

3: Engineering Representations



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KEY:

- Theory Lessons
- Practical Lessons

		Lessons					
		Drawing Standards	Basic Geometric Construction	Types of View	Co-ordinate Systems	Dimensions	Tolerances and Fits
3.1: Drawings and information conveyed by drawings.	C1. Drawings – Computer aided design models, freehand sketching, isometric, orthographic projection (first angle, third angle, section, assembly, general arrangement), exploded views, block diagrams, flowcharts, circuit diagrams, schematics (wiring diagrams, pneumatics, hydraulics).						
	C2. Information – Scale, title block, view (elevation, plan, end, section, auxiliary), types of line (outlines, hidden detail, centre line, projection, dimension, leader, construction), surface finish, manufacturing detail, standard features (screw threads, nuts, bolts, pins, repeated items, counterbore, countersink, centre mark), abbreviations (across flats AF, centre line CL, diameter DIA, drawing DWG, material MTL, square SQ, chamfer CHAM, countersunk CSK, hexagon head HEX, radius R, thread THD, undercut UCUT, pitch circle diameter PCD), graphical symbols used on drawings (projection symbols, diameter, surface finish).						
	The characteristics of, purposes of, and audience for different drawing types.						
	The purpose and application of CAD systems and software.						
	How to interpret and present information, symbols, conventions and annotations on engineering drawings in accordance with the conventions of BSEN8888 and BS3939.						
3.2: Dimensions and tolerancing on engineering drawings.	C1. Dimensions and tolerancing – Dimensions (linear, diameter, radius, angular), tolerances, limits and fits, geometric dimensioning and tolerancing (GDT) symbols (datum, parallelism, perpendicularity, concentricity, straightness).						
	How to interpret dimensions and related drawing symbols.						
	How to calculate tolerances, limits and fits.						

Unit Learning Objectives:

14: Professional Responsibilities, Attitudes, and Behaviours



KEY:
<input type="checkbox"/> Theory Lessons
<input type="checkbox"/> Practical Lessons

Lessons							
Personal Space							
Common Courtesy							
Dress Code							
Handle Collective Property							
Punctuality							
Legal Regulation of Employment Contracts							
Types of Employment Contract							
Employee Representation							

Unit Learning Objectives:

Unit Learning Objectives	Personal Space	Common Courtesy	Dress Code	Handle Collective Property	Punctuality	Legal Regulation of Employment Contracts	Types of Employment Contract	Employee Representation
14.1: Professional conduct and responsibilities in the workplace.	C1. Conduct and responsibilities – Job descriptions, behaviours required in the workplace, personal conduct (reputation, ethical responsibilities), levels of accountability in organisational structures (apprentice, operator, management, director), equality, diversity, accessibility, inclusion.							
	Purpose, function and typical content of job descriptions.							
	How behaviour and personal conduct in the workplace influence interactions with people.							
	How to seek advice and guidance, where necessary.							
	Expectations for reputation and ethical behaviour in the workplace.							
	The main responsibilities of the different roles in an organisation and how they affect the business in terms of accountabilities and inter-dependencies.							
	The main duties of an organisation regarding equality, diversity, accessibility and inclusion.							
14.2: Continuous professional development (CPD) and professional recognition.	C1. CPD – Training courses, industry placement, academic study, events and seminars.							
	What is CPD and how it motivates staff and improves performance.							
	Professional standards for engineering, as set out by the Engineering Council.							
14.3: Human factors within engineering and manufacturing contexts.	C1. Human factors – Human characteristics (physical, mental), workplace design (considerations, assessment criteria), human error.							
	How human characteristics, capabilities and limitations affect the company and production.							
	How the design of the workplace affects safety, comfort and productivity.							
	Causes of human error (insufficient training, fatigue, workload, stress) and methods to reduce these.							

16: Continuous Improvement



KEY:	
 Theory Lessons	
 Practical Lessons	

Lessons			

Unit Learning Objectives:

16.1: Continuous improvement principles and practices.	C1. Principles – Reflection and evaluation of processes, incremental change and improvement, key performance indicators (KPIs), implementation (plan, do, check, act – PDCA), 8 wastes (transportation, inventory, motion, waiting, excess production, over-processing, defects, unused talent), lean, Kaizen.				
	C2. Practices – Value stream mapping, visual management, 6S (sort, set in order, shine, standardise, sustain, safety), single minute exchange of dies (SMED), operation effective efficiency (OEE), total productive maintenance (TPM), kanban.				
	Methods of gathering feedback and evidence about performance, including types of KPIs and how these can be used to evaluate continuous improvement activities.				
	How the 8 wastes affect the performance of engineering activities.				
	Purpose, methodology, benefits and limitations of the different practices.				

17: Project and Programme Management



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KEY:
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 Practical Lessons

Lessons						
Planning and Organising Work Processes	Charting Data	Process Chains and Networks	EPC Diagrams	Product Range Development	Research and Design Approach	The Design Loop

Unit Learning Objectives:

Unit Learning Objectives	Planning and Organising Work Processes	Charting Data	Process Chains and Networks	EPC Diagrams	Product Range Development	Research and Design Approach	The Design Loop
17.1: Principles of project management.	C1. Principles – Project brief, project goals, success criteria, project life cycle (initiation, planning, implementation, monitoring, reporting, evaluation), constraints, risk management (budget, cost, quality, time, safety, resource availability, communication, reputation, changing requirements), collaborative working (matrix working, collaborative technologies).						
	How projects are defined and structured.						
	The management practices, processes and documentation needed at each stage of the project.						
	Types of risk and how these are managed throughout the life of the project, including the role of research and development.						
	The benefits and limitations of collaborative working.						
17.2: Roles and responsibilities in projects.	C1. Roles – Stakeholders (clients, regulators), project manager, team members.						
	C2. Responsibilities – Communication, monitoring, planning, finance, reporting.						
	The responsibilities of the different roles and how they contribute to a project						
17.3: Project planning and control.	C1. Planning – Resource requirements (time, budget, human resources, training needs, communication needs, production facilities), Gantt charts, critical path analysis (CPA), project evaluation review technique (PERT), management of interdependencies, contingency planning.						
	C2. Control – Monitoring reports (budget, quality, cost, time), manage by stages, manage by exception.						
	How to identify the resources required to carry out a project.						
	The benefits and limitation of the different planning methods.						
	How to plan projects using the different methods.						
	How to monitor and evaluate the progress of projects.						
	The reasons for reviewing and evaluating of projects to improve subsequent projects.						