomes** | **Consistency with Summary of learning outcomes** | **OK** |  |
|  | **Content** | **Adequacy (needs experts’ trainers)** | **OK** |  |
|  | **Suggested assessment methods** | **Consistency with the learning outcomes**  **Should be methods of assessment** | **OK** |  |
|  | **Suggested ~~Delivery Methods~~** | **Suggested Methods of instruction** | **Terms Delivery Methods used** | **Replaced with ‘method of instruction’** |
|  | **Recommended Resources** | **Should be consistent with the unit of learning** | **OK** |  |