

**1. Module details****Module name****Parts and Component Selection****Module duration**

It is expected that students with the appropriate entry knowledge and skills will successfully complete this module in 18 - 20 hours.

**Module code**

NUE095

**Discipline code**

0903545

**2. Module purpose**

To provide the participants with the knowledge and skills to identify parts and components, obtain information about parts and components, ordering receiving and dispatching procedures for parts and components.

**3. Prerequisites**

Nil.

**4. Relationship to competency standards**

This module provides part of the underpinning knowledge and skills in the 'Evidence Guide' of specific units of competency in the National Electrotechnology Training Package and provides similar support, where mapped, to equivalent units in the National Metals and Engineering Competency Standards. For details refer to the module to unit maps, available from NUEITAB.

**5. Content****Part and component identification**

Name, function, type number and ratings of a range of typical components used in the electrotechnology and engineering industries.

**Information about parts and components**

Catalogues

Computer access

Telephone inquiry

Each of the above with respect to the following: part codes and what they mean; manufacturers and manufacturers supply outlets; availability and delivery times; price, including discounts, tax and delivery costs

alternative parts

**Ordering procedures**

Customer approval

Supplier requirements

In-house requirements

	<p><b>Receiving/dispatching procedures</b>                  Supplier requirements                  In-house requirements                  Handling and storage</p>
<p><b>6. Assessment strategy</b></p>	
<p><b>Assessment methods</b></p>	<p>Assessment should be progressive reflecting a holistic approach to ensure the module purpose is met. To assist in ensuring validity, reliability and fairness assessment instruments should include practical exercises, assignments and written tests consisting of a number of item types, such as multiple choice, short answer and problem solving.</p>
<p><b>Conditions of assessment</b></p>	<p>Learning and assessment will take place in an environment that is conducive to a learner’s development.</p>
<p><b>7. Learning outcome details</b></p>	
<p><b>Learning outcome 1</b></p>	<p><b>Gather information about the part or component that will assist with ordering the replacement.</b></p>
<p><b>Assessment criteria</b></p>	<p>1.1 Explain, identify and recognise the part, or component for appliance or apparatus.</p> <p>1.2 Access written information about the part required through catalogues.</p> <p>1.3 Explain the mounting or fixing arrangements for parts or components for appliances or apparatus.</p> <p>1.4 Access information about the replacement part using a CD-Rom.</p> <p>1.5 Gather information about the replacement part required by using the telephone.</p>

<b>Learning outcome 2</b>	<b>Describe and explain the ordering procedures required for a replacement part.</b>
<b>Assessment criteria</b>	<p>2.1 Explain the need to gain customer approval before any replacement parts are ordered.</p> <p>2.2 Explain the suppliers requirements in relation to an order being placed for a replacement part.</p> <p>2.3 Explain how the in-house requirements are implemented before they can place an order with a supplier for a replacement part.</p>
<b>Learning outcome 3</b>	<b>Describe and explain the procedures for the receiving and dispatching of replacement parts.</b>
<b>Assessment criteria</b>	<p>3.1 Explain the suppliers requirements in terms of dispatching parts.</p> <p>3.2 Explain the in-house requirements for the receiving and returning of parts.</p> <p>3.3 Explain the procedures for the handling and the storage of parts that have been ordered in.</p>
<b>8. Delivery of the module</b>	
<b>Delivery strategy</b>	<p>Delivery strategies must be suitable for learning both theoretical and practical aspects described in the module purpose. It is considered that the most effective method to achieve this is by integration of theory and practice where students learn by experimentation, research and reports. It is recommended that learning and assessment be facilitated in a holistic manner that may require learning outcome sequence other than that indicated in the module.</p>
<b>Resource requirements</b>	<p><i>Service documents, access to computer equipment:</i></p> <ul style="list-style-type: none"> <li>• Printer</li> <li>• Internet connection</li> <li>• E-mail</li> </ul>
<b>Occupational health and safety requirements</b>	<p>A safe and healthy environment will be provided for students and teachers as well as the particular safety procedures followed as part of the learning / teaching activity and content.</p>