

DURATION	12 months (Combination of 3 Months Full Time Intensive Training Includes a Nine Months Internship)	VENUE	MSC SKILL CERTIFICATION SDN BHD, 36 & 38, Jalan PUJ 3/8, Bandar Putra Permai, 43300 Seri Kembangan
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MODULE NO	UNIT NO	SUBJECTS	MONTH, 2012		
1	WORKSHOP SAFETY AND HYGIENE		MARCH	APRIL	MAY
	KNOWLEDGE				
	1.1	General safety			
	1.2	Personal protective equipment			
	1.3	Fire extinguisher			
	1.4	Compressed gas			
	1.5	Care and tools maintenance			
	1.6	Personal safety in usage of Ladder			
	1.7	Tool and equipment types and usages			
	SKILL				
	1.1	Good workplace practices			
	1.2	Proper housekeeping			
	1.3	Uses of personal protective equipment			
	1.4	Operating of fire extinguisher			
	1.5	Operating compressed gas safety			
	1.6	Personal safety in confined space and on ladder			
	1.7	Method and procedure on tools / equipment care and maintenance			
2	AIR CONDITIONING UNIT				
	KNOWLEDGE				
	2.1	Types of air conditioning system			
	2.2	Types of remote control			
	2.3	Air conditioning indoor unit components and Function			
	2.4	Air conditioning outdoor unit components and Function			
	2.5	Operation indoor unit of air conditioning system			
	2.6	Operation outdoor unit of air conditioning system			
	SKILL				
	2.1	Identify type of air conditioning system			
	2.2	Identify and check air conditioning components functional			
	2.3	Identify and check remote control operation			
	2.4	Identify and check indoor unit operation			
2.5	Identify and check outdoor unit operation				
2.6	Perform inspection on air conditioning system with checklist				
3	INSTALLATION OF AIR CONDITIONING UNIT				
	KNOWLEDGE				
	3.1	Layout diagram of single phase wiring system			
	3.2	Layout diagram of three phase wiring system			
	3.3	Draw an air conditioning system with symbols			
	3.4	Read air conditioning system drawing with symbols			
	3.5	Air conditioning product specification			
	3.6	Layout diagram of water draining system			
	3.7	Layout diagram of refrigeration piping system			
	3.8	Usage of product service manual			
	3.9	Operating line pressure			
	SKILL				
	3.1	Installation power supply and perform insulation test of single phase			
	3.2	Installation power supply and perform insulation test of three phase			
	3.3	Installation of water outlet piping and fittings			
	3.4	Installing indoor and outdoor unit of air conditioner			
	3.5	Refrigeration piping			
	3.6	Installation of refrigeration piping and insulation material			
	3.7	Operating Air Conditioning Refrigerant recycling machine			
3.8	Fabricate metal bracket and casing ion for outdoor unit				
3.9	Perform measuring line pressure				
4	SERVICE AND MAINTENANCE OF AIR CONDITIONER				
	KNOWLEDGE				
	4.1	Determine room cooling efficiency			
	4.2	Identify type of air conditioning system			
	4.3	Determine types of refrigerant			
	4.4	Determine line operation pressure			
	4.5	Usage of service manual			
	SKILL				
	4.1	Perform indoor unit pre-service inspection			
	4.2	Carry out indoor unit major cleaning and servicing			
	4.3	Perform outdoor unit pre-service inspection			
	4.4	Carry out outdoor unit major cleaning and servicing			
	4.5	Perform check on drainage system			

DURATION	12 months (Combination of 3 Months Full Time Intensive Training Includes a Nine Months Internship)	VENUE	MSC SKILL CERTIFICATION SDN BHD, 36 & 38, Jalan PUJ 3/8, Bandar Putra Permai, 43300 Seri Kembangan
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MODULE NO	UNIT NO	SUBJECTS	MONTH		
5	DIAGNOSIS AIR CONDITIONER		MARCH	APRIL	MAY
	KNOWLEDGE				
	5.1	Diagnosis outdoor unit malfunction			
	5.2	Diagnosis indoor unit malfunction			
	5.3	Diagnosis poor cooling efficiency			
	5.4	Diagnosis abnormal noise of outdoor unit			
	5.5	Diagnosis abnormal noise of indoor unit			
	5.6	Diagnosis poor air flow			
	5.7	Diagnosis poor drainage system			
	SKILL				
	5.1	Carry out standard method to remedy malfunction outdoor unit			
	5.2	Carry out standard method to remedy malfunction indoor unit			
	5.3	Carry out standard method to remedy poor cooling efficiency			
	5.4	Carry out standard method to remedy abnormal noise of outdoor unit			
	5.5	Carry out standard method to remedy abnormal noise of indoor unit			
	5.6	Carry out standard method to remedy poor air flow			
	5.7	Carry out standard method to remedy diagnosis poor drainage system			

SUBJECT : SUMMARY OF ACHIEVEMENT
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 01	WORKSHOP SAFETY AND HYGIENE

Standard Task To Be Achieved		Please Check By Tick (√)	Result Of Achievement - √ In A Box (ACHIEVED – ACH / YET TO ACHIEVE – YTA)					
			ACHIEVEMENT RESULT			ACHIEVEMENT RESULT		
			KNOWLEDGE	ACH	YTA	SKILL	ACH	YTA
WORKSHOP SAFETY AND HYGIENE								
KNOWLEDGE								
1.1	General safety							
1.2	Personal protective equipment							
1.3	Fire extinguisher							
1.4	Compressed gas							
1.5	Care and tools maintenance							
1.6	Personal safety in usage of Ladder							
1.7	Tool and equipment types and usages							
SKILL								
1.1	Good workplace practices							
1.2	Proper housekeeping							
1.3	Uses of personal protective equipment							
1.4	Operating of fire extinguisher							
1.5	Operating compressed gas safety							
1.6	Personal safety in confined space and on ladder							
1.7	Method and procedure on tools / equipment care and maintenance							
1.8	Usage of personal protection equipment and safety							

The candidate is assessed according to industrial standard with the help of standard facilities and achieved the requirement of all tasks recorded above.

Assessor Name : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF ACHIEVEMENT
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 02	AIR CONDITIONING UNIT

Standard Task To Be Achieved		Please Check By Tick (√)	Result Of Achievement - √ In A Box (ACHIEVED – ACH / YET TO ACHIEVE – YTA)					
			ACHIEVEMENT RESULT			ACHIEVEMENT RESULT		
			KNOWLEDGE	ACH	YTA	SKILL	ACH	YTA
AIR CONDITIONING UNIT								
KNOWLEDGE								
2.1	Types of air conditioning system							
2.2	Types of remote control							
2.3	Air conditioning indoor unit components and Function							
2.4	Air conditioning outdoor unit components and Function							
2.5	Operation indoor unit of air conditioning system							
2.6	Operation outdoor unit of air conditioning system							
SKILL								
2.1	Identify type of air conditioning system							
2.2	Identify and check air conditioning components functional							
2.3	Identify and check remote control operation							
2.4	Identify and check indoor unit operation							
2.5	Identify and check outdoor unit operation							
2.6	Perform inspection on air conditioning system with checklist							
2.7	Usage of personal protection equipment and safety							

The candidate is assessed according to industrial standard with the help of standard facilities and achieved the requirement of all tasks recorded above.

Assessor Name : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF ACHIEVEMENT
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 03	INSTALLATION OF AIR CONDITIONING UNIT

Standard Task To Be Achieved			Please Check By Tick (√)	Result Of Achievement - √ In A Box (ACHIEVED – ACH / YET TO ACHIEVE – YTA)					
				ACHIEVEMENT RESULT			ACHIEVEMENT RESULT		
				KNOWLEDGE	ACH	YTA	SKILL	ACH	YTA
INSTALLATION OF AIR CONDITIONING UNIT									
KNOWLEDGE									
3.1	Layout diagram of single phase wiring system								
3.2	Layout diagram of three phase wiring system								
3.3	Draw an air conditioning system with symbols								
3.4	Read air conditioning system drawing with symbols								
3.5	Air conditioning product specification								
3.6	Layout diagram of water draining system								
3.7	Layout diagram of refrigeration piping system								
3.8	Usage of product service manual								
3.9	Operating line pressure								
SKILL									
3.1	Installation power supply and perform insulation test of single phase								
3.2	Installation power supply and perform insulation test of three phase								
3.3	Installation of water outlet piping and fittings								
3.4	Installing indoor and outdoor unit of air conditioner								
3.5	Refrigeration piping								
3.6	Installation of refrigeration piping and insulation material								
3.7	Operating Air Conditioning Refrigerant recycling machine								
3.8	Fabricate metal bracket and casing ion for outdoor unit								
3.9	Perform measuring line pressure								
4.0	Usage of personal protection equipment and safety								

The candidate is assessed according to industrial standard with the help of standard facilities and achieved the requirement of all tasks recorded above.

Assessor Name : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF ACHIEVEMENT
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 04	SERVICE AND MAINTENANCE OF AIR CONDITIONER

Standard Task To Be Achieved		Please Check By Tick (√)	Result Of Achievement - √ In A Box (ACHIEVED – ACH / YET TO ACHIEVE – YTA)					
			ACHIEVEMENT RESULT			ACHIEVEMENT RESULT		
			KNOWLEDGE	ACH	YTA	SKILL	ACH	YTA
SERVICE AND MAINTENANCE OF AIR CONDITIONER								
KNOWLEDGE								
4.1	Determine room cooling efficiency							
4.2	Identify type of air conditioning system							
4.3	Determine types of refrigerant							
4.4	Determine line operation pressure							
4.5	Usage of service manual							
SKILL								
4.1	Perform indoor unit pre-service inspection							
4.2	Carry out indoor unit major cleaning and servicing							
4.3	Perform outdoor unit pre-service inspection							
4.4	Carry out outdoor unit major cleaning and servicing							
4.5	Perform check on drainage system							
4.6	Usage of personal protection equipment and safety							

The candidate is assessed according to industrial standard with the help of standard facilities and achieved the requirement of all tasks recorded above.

Assessor Name : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF ACHIEVEMENT
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 05	DIAGNOSIS AIR CONDITIONER

Standard Task To Be Achieved		Please Check By Tick (√)	Result Of Achievement - √ In A Box (ACHIEVED – ACH / YET TO ACHIEVE – YTA)					
			ACHIEVEMENT RESULT			ACHIEVEMENT RESULT		
			KNOWLEDGE	ACH	YTA	SKILL	ACH	YTA
DIAGNOSIS AIR CONDITIONER								
KNOWLEDGE								
5.1	Diagnosis outdoor unit malfunction							
5.2	Diagnosis indoor unit malfunction							
5.3	Diagnosis poor cooling efficiency							
5.4	Diagnosis abnormal noise of outdoor unit							
5.5	Diagnosis abnormal noise of indoor unit							
5.6	Diagnosis poor air flow							
5.7	Diagnosis poor drainage system							
SKILL								
5.1	Carry out standard method to remedy malfunction outdoor unit							
5.2	Carry out standard method to remedy malfunction indoor unit							
5.3	Carry out standard method to remedy poor cooling efficiency							
5.4	Carry out standard method to remedy abnormal noise of outdoor unit							
5.5	Carry out standard method to remedy abnormal noise of indoor unit							
5.6	Carry out standard method to remedy poor air flow							
5.7	Carry out standard method to remedy diagnosis poor drainage system							
5.8	Usage of personal protection equipment and safety							

The candidate is assessed according to industrial standard with the help of standard facilities and achieved the requirement of all tasks recorded above.

Assessor Name : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF COMMENT ON CANDIDATE PERFORMANCE
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 01	WORKSHOP SAFETY AND HYGIENE

Standard Performance Criteria		Assessor’s Comment On Candidate Work Done When He Was Being Assessed	
		1 ST Attempt	2 nd Attempt
WORKSHOP SAFETY AND HYGIENE		Areas to be improved	Areas to be improved
KNOWLEDGE			
1.1	General safety		
1.2	Personal protective equipment		
1.3	Fire extinguisher		
1.4	Compressed gas		
1.5	Care and tools maintenance		
1.6	Personal safety in usage of Ladder		
1.7	Tool and equipment types and usages		
SKILL			
1.1	Good workplace practices		
1.2	Proper housekeeping		
1.3	Uses of personal protective equipment		
1.4	Operating of fire extinguisher		
1.5	Operating compressed gas safety		
1.6	Personal safety in confined space and on ladder		
1.7	Method and procedure on tools / equipment care and maintenance		
1.8	Usage of personal protection equipment and safety		

Assessor Name : Signature : Date :

Internal Verifier : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF COMMENT ON CANDIDATE PERFORMANCE
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 02	AIR CONDITIONING UNIT

Standard Performance Criteria			Assessor’s Comment On Candidate Work Done When He Was Being Assessed	
			1 ST Attempt	2 nd Attempt
AIR CONDITIONING UNIT			Areas to be improved	Areas to be improved
KNOWLEDGE				
2.1	Types of air conditioning system			
2.2	Types of remote control			
2.3	Air conditioning indoor unit components and Function			
2.4	Air conditioning outdoor unit components and Function			
2.5	Operation indoor unit of air conditioning system			
2.6	Operation outdoor unit of air conditioning system			
SKILL				
2.1	Identify type of air conditioning system			
2.2	Identify and check air conditioning components functional			
2.3	Identify and check remote control operation			
2.4	Identify and check indoor unit operation			
2.5	Identify and check outdoor unit operation			
2.6	Perform inspection on air conditioning system with checklist			
2.7	Usage of personal protection equipment and safety			

Assessor Name : Signature : Date :

Internal Verifier : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF COMMENT ON CANDIDATE PERFORMANCE
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 03	INSTALLATION OF AIR CONDITIONING UNIT

Standard Performance Criteria		Assessor’s Comment On Candidate Work Done When He Was Being Assessed	
		1 ST Attempt	2 nd Attempt
INSTALLATION OF AIR CONDITIONING UNIT		Areas to be improved	Areas to be improved
KNOWLEDGE			
3.1	Layout diagram of single phase wiring system		
3.2	Layout diagram of three phase wiring system		
3.3	Draw an air conditioning system with symbols		
3.4	Read air conditioning system drawing with symbols		
3.5	Air conditioning product specification		
3.6	Layout diagram of water draining system		
3.7	Layout diagram of refrigeration piping system		
3.8	Usage of product service manual		
3.9	Operating line pressure		
SKILL			
3.1	Installation power supply and perform insulation test of single phase		
3.2	Installation power supply and perform insulation test of three phase		
3.3	Installation of water outlet piping and fittings		
3.4	Installing indoor and outdoor unit of air conditioner		
3.5	Refrigeration piping		
3.6	Installation of refrigeration piping and insulation material		
3.7	Operating Air Conditioning Refrigerant recycling machine		
3.8	Fabricate metal bracket and casing ion for outdoor unit		
3.9	Perform measuring line pressure		
4.0	Usage of personal protection equipment and safety		

Assessor Name : Signature : Date :

Internal Verifier : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF COMMENT ON CANDIDATE PERFORMANCE
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 04	INSTALLATION OF AIR CONDITIONING UNIT

Standard Performance Criteria		Assessor’s Comment On Candidate Work Done When He Was Being Assessed	
		1 ST Attempt	2 nd Attempt
INSTALLATION OF AIR CONDITIONING UNIT		Areas to be improved	Areas to be improved
KNOWLEDGE			
4.1	Determine room cooling efficiency		
4.2	Identify type of air conditioning system		
4.3	Determine types of refrigerant		
4.4	Determine line operation pressure		
4.5	Usage of service manual		
SKILL			
4.1	Perform indoor unit pre-service inspection		
4.2	Carry out indoor unit major cleaning and servicing		
4.3	Perform outdoor unit pre-service inspection		
4.4	Carry out outdoor unit major cleaning and servicing		
4.5	Perform check on drainage system		
4.6	Usage of personal protection equipment and safety		

Assessor Name : Signature : Date :

Internal Verifier : Signature : Date :

External Verifier : Signature : Date :

SUBJECT : SUMMARY OF COMMENT ON CANDIDATE PERFORMANCE
 QUALIFICATION : DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE
 AWARDING BODY : CITY AND SUNDERLAND COLLEGE, UK

CANDIDATE NAME :

SUBJECT	SUMMARY OF ACHIEVEMENT IN RELATED KNOWLEDGE AND SKILL BY CANDIDATE.
Module No 05	DIAGNOSIS AIR CONDITIONER

Standard Performance Criteria		Assessor’s Comment On Candidate Work Done When He Was Being Assessed	
		1 ST Attempt	2 nd Attempt
DIAGNOSIS AIR CONDITIONER		Areas to be improved	Areas to be improved
KNOWLEDGE			
5.1	Diagnosis outdoor unit malfunction		
5.2	Diagnosis indoor unit malfunction		
5.3	Diagnosis poor cooling efficiency		
5.4	Diagnosis abnormal noise of outdoor unit		
5.5	Diagnosis abnormal noise of indoor unit		
5.6	Diagnosis poor air flow		
5.7	Diagnosis poor drainage system		
SKILL			
5.1	Carry out standard method to remedy malfunction outdoor unit		
5.2	Carry out standard method to remedy malfunction indoor unit		
5.3	Carry out standard method to remedy poor cooling efficiency		
5.4	Carry out standard method to remedy abnormal noise of outdoor unit		
5.5	Carry out standard method to remedy abnormal noise of indoor unit		
5.6	Carry out standard method to remedy poor air flow		
5.7	Carry out standard method to remedy diagnosis poor drainage system		
5.8	Usage of personal protection equipment and safety		

Assessor Name : Signature : Date :

Internal Verifier : Signature : Date :

External Verifier : Signature : Date :

Subject : Instructor Duty Roster In Relating To Three (3) Full Time Program - Diploma In Domestic Air Conditioning System

Year : 2012

Days	Monday ~ Thursday	Time	0900hrs ~ 1200hrs / 1300hrs ~ 1600hrs	Tea Break	Morning Session: 1010 – 1030 hrs Afternoon Session: 1500 – 1520 hrs
	Friday		0900hrs ~ 1200hrs / 1430hrs ~ 1600hrs		
	Monday - Friday		1600 ~ 1630hrs - Workshop Maintenance		
	Sunday		0930 ~ 1200hrs / 1330 – 1600hrs	Specific Task In Relating To Program Began From June 1 ~ Feb 28, 2013	

Head of Program: _____ Instructor: 1 _____ 2 _____ 3 _____

Training Schedule According to Listed Knowledge and Skill				Training Schedule According to Listed Knowledge and Skill				Training Schedule According to Listed Knowledge and Skill			
Date	Lesson Plan		Module No	Date	Lesson Plan		Module No	Date	Lesson Plan		Module No
	Knowledge #	Skill #			Knowledge #	Skill #			Knowledge #	Skill #	
March 1, 2012				April 1, 2012				May 1, 2012			
March 2, 2012				April 2, 2012				May 2, 2012			
March 3, 2012				April 3, 2012				May 3, 2012			
March 4, 2012				April 4, 2012				May 4, 2012			
March 5, 2012				April 5, 2012				May 5, 2012			
March 6, 2012				April 6, 2012				May 6, 2012			
March 7, 2012				April 7, 2012				May 7, 2012			
March 8, 2012				April 8, 2012				May 8, 2012			
March 9, 2012				April 9, 2012				May 9, 2012			
March 10, 2012				April 10, 2012				May 10, 2012			
March 11, 2012				April 11, 2012				May 11, 2012			
March 12, 2012				April 12, 2012				May 12, 2012			
March 13, 2012				April 13, 2012				May 13, 2012			
March 14, 2012				April 14, 2012				May 14, 2012			
March 15, 2012				April 15, 2012				May 15, 2012			
March 16, 2012				April 16, 2012				May 16, 2012			
March 17, 2012				April 17, 2012				May 17, 2012			
March 18, 2012				April 18, 2012				May 18, 2012			
March 19, 2012				April 19, 2012				May 19, 2012			
March 20, 2012				April 20, 2012				May 20, 2012			
March 21, 2012				April 21, 2012				May 21, 2012			
March 22, 2012				April 22, 2012				May 22, 2012			
March 23, 2012				April 23, 2012				May 23, 2012			
March 24, 2012				April 24, 2012				May 24, 2012			
March 25, 2012				April 25, 2012				May 25, 2012			
March 26, 2012				April 26, 2012				May 26, 2012			
March 27, 2012				April 27, 2012				May 27, 2012			
March 28, 2012				April 28, 2012				May 28, 2012			
March 29, 2012				April 29, 2012				May 29, 2012			
March 30, 2012				April 30, 2012				May 30, 2012			
March 31, 2012								May 31, 2012			

Instructor Signature:

Dated this on:

Verified by:

Position:

SUMMATIVE ACHIEVEMENT - DIPLOMA IN DIPLOMA IN DOMESTIC AIR CONDITIONING SYSTEM

Candidate Name : _____ NRIC No: _____

Enrolled Year & Month: March, 2012

Unit No	Subject	Tasks To Be Performed Are Includes: Knowledge, Skill, Attitude And Safety	Rank of Achievement in Relating subject (✓) 5= Excellent , 4= Above average 3= Satisfactory 2= Unsatisfactory , 1= Very poor				
			5	4	3	2	1
	KNOWLEDGE						
	1.1	General safety					
	1.2	Personal protective equipment					
	1.3	Fire extinguisher					
	1.4	Compressed gas					
	1.5	Care and tools maintenance					
	1.6	Personal safety in usage of Ladder					
	1.7	Tool and equipment types and usages					
	SKILL						
	1.1	Good workplace practices					
	1.2	Proper housekeeping					
	1.3	Uses of personal protective equipment					
	1.4	Operating of fire extinguisher					
	1.5	Operating compressed gas safety					
	1.6	Personal safety in confined space and on ladder					
	1.7	Method and procedure on tools / equipment care and maintenance					
	1.8	Usage of personal protection equipment and safety					
	KNOWLEDGE						
	2.1	Types of air conditioning system					
	2.2	Types of remote control					
	2.3	Air conditioning indoor unit components and Function					
	2.4	Air conditioning outdoor unit components and Function					
	2.5	Operation indoor unit of air conditioning system					
	2.6	Operation outdoor unit of air conditioning system					
	SKILL						
	2.1	Identify type of air conditioning system					
	2.2	Identify and check air conditioning components functional					
	2.3	Identify and check remote control operation					
	2.4	Identify and check indoor unit operation					
	2.5	Identify and check outdoor unit operation					
	2.6	Perform inspection on air conditioning system with checklist					
	2.7	Usage of personal protection equipment and safety					

Assessor name:

signature:

Dated this on:

Verified by:

SUMMATIVE ACHIEVEMENT - DIPLOMA IN DIPLOMA IN DOMESTIC AIR CONDITIONING SYSTEM

Candidate Name : _____ NRIC No: _____

Enrolled Year & Month: March, 2012

Unit No	Subject	Tasks To Be Performed Are Includes: Knowledge, Skill, Attitude And Safety	Rank of Achievement in Relating subject (✓) 5= Excellent , 4= Above average 3= Satisfactory 2= Unsatisfactory , 1= Very poor				
			5	4	3	2	1
	KNOWLEDGE						
	3.1	Layout diagram of single phase wiring system					
	3.2	Layout diagram of three phase wiring system					
	3.3	Draw an air conditioning system with symbols					
	3.4	Read air conditioning system drawing with symbols					
	3.5	Air conditioning product specification					
	3.6	Layout diagram of water draining system					
	3.7	Layout diagram of refrigeration piping system					
	3.8	Usage of product service manual					
	3.9	Operating line pressure					
	SKILL						
	3.1	Installation power supply and perform insulation test of single phase					
	3.2	Installation power supply and perform insulation test of three phase					
	3.3	Installation of water outlet piping and fittings					
	3.4	Installing indoor and outdoor unit of air conditioner					
	3.5	Refrigeration piping					
	3.6	Installation of refrigeration piping and insulation material					
	3.7	Operating Air Conditioning Refrigerant recycling machine					
	3.8	Fabricate metal bracket and casing ion for outdoor unit					
	3.9	Perform measuring line pressure					
	4.0	Usage of personal protection equipment and safety					
	KNOWLEDGE						
	4.1	Determine room cooling efficiency					
	4.2	Identify type of air conditioning system					
	4.3	Determine types of refrigerant					
	4.4	Determine line operation pressure					
	4.5	Usage of service manual					
	SKILL						
	4.1	Perform indoor unit pre-service inspection					
	4.2	Carry out indoor unit major cleaning and servicing					
	4.3	Perform outdoor unit pre-service inspection					
	4.4	Carry out outdoor unit major cleaning and servicing					
	4.5	Perform check on drainage system					
	4.6	Usage of personal protection equipment and safety					

Assessor name:

signature:

Dated this on:

Verified by:

SUMMATIVE ACHIEVEMENT - DIPLOMA IN DIPLOMA IN DOMESTIC AIR CONDITIONING SYSTEM

Candidate Name : _____ NRIC No: _____

Enrolled Year & Month: March, 2012

Unit No	Subject	Tasks To Be Performed Are Includes: Knowledge, Skill, Attitude And Safety	Rank of Achievement in Relating subject (√) 5= Excellent , 4= Above average 3= Satisfactory 2= Unsatisfactory , 1= Very poor				
			5	4	3	2	1
	KNOWLEDGE						
	5.1	Diagnosis outdoor unit malfunction					
	5.2	Diagnosis indoor unit malfunction					
	5.3	Diagnosis poor cooling efficiency					
	5.4	Diagnosis abnormal noise of outdoor unit					
	5.5	Diagnosis abnormal noise of indoor unit					
	5.6	Diagnosis poor air flow					
	5.7	Diagnosis poor drainage system					
	SKILL						
	5.1	Carry out standard method to remedy malfunction outdoor unit					
	5.2	Carry out standard method to remedy malfunction indoor unit					
	5.3	Carry out standard method to remedy poor cooling efficiency					
	5.4	Carry out standard method to remedy abnormal noise of outdoor unit					
	5.5	Carry out standard method to remedy abnormal noise of indoor unit					
	5.6	Carry out standard method to remedy poor air flow					
	5.7	Carry out standard method to remedy diagnosis poor drainage system					
	5.8	Usage of personal protection equipment and safety					

Assessor name:

signature:

Dated this on:

Verified by:

General Comment if any:

SUMMATIVE ATTENDANCE RECORD:
DIPLOMA IN DIPLOMA IN DOMESTIC AIR CONDITIONING SYSTEM

Candidate Name : _____ NRIC No: _____ Enrolled Year & Month: March, 2012

MONTHS (Delete As Appropriate)											
Jan, Feb, Mac, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec				Jan, Feb, Mac, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec				Jan, Feb, Mac, Apr, May, June, July, Aug, Sept, Oct, Nov, Dec			
Date	Session		Instructor Signature	Date	Session		Instructor Signature	Date	Session		Instructor Signature
	Morning	Afternoon			Morning	Afternoon			Morning	Afternoon	
March 1, 2012				April 1, 2012				May 1, 2012			
March 2, 2012				April 2, 2012				May 2, 2012			
March 3, 2012				April 3, 2012				May 3, 2012			
March 4, 2012				April 4, 2012				May 4, 2012			
March 5, 2012				April 5, 2012				May 5, 2012			
March 6, 2012				April 6, 2012				May 6, 2012			
March 7, 2012				April 7, 2012				May 7, 2012			
March 8, 2012				April 8, 2012				May 8, 2012			
March 9, 2012				April 9, 2012				May 9, 2012			
March 10, 2012				April 10, 2012				May 10, 2012			
March 11, 2012				April 11, 2012				May 11, 2012			
March 12, 2012				April 12, 2012				May 12, 2012			
March 13, 2012				April 13, 2012				May 13, 2012			
March 14, 2012				April 14, 2012				May 14, 2012			
March 15, 2012				April 15, 2012				May 15, 2012			
March 16, 2012				April 16, 2012				May 16, 2012			
March 17, 2012				April 17, 2012				May 17, 2012			
March 18, 2012				April 18, 2012				May 18, 2012			
March 19, 2012				April 19, 2012				May 19, 2012			
March 20, 2012				April 20, 2012				May 20, 2012			
March 21, 2012				April 21, 2012				May 21, 2012			
March 22, 2012				April 22, 2012				May 22, 2012			
March 23, 2012				April 23, 2012				May 23, 2012			
March 24, 2012				April 24, 2012				May 24, 2012			
March 25, 2012				April 25, 2012				May 25, 2012			
March 26, 2012				April 26, 2012				May 26, 2012			
March 27, 2012				April 27, 2012				May 27, 2012			
March 28, 2012				April 28, 2012				May 28, 2012			
March 29, 2012				April 29, 2012				May 29, 2012			
March 30, 2012				April 30, 2012				May 30, 2012			
March 31, 2012								May 31, 2012			
Total Attendance In Percent (%)				Total Attendance In Percent (%)				Total Attendance In Percent (%)			
A Total of Attended day / A Total of Actual Day x 100				A Total of Attended day / A Total of Actual Day x 100				A Total of Attended day / A Total of Actual Day x 100			
P = Punctual				L = Late >15 minutes				SL = Sick Leave			
								AL = Approved Leave			
								Ab = Absent			

Instructor Name:

Signature:

Dated This On:

Verified By:

LOG BOOK TO BE WRITTEN BY CANDIDATE
Began From June 1, 2012 ~ February 28, 2013

CANDIDATE / IC NO		
QUALIFICATION	DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE	
LEVEL / DURATION	DIPLOMA / 1 YEARS	
MODULE NO	01	WORKSHOP SAFETY AND HYGIENE

AIR CONDITIONER PARTICULARS			
SERIAL NO	HORSE POWER	MAKE	MODEL

JOB STARTED ON	JOB FINISHED ON	TOTAL HOURS

SYMPTOM IF ANY : _____

JOB DONE REPORT

COACH COMMENT IF ANY

CANDIDATE SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: TECHNICAL SUPPORT

.....

NAME : _____

DATE : _____

CERTIFIED BY: COACH SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: EXTERNAL VERIFIER

.....

NAME : _____

DATE : _____

LOG BOOK TO BE WRITTEN BY CANDIDATE
Began From June 1, 2012 ~ February 28, 2013

CANDIDATE / IC NO		
QUALIFICATION	DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE	
LEVEL / DURATION	DIPLOMA / 1 YEARS	
MODULE NO	02	AIR CONDITIONING UNIT

AIR CONDITIONER PARTICULARS			
SERIAL NO	HORSE POWER	MAKE	MODEL

JOB STARTED ON	JOB FINISHED ON	TOTAL HOURS

SYMPTOM IF ANY : _____

JOB DONE REPORT

COACH COMMENT IF ANY

CANDIDATE SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: TECHNICAL SUPPORT

.....

NAME : _____

DATE : _____

CERTIFIED BY: COACH SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: EXTERNAL VERIFIER

.....

NAME : _____

DATE : _____

LOG BOOK TO BE WRITTEN BY CANDIDATE
Began From June 1, 2012 ~ February 28, 2013

CANDIDATE / IC NO		
QUALIFICATION	DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE	
LEVEL / DURATION	DIPLOMA / 1 YEARS	
MODULE NO	03	INSTALLATION OF AIR CONDITIONING UNIT

AIR CONDITIONER PARTICULARS			
SERIAL NO	HORSE POWER	MAKE	MODEL

JOB STARTED ON	JOB FINISHED ON	TOTAL HOURS

SYMPTOM IF ANY : _____

JOB DONE REPORT

COACH COMMENT IF ANY

CANDIDATE SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: TECHNICAL SUPPORT

.....

NAME : _____

DATE : _____

CERTIFIED BY: COACH SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: EXTERNAL VERIFIER

.....

NAME : _____

DATE : _____

LOG BOOK TO BE WRITTEN BY CANDIDATE
Began From June 1, 2012 ~ February 28, 2013

CANDIDATE / IC NO		
QUALIFICATION	DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE	
LEVEL / DURATION	DIPLOMA / 1 YEARS	
MODULE NO	04	SERVICE AND MAINTENANCE OF AIR CONDITIONER

AIR CONDITIONER PARTICULARS			
SERIAL NO	HORSE POWER	MAKE	MODEL

JOB STARTED ON	JOB FINISHED ON	TOTAL HOURS

SYMPTOM IF ANY : _____

JOB DONE REPORT

COACH COMMENT IF ANY

CANDIDATE SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: TECHNICAL SUPPORT

.....

NAME : _____

DATE : _____

CERTIFIED BY: COACH SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: EXTERNAL VERIFIER

.....

NAME : _____

DATE : _____

LOG BOOK TO BE WRITTEN BY CANDIDATE
Began From June 1, 2012 ~ February 28, 2013

CANDIDATE / IC NO		
QUALIFICATION	DIPLOMA IN DOMESTIC AIR CONDITIONING SERVICE AND MAINTENANCE	
LEVEL / DURATION	DIPLOMA / 1 YEARS	
MODULE NO	05	DIAGNOSIS AIR CONDITIONER

AIR CONDITIONER PARTICULARS			
SERIAL NO	HORSE POWER	MAKE	MODEL

JOB STARTED ON	JOB FINISHED ON	TOTAL HOURS

SYMPTOM IF ANY : _____

JOB DONE REPORT

COACH COMMENT IF ANY

CANDIDATE SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: TECHNICAL SUPPORT

.....

NAME : _____

DATE : _____

CERTIFIED BY: COACH SIGNATURE

.....

NAME : _____

DATE : _____

VERIFIED BY: EXTERNAL VERIFIER

.....

NAME : _____

DATE : _____