

Use Hand Tools (Blended)

MF-PEC-101E-1

Code: UHT

Duration: 17.5 Hours

Synopsis:

This module is developed to enable learners to acquire knowledge and skills in carrying out preparation of work activities, usage of hand tools, correct handling faulty and/or unsafe hand tools and performing maintenance checks of hand tools.

Course Objective:

On completion of this module, learners will be able to use hand tools to produce work according to the specifications.

Course Outline:

The knowledge and skills covered in this module include:

Skills:

- Prepare for work activities
- Use hand tools to produce work to specifications
- Correctly handle faulty and/or unsafe hand tools
- Perform routine maintenance checks of hand tools

Knowledge:

- The organisational procedures related to Workplace Safety and Health (WSH)
- The legislative and industrial framework
- Types and use of personal protective equipment (PPE)
- Types of hand tools, their usage and maintenance
- Common manufacturing hazards and risk mitigation
- The organisational procedures related to preparation for work activities
- Types of hand tools, their usage, safety and maintenance
- Common manufacturing hazards and risk control
- The organisational procedures related to reading and interpreting the job order
- Common faults and defects in hand tools
- The organisational procedures for the tagging of faulty or unsafe hand tools.
- The organisational procedures for reporting hand tool defects
- The organisational Preventive Maintenance (PM) procedures

For Whom:

Suitable for operational level.

Entry Requirements:

Participants are assumed to:

- Have a basic knowledge of the manufacturing sector;
- Have a basic knowledge of the Singapore Workplace Safety and Health requirements;
- Be able to follow written and oral work instructions;
- Be able to listen and speak English at a proficiency level equivalent to the Employability Skills System (ESS) level 3 and above;
- Be able to read and write English at a proficiency level equivalent to ESS level 3 and above;
- Be able to manipulate numbers at a proficiency level equivalent to ESS level 3 and above.

Training Medium:

This module can be conducted in either English or Mandarin.

Training Methodology:

This module is delivered through e-learning, lectures, group activities and demonstration.

Assessment Methodology:

Practical and oral/written assessments are conducted at the end of the training module.

Certification:

An individual who completes a module will be awarded a Statement of Attainment (SOA).