



**NATIONAL VOCATIONAL TRAINING INSTITUTE**

**TESTING DIVISION**

**TRADE TESTING REGULATIONS AND SYLLABUS**

**TRADE: REFRIGERATION AND AIRCONDITIONING SERVICING**

**LEVEL: CERTIFICATE ONE**

## A. INTRODUCTION

- i. The review of this syllabus has been generally influenced by the demands of industries due to its continuous change as a result of technological advancement and the changing needs of society.

It was also influenced by the TVET reforms under the directions of the new educational reforms with the view to opening up further education and training opportunities to TVET graduates. the certificate ONE syllabus is designed to respond to the following level descriptors:

<b>QUALIFICATION</b>	<b>KNOWLEDGE LEVEL</b>	<b>SKILLS AND ATTITUDE:</b>
Certificate 1	<ol style="list-style-type: none"><li>1. To demonstrate a broad knowledge base incorporating some technical concepts.</li><li>2. To demonstrate knowledge of the theoretical basis of practical skills.</li><li>3. To demonstrate knowledge in numeracy, literacy, IT and Entrepreneurial skills</li></ol>	<ol style="list-style-type: none"><li>1. Require a wide range of technical skills</li><li>2. Are applied in a variety of familiar and complex contexts with minimum supervision.</li><li>3. Require collaboration with others in a team</li></ol>

- ii. The syllabus is aimed at providing Knowledge in the safe handling and uses of Refrigeration and Airconditioning tools and equipments, materials and gasses, troubleshooting, energy saving methods and also uses of environmentally friendly substances.

## B. GENERAL OBJECTIVES

On completion of this course, the trainee should be able to understand and apply:

- i) general workshop practice and safety precautions
- ii) the handling and use of oxygen/acetylene torch
- iii) safe work practice and electrical codes
- iv) the principles in Refrigeration/Airconditioning Installation
- v) the principles of food preservation
- vi) the safe handling of refrigerants and its uses
- vii) and appreciate cleanliness after service

**C. THE COURSE COMPONENTS**

Trade Theory  
Science and Calculation  
Trade Drawing  
General Paper  
Trade Practical

EXAMINATION: The candidates would be examined in the FIVE components listed in 'C' above.

Practical work must be carefully planned to illustrate application of the theory and to provide maximum opportunity for shop practice, laboratory work and demonstration.

**D. KNOWLEDGE AND SKILLS REQUIREMENT**

The prime objective of the programme is to provide knowledge and skills of the trade in a manner that will best meet the needs of the trade as well as industries using professional equipments

**E. ENTRY TO THE COURSE**

Minimum education : Must have passed JHS or SHS examination. However, the selection of the students for the course is within the discretion of the head of the institution.

**F. ELIGIBILITY FOR ENTRY TO EXAMINATION**

Candidates may enter for examination only as internal candidate; that is those who at the time of entry to the examination are undertaking (or) have already completed the course at an approved establishment.

**G. EXTERNAL EXAMINERS**

The practical work of candidates will be assessed by an external examiner appointed by the Trade Testing Commissioner.

**H. EXAMINATION RESULTS AND CERTIFICATES**

Each candidate will receive record of performance given the grade of performance for the components Taken. These are:

- i) Distinction
- ii) Credit
- iii) Pass
- iv) Referred/Failure

Certificates would be issued to candidates who pass in all the components.

**NOTE:**

All Technical and Vocational trainees who aspire to take advantage of the opportunities opened to them in the educational reforms should NOTE that, for a trainee to progress to certificate Two (2) a pass in Certificate One (1) is compulsory.

**I. APPROVAL OF COURSE**

Institutions or other establishments intending to prepare trainees for the Examination must apply to:

THE COMMISSIONER  
TESTING DIVISION  
NVTI HEAD OFFICE  
P. O. BOX MB 21, ACCRA

**J. ACKNOWLEDGEMENT**

NVTI wishes to acknowledge the preparatory material done by the team of Experts, which have been incorporated into this syllabus.

Ms. Lydia Toku – Diploma (Ed.) Ref.III  
Mr. Frank Davies Agamah (B Tech. Ed) UK  
Mr. Robert Amontcho (F.T.C.)

Government's desire to improve the lot of Technical/Vocational Training, which led to the preparation of this syllabus, is hereby acknowledged.

**K RECOMMENDED BOOKS**

1. Principles of Refrigeration by C. Thomas Oliver
2. Ref and Air-conditioning Tech. (MOTIVATE) By N. Cook
3. Fundamentals of Refrigeration & Airconditioning by Billy Langley
4. Refrigeration and Airconditioning Technology: by William C. Whitman

5. Processes and Materials by Chapman
6. Tropical Refrigeration & Airconditioning by L.W. Cotel and S. Olarewaju
7. Refrigeration & Airconditioning and Cold Storage by Raymond Gunther
8. Engineering Science by Hughes and Hughes
9. Fundamentals of Automotive Air Conditioning by Boyce H. Dwiggin
10. Engineering Drawing and Construction by L.C. Mott
11. Internet

### **LIST OF TOOLS AND EQUIPMENT**

1. Long Nose Plier
2. Plier (Combination)
3. Side Cutting Plier
4. Hacksaw Frame and Blades
5. Hammer (Ball pein)
6. Hammer (Claw)
7. Mallet
8. Flare Nut Wrench
9. Ratchet Box Wrenches
10. Tube Cutter
11. Set of Flaring Tools
12. Set of Swaging Tools
13. Tube Bender (Mechanical)
14. Bending Springs / All Sizes
15. Manifold Gauge/hoses
16. Ohmmeter
17. Voltmeter
18. Clamp-on ammeter
19. Set of screw drivers
20. Set of hexagonal wrenches
21. Set of adjustable wrenches
22. Electric hand drill (power)

23. Oxy-acetylene welding set/nozzles
24. Vacuum pump
25. Recovery machine
26. Charging scale
27. Leak detectors
28. Belt tension gauge
29. Revit gun
30. Bench vice
31. Various hand files
32. Pinch-off tool
33. Set of allen wrenches
34. Junior hacksaw
35. Thermometer (calibrated and digital)
36. Sling psychrometer
37. Cold chisel (all sizes)
38. Tap/die stocks
39. Wire brushes
40. Concrete cutting machine/cutting disk

## CERTIFICATE ONE – TRADE THEORY

ITEM	TASK	CRITICAL POINTS	SUB POINTS	INSTRUCTIONAL TECHNIQUES
1.0.	GENERAL WORKSHOP PRACTICE	Rules and regulations	<ul style="list-style-type: none"> <li>• Safety precautions</li> <li>• First Aid</li> <li>• Electric shock</li> <li>• Burns</li> <li>• Workshop arrangement and cleanliness</li> </ul>	Discussion on workshop safety rules and regulations
2.0	TOOLS, INSTRUMENTS AND EQUIPMENT	Common tools, instruments and equipment	<ul style="list-style-type: none"> <li>• Identification</li> <li>• Selection</li> <li>• Uses</li> <li>• Care</li> <li>• Maintenance</li> </ul>	Discussion on uses of common tools, equipment and instrument
3.0	OXY-ACETYLENE EQUIPMENT	Handling of oxy-acetylene equipment <ul style="list-style-type: none"> <li>• Transporting</li> <li>• Processes</li> </ul>	<ul style="list-style-type: none"> <li>• Hose colour code</li> <li>• Opening and closing of the regulators</li> <li>• Purpose of check valve</li> <li>• Set the flames i.e.               <ul style="list-style-type: none"> <li>○ Neutral flame</li> <li>○ Carbonizing flame</li> <li>○ Oxidizing flame</li> </ul> </li> </ul>	Explain parts and functions, and demonstrate various processes
4.0.	PHYSICAL PROPERTIES OF METALS	Properties of metal <ul style="list-style-type: none"> <li>• Ferrous metal</li> <li>• Non ferrous metal</li> </ul>	<ul style="list-style-type: none"> <li>• Elasticity</li> <li>• Ductility</li> <li>• Toughness</li> <li>• Brittleness etc.</li> </ul> E.g. of ferrous metal <ul style="list-style-type: none"> <li>• Steel, high carbon-steel etc.</li> </ul> E.g. Non ferrous metal <ul style="list-style-type: none"> <li>• Aluminium</li> <li>• Lead</li> <li>• Copper etc.</li> </ul>	Identification of ferrous/ non ferrous materials  Laboratory experiment on material properties

**CERTIFICATE ONE – TRADE THEORY**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
5.0.	PLASTICS	Plastic materials	Differentiate between <ul style="list-style-type: none"> <li>• Thermoplastic plastics</li> <li>• Thermosetting plastics</li> </ul>	Discussion with trainee on different types of plastics and uses
6.0.	ELECTRICAL COLOUR CODING	Importance of colour coding	Explain <ul style="list-style-type: none"> <li>• Colour coding</li> <li>• Single phase</li> <li>• Three phase</li> </ul>	Lecture/discussion on colour coding of electrical wires
7.0.	TERMINAL IDENTIFICATION	Identify terminals L. N. E. (Live, Neutral, Earth)	Terminals of : <ol style="list-style-type: none"> <li>i. Single phase motors</li> <li>ii. Three phase motors</li> </ol>	Lecture and discussions
8.0	OVERLOAD PROTECTORS	Working principle of overload protectors	<ul style="list-style-type: none"> <li>• Explain the work of overload protectors</li> <li>• Types of overload protectors</li> </ul>	Lecture/Discussion using chart or real objects
9.0	COMPRESSORS	<ul style="list-style-type: none"> <li>• Types</li> <li>• Classification</li> </ul>	Distinguish between <ul style="list-style-type: none"> <li>• Reciprocating compressor</li> <li>• Rotary compressor</li> <li>• Hermetic compressor</li> <li>• Semi-hermetic compressor</li> </ul>	Explain/discuss using real objects as in sub point
10.0	EVAPORATORS	<ul style="list-style-type: none"> <li>• Types</li> <li>• Classification Types</li> </ul>	Distinguish between: <ul style="list-style-type: none"> <li>• Flooded</li> <li>• Dry or direct</li> </ul> Forms or styles: <ul style="list-style-type: none"> <li>• Bare tube</li> <li>• Plate surface</li> <li>• Finned</li> </ul>	Explain/discuss using chart or real objects
11.0	CONDENSERS	Type of condensers	Distinguish among <ul style="list-style-type: none"> <li>• Air cooled</li> <li>• Water cooled</li> <li>• Evaporative</li> </ul>	Lecture/discussions with chart or real objects.

**CERTIFICATE ONE – TRADE THEORY**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
12.0	FLOW CONTROLS	Types of flow controls	Explain the various types of flow controls: <ul style="list-style-type: none"> <li>• Capillary tube</li> <li>• A.E.V</li> <li>• T.E.V.</li> <li>• Hand expansion valve</li> </ul>	Lecture/discussion with real objects
13.0	COOLING TOWERS	The function of a cooling tower	Explain the types: <ul style="list-style-type: none"> <li>• Natural</li> <li>• Induced or forced</li> </ul>	Lecture/discussion and plan tour to Industrial site.
14.0	REFRIGERANTS	Handling and storage of refrigerants	Explain the following refrigerants: <ul style="list-style-type: none"> <li>• Hydro carbons</li> <li>• Azeotropic mixtures</li> <li>• Ozone friendly refrigerants</li> <li>• Cylinder colour code of refrigerants</li> <li>• Properties of refrigerants</li> <li>• Specific uses</li> <li>• Chemical name of refrigerant</li> <li>• Chemical formulae of refrigerants</li> <li>• Boiling and freezing point of refrigerants</li> <li>• State the EPA regulations on venting refrigerant vis-à-vis penalty there of.</li> </ul>	Lecture and discussion as in sub points

**CERTIFICATE ONE – TRADE THEORY**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
15.0	BASIC REFRIGERATION CYCLE	The working principles of refrigeration cycle	The basic principles of refrigeration <ul style="list-style-type: none"> <li>• Explain refrigeration cycle</li> <li>• Determine the state and conditions of refrigerant at various point in t he system</li> </ul>	Lecture/Demonstration
16.0	REFRIGERATION ACCESSORIES	The function of the various accessories	The function of the various refrigeration accessories: <ul style="list-style-type: none"> <li>• Driers</li> <li>• Accumulators</li> <li>• Mufflers</li> <li>• Oil separators</li> <li>• Sight glasses</li> <li>• Check valve</li> <li>• Etc</li> </ul>	Lecture/discussion with real objects
17.0	CHARGING OF OIL	The importance of oil in the compressor	<ul style="list-style-type: none"> <li>• The methods of charging oil</li> <li>• The purpose of oil in the compressor</li> </ul>	Lecture/discussion
18.0	DEHYDRATION	Understand dehydration	The purpose of: <ul style="list-style-type: none"> <li>• Adsorption Desiccants</li> <li>• Absorption Desiccants</li> </ul>	Lecture/discussion
19.0	LEAK DETECTION	The various leak detection methods	Explain methods of leak detection: <ul style="list-style-type: none"> <li>• Soap solution</li> <li>• Halide torch</li> <li>• Litmus paper</li> <li>• Electronic leak detector</li> </ul>	Lecture/discussion
20.0	EVACUATION	Methods of evacuation	<ul style="list-style-type: none"> <li>• The methods of evacuation</li> <li>• The importance of evacuation</li> </ul>	Lecture/discussion

**CERTIFICATE ONE – TRADE THEORY**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
21.0	Charging of Refrigerant	The methods of charging refrigerant	Ways of introducing refrigerant into the system	Lecture/demonstration
22.0	Scope of Refrigeration	The various applications of refrigeration	The following refrigeration applications <ul style="list-style-type: none"> <li>• Domestic</li> <li>• Commercial</li> <li>• Industrial</li> <li>• Transport</li> <li>• Air conditioning</li> <li>• Automobile airconditioning</li> </ul>	Lecture/Field trips
23.0	AIRCONDITIONING	The basic principles of air conditioning	Basic principles of air conditioning <ul style="list-style-type: none"> <li>• Distinguish between the various types of air-conditioning systems</li> <li>• Identify various components and their functions</li> </ul>	Discussion/Lecture
24.0	FOOD PRESERVATION	Methods of food preservation	Methods of food preservation <ul style="list-style-type: none"> <li>• Refrigeration</li> <li>• Drying</li> <li>• Salting</li> <li>• Smoking</li> <li>• Frying</li> <li>• Storage temperature</li> <li>• Freezing temperature</li> </ul>	Lecture/Discussion
25.0	CLEAN-UPS	Importance of keeping a working area clean	the need of cleaning the customer’s premises after work. <ul style="list-style-type: none"> <li>• Floors</li> <li>• Walls</li> <li>• Ceilings</li> <li>• General working area</li> </ul>	Lecture/discuss

## CERTIFICATE ONE – TRADE SCIENCE AND CALCULATIONS

ITEM	TASK	CRITICAL POINTS	SUB POINTS	INSTRUCTIONAL TECHNIQUES
1.0	PROCESSES OF REFRIGERATION	Processes of refrigeration cycle	<ul style="list-style-type: none"> <li>• Define a process</li> <li>• The four processes                             <ol style="list-style-type: none"> <li>i. Compression</li> <li>ii. Condensation</li> <li>iii. Expansion</li> <li>iv. Evaporation</li> </ol> </li> </ul>	Lecture/ Discussion
2.0.	MATTER	Forms of matter and its properties	The various forms of matter and <ul style="list-style-type: none"> <li>• Liquids</li> <li>• Solids</li> <li>• Gas</li> <li>• Atom</li> <li>• Molecules</li> <li>• Electrons</li> <li>• Elements etc.</li> </ul>	<i>Lecture</i>
3.0.	BEHAVIOUR OF MATTER	The behaviour of matter	<ul style="list-style-type: none"> <li>• Define energy</li> <li>• Types of energy</li> </ul> Force, motion, work power, horse power, density, volume, mass, specific volume, specific gravity, acceleration, time, velocity	Lecture and laboratory exercise
4.0.	HEAT	The Movement and calculation of heat	<ul style="list-style-type: none"> <li>• Definition of heat</li> <li>• Transfer of heat conduction, radiation</li> </ul> Convection <ul style="list-style-type: none"> <li>• Kinds of heat sensible heat, latent heat, specific heat</li> </ul>	Lecture and laboratory exercise
5.0.	INTENSITY OF HEAT	Conversion and measurement of temperature	Temperature scales Temperature conversion Types of thermometer	Lecture/Discussion/Demonstration

**CERTIFICATE ONE – TRADE SCIENCE AND CALCULATION**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
6.0.	PRESSURE	The various forms of pressure applied to refrigeration and airconditioning	Explain Pressures: <ul style="list-style-type: none"> <li>• Atmospheric</li> <li>• Gauge</li> <li>• Absolute</li> <li>• Critical</li> </ul>	Discuss/Lecture
7.0.	LAWS AFFECTING PRESSURE	Calculate laws affecting refrigeration system	Pressure laws <ul style="list-style-type: none"> <li>• Boyles</li> <li>• Charles</li> <li>• Dalton's</li> <li>• Pascal</li> <li>• General gas</li> </ul>	Discuss /Lecture
8.0.	INTRODUCTION TO PRESSURE HEAT DIAGRAM	The basic application of Mollier chart	i. Define mollier chart ii. The lines on the mollier chart iii. Mollier chart to represent the refrigeration cycle	Define mollier chart and discuss With diagram
9.0.	PSYCHROMETRY	The basic application of psychrometer	<ul style="list-style-type: none"> <li>• The lines on the psychrometric chart</li> <li>• The sling psychrometer</li> <li>• Psychrometric chart to determine the followings:                             <ul style="list-style-type: none"> <li>i. a relative humidity</li> <li>ii. wet bulb temperature</li> <li>iii. dry bulb temperature</li> <li>iv. dew point etc.</li> </ul> </li> </ul>	Lecture/Discussions/Demonstrations With diagram

**CERTIFICATE ONE – TRADE SCIENCE AND CALCULATION**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
10.0	PRINCIPLES OF ELECTRICITY	The basic principles of electricity	<ul style="list-style-type: none"> <li>• Describe the structure of an atom</li> <li>• Identify negative and positive charges</li> <li>• Explain conductors and insulators</li> <li>• Describe magnetism</li> <li>• Differentiate between direct and alternating current</li> <li>• List unit for               <ol style="list-style-type: none"> <li>i. Current</li> <li>ii. Voltage</li> <li>iii. Resistance</li> </ol> </li> <li>• Differentiate between the following circuits:               <ol style="list-style-type: none"> <li>i. Series</li> <li>ii. Parallel</li> </ol> </li> <li>• State Ohm’s Law</li> <li>• Calculate for electrical power</li> </ul>	Lecture/ Discussion/ Demonstration/ Illustration
11.0	CAPACITORS	The function of capacitors	<ul style="list-style-type: none"> <li>• Define capacitor</li> <li>• Types of capacitors</li> <li>• Calculate capacitance in both series and parallel circuits</li> <li>• Unit and rating of capacitor</li> </ul>	Discussion/ Lecture
12.0	ELECTRONIC TOOLS	Common tools	<p>Explain the functions of tools:</p> <ul style="list-style-type: none"> <li>• Screw drivers</li> <li>• Soldering iron</li> <li>• Analogue/digital meters</li> </ul>	Lecture/Discussion

**CERTIFICATE ONE – SCIENCE AND CALCULATION**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
13.0	ELECTRONIC COMPONENTS	Test and re-place electronic components	Components: <ul style="list-style-type: none"> <li>• Resistors</li> <li>• Transistors</li> <li>• Transformers</li> <li>• I.Cs</li> <li>• Printed circuits</li> <li>• Diodes etc.</li> </ul>	Discussions and demonstration with real objects
14.0	SOLDERING AND DE-SOLDERING	Use soldering iron to solder or desolder Leads	Explain how to use soldering iron and sucker to remove or fix electronic components	Discussions/ demonstration
15.0.	CHILLERS	The function of chillers	<ul style="list-style-type: none"> <li>• Explain the work of chillers</li> <li>• Types of chillers</li> <li>• Application</li> </ul>	Lecture Discussion Demonstration/ with site visit

## CERTIFICATE ONE – TRADE DRAWING

ITEM	TASK	CRITICAL POINTS	SUB POINTS	INSTRUCTIONAL TECHNIQUES
1.0.	INTRODUCTION TO TRADE DRAWING	The importance of trade drawing	Explain the importance of drawing: <ul style="list-style-type: none"> <li>• Tools</li> <li>• Components</li> <li>• Various symbols</li> </ul>	Demonstration with real objects
2.0.	FREEHAND DRAWING	Capable of sketching	Sketching of: <p><u>Tools</u></p> <ul style="list-style-type: none"> <li>• Plier</li> <li>• Hacksaw blade</li> <li>• Tube cutter</li> <li>• Tube bender</li> <li>• Screw drivers etc.</li> </ul> <p><u>Equipment</u></p> <ul style="list-style-type: none"> <li>• Vacuum pump</li> <li>• Air blower</li> <li>• Welding equipment etc.</li> </ul> <p><u>Instruments</u></p> <ul style="list-style-type: none"> <li>• Voltmeter</li> <li>• Ohmmeter</li> <li>• Ammeter</li> <li>• Sling psychrometer, etc.</li> </ul>	Demonstration and guide trainees to practice free hand sketching as in sub point
3.0.	DRAWING OF REFRIGERATION COMPONENTS	The various components	Draw: <ul style="list-style-type: none"> <li>• Compressors</li> <li>• Condensers</li> <li>• Expansion valves</li> <li>• Evaporators</li> </ul>	Demonstration and practice
4.0.	ACCESSORIES	The various accessories	Draw: <ul style="list-style-type: none"> <li>• Dehydrators</li> <li>• Sight glass</li> <li>• Heat exchangers</li> <li>• Accumulator</li> <li>• Liquid receivers etc.</li> </ul>	Demonstration and practice

**CERTIFICATE ONE – TRADE DRAWING**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
5.0.	Symbols of Refrigeration	Types of symbols	Mechanical symbols Electrical symbols	Demonstration/ Illustration
6.0.	Basic Gauge Manifold	Gauge manifold parts	Draw gauge manifold and label the internal parts.	Demonstration
7.0.	Basic Refrigeration Cycle	Refrigeration cycle	Draw the basic refrigeration cycle Indicate the flow of refrigerant	Demonstration
8.0.	Refrigeration Cycle	Refrigeration cycle	Draw refrigeration cycle and Incorporate accessories: <ul style="list-style-type: none"> <li>• Drier</li> <li>• Sight glass</li> <li>• Accumulator</li> <li>• Muffler etc.</li> </ul>	Demonstration
9.0.	Connecting Gauge Manifold	The gauge manifold to refrigeration system	<ul style="list-style-type: none"> <li>• Refrigeration cycle</li> <li>• Manifold gauge</li> <li>• Vacuum pump</li> <li>• Refrigeration cylinder</li> </ul>	Demonstration
10.0	Refrigeration Cycle Using Symbols	Symbols of Refrigeration cycle	Refrigeration circuit using symbols	Demonstration
11.0	Electrical Refrigeration Circuit	Circuit with symbols	Draw electrical circuit of: <ul style="list-style-type: none"> <li>• Refrigerators</li> <li>• Air conditioners</li> <li>• Using symbols</li> </ul>	Demonstration

## CERTIFICATE ONE – TRADE PRACTICALS

ITEM	TASK	CRITICAL SKILLS	SUB SKILLS	INSTRUCTIONAL TECHNIQUES
1.0	GENERAL WORKSHOP PRACTICE	Understand the various workshop safety practice	First aid for: <ul style="list-style-type: none"> <li>• Burns</li> <li>• Electric shock</li> <li>• Frozen eyes</li> <li>• Gas poisoning</li> </ul>	Discuss the various safety measures and practices
2.0.	TOOLS, EQUIPMENT AND INSTRUMENT	Tools for Refrigeration and Airconditioning Servicing	Maintenance of the following tools, equipment and instrument: <ul style="list-style-type: none"> <li>• tube cutter</li> <li>• vacuum pump</li> <li>• set of pliers</li> <li>• set of adjustable wrenches</li> <li>• oxy-acetylene welding set</li> <li>• voltmeter etc.</li> </ul>	Demonstrate the uses and maintenance of the following tools, equipment and instrument
3.0.	TUBE CUTTING	Know how to cut tube	<ul style="list-style-type: none"> <li>• Measurement of tube</li> <li>• Cutting of tubes</li> <li>• Reaming of tubes</li> </ul>	Demonstrate the cutting of tubes
4.0.	BENDING OF COPPER AND STEEL PIPES	Techniques of bending copper and steel pipes	Purpose of copper and steel pipes	Demonstrate the technique of bending
5.0.	FLARING AND SWEDGING OF COPPER PIPES	<ul style="list-style-type: none"> <li>• Flaring tools</li> <li>• Swedging tools</li> </ul>	Handle and use the flaring and swedging tools	Demonstrate safe use of flaring and swedging
6.0.	Hard and Soft Soldering and Brazing Alloys/Flux or Borax	Oxy-acetylene set-up <ul style="list-style-type: none"> <li>▪ Know how to apply flux</li> <li>▪ Know when and why to apply flux</li> </ul>	<ul style="list-style-type: none"> <li>• Set up and operate oxy-acetylene equipment in a given situation</li> <li>• Adjust the flame:                             <ul style="list-style-type: none"> <li>• Carbonizing</li> <li>• Oxidizing</li> <li>• Neutral</li> </ul> </li> <li>• Safety precaution should be observed</li> <li>• Apply flux when necessary</li> </ul>	Demonstrate the use of oxy-acetylene equipment.  Sketch different types of flames and its application

## CERTIFICATE ONE – TRADE PRACTICALS

ITEM	TASK	CRITICAL SKILLS	SUB SKILLS	INSTRUCTIONAL TECHNIQUES
7.0.	CUTTING AND THREADING PIPES	Types of screw thread, taps and dies	Explain and state the functions of: <ul style="list-style-type: none"> <li>• Taps (taper tap, second tap, plug/button tap)</li> <li>• Tap wrench</li> <li>• Dies and dies stock</li> </ul>	Demonstrate thread cutting and cutting with trainee activity
8.0	PARTS OF REFRIGERATION COMPRESSORS	Parts of refrigeration compressors	Visualize hermetic compressor parts <ul style="list-style-type: none"> <li>• Reciprocating</li> <li>• Rotary</li> </ul>	Demonstrate with real object the parts of hermetic compressor
9.0.	REFRIGERATION SYSTEM	Evacuation methods	Deep evacuation Triple evacuation	Demonstrate with vacuum pump how to evacuate
10.0	CHARGING OF REFRIGERATION SYSTEM	Charge the refrigeration system with refrigerant and oil	Charge the system with the following: <ul style="list-style-type: none"> <li>• Refrigerant</li> <li>• Oil</li> </ul>	Demonstrate the charging of refrigerant and oil
11.0	LEAK DETECTION	Various methods of leak detection	Methods: <ul style="list-style-type: none"> <li>• Immersion</li> <li>• Soap solution</li> <li>• Litmus paper</li> <li>• Halide torch</li> <li>• electronic</li> </ul>	Demonstrate various methods
12.0	THE USE OF GAUGE MANIFOLD	Functions of gauge manifold	<ul style="list-style-type: none"> <li>• Connect the low and the high pressure gauges</li> <li>• Readings on the compound and pressure gauges</li> </ul>	Demonstrate how to use the manifold gauge
13.0	CONNECTING OF PRESSURE CONTROLS	The connecting of pressure control	<ul style="list-style-type: none"> <li>• Connect L.P.C in a circuit</li> <li>• Connect H.P.C. in a circuit</li> <li>• Connect dual pressure control</li> </ul>	Demonstrate with real object the connection of pressure controls

## CERTIFICATE ONE – TRADE PRACTICALS

ITEM	TASK	CRITICAL SKILLS	SUB SKILLS	INSTRUCTIONAL TECHNIQUES
14.0	INSTALLATION OF EXPANSION VALVES	Expansion valve connection	Connect or join: <ul style="list-style-type: none"> <li>• Capillary tube</li> <li>• A.E.V</li> <li>• T.E.V.</li> </ul>	Demonstrate how to connect or join: <ul style="list-style-type: none"> <li>• Capillary tube</li> <li>• A.E.V</li> <li>• T.E.V</li> </ul>
15.0.	HANDLING OF REFRIGERANT OIL	Safe handling of refrigerant oil	<ul style="list-style-type: none"> <li>• Dryness of the oil</li> <li>• Prevention of contaminants</li> <li>• Storage of oil in a clean and dry container</li> </ul>	Explain the handling of refrigerant oil
16.0	COMPRESSOR TERMINAL IDENTIFICATION	<ul style="list-style-type: none"> <li>• Single phase compressor</li> <li>• Three phase compressor</li> </ul>	Identify terminal of <ol style="list-style-type: none"> <li>i. single phase compressor</li> <li>ii. three phase compressor</li> </ol>	Practice with the ohmmeter Identification of terminals
17.0	ELECTRICAL SYMBOLS FOR REFRIGERATION	Electrical Symbols	<ul style="list-style-type: none"> <li>• Symbols of the various electrical components</li> <li>• Fixing of plug tops</li> </ul>	Practice the drawing of electrical symbols using the real component.
18.0	DRAWING OF SIMPLE REFRIGERATION CIRCUIT SYMBOLS	Symbols of refrigeration circuit	<ul style="list-style-type: none"> <li>• Use symbols to draw refrigeration circuit</li> </ul>	Practical drawing using symbols (Schematic drawings)
19.0	ELECTRICAL INSTRUMENT	Common electrical instruments	Type of electrical instruments: <ul style="list-style-type: none"> <li>• Ammeter</li> <li>• Voltmeter</li> <li>• Ohmmeter</li> </ul>	Demonstrate with real object the use of the instrument
20.0	CONNECTION OF CAPACITORS	The two methods of capacitor connections	Series and parallel connections	Explain with real object the two connections of capacitors.

## CERTIFICATE ONE – TRADE PRACTICALS

ITEM	TASK	CRITICAL SKILLS	SUB SKILLS	INSTRUCTIONAL TECHNIQUES
21.0	MAINTENANCE OF FAULTY FINS	Maintenance of faulty fins	<ul style="list-style-type: none"> <li>• Cleaning and straightening of fins using fin comb</li> <li>• Burglar proof to protect the fins</li> </ul>	Illustrate how to clean, straightening with fin comb
22.0	MAINTENANCE OF OXY-ACETYLENE TORCH	Oxy-acetylene equipment Parts and care	<ul style="list-style-type: none"> <li>• Changing of tip</li> <li>• Cleaning hoses</li> <li>• Testing of leaks on the hoses</li> <li>• Cleaning of tips</li> </ul>	Explain the maintenance of oxy-acetylene equipment
23.0	FREEHAND SKETCHING OF COMPONENTS	Refrigeration components	<ul style="list-style-type: none"> <li>• Draw components of compressor</li> <li>• Condenser</li> <li>• Expansion valve</li> <li>• Evaporator etc.</li> </ul>	Practice the drawing of various components

**LEVEL – CERTIFICATE ONE – TEST SPECIFICATION TABLE  
TRADE THEORY (OBJECTIVE)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Tools, Instruments and Equipment	1	1	2	4
2.	Physical Properties of Metals	2		2	4
3.	Terminal Identification	1	1	1	3
4.	Compressors	1	1	1	3
5.	Condensers	1		1	2
6.	Flow Controls	1		1	2
7.	Evaporators	1		1	2
8.	Refrigerants	1		1	2
9.	Accessories	1	1	1	3
10.	Evacuation		1		1
					25

**LEVEL – CERTIFICATE ONE – TEST SPECIFICATION TABLE  
TRADE THEORY (SUBJECTIVE)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Airconditioning	1	2	2	5
2.	Charging	1	1	2	4
3.	Basic Refrigeration Cycle	1	2	2	5
4.	Food Preservation	2	1		3
5.	Dehydration	1	1	3	5
					22

**LEVEL – CERTIFICATE ONE – TEST SPECIFICATION TABLE  
TRADE SCIENCE AND CALCULATIONS (OBJECTIVES)**

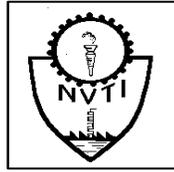
<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Processes of Refrigeration	1	1	1	3
2.	Matter	2	1	1	4
3.	Heat	2	1	1	4
4.	Pressure	1	1	2	4
5.	Psychrometry	1	-	1	2
6.	Principle of Electricity	1	1	2	4
7.	Capacitors	1	-	1	2
8.	Electronics	1	-		1
9.	Chillers	1	-		1
					25

**LEVEL – CERTIFICATE ONE – TEST SPECIFICATION TABLE  
TRADE SCIENCE AND CALCULATIONS (SUBJECTIVES)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Matter	2	2	1	5
2.	Heat	2	1	2	5
3.	Pressure	1	1	1	3
4.	Psychrometry	2	1	1	4
5.	Electricity and Electronics	2	2	1	5
6.	Chillers	1	1	1	3
7.					25

**LEVEL – CERTIFICATE ONE – TEST SPECIFICATION TABLE**  
**TRADE DRAWING**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Introduction to Drawings	1	2	2	4
2.	Freehand Sketches	1		3	3
3.	Refrigeration Components	1	1	2	3
4.	Symbols	2		2	4
5.	Refrigeration Cycle	1	2	2	5
6.	Electrical Circuit	1	2	2	6
7.					25



**NATIONAL VOCATIONAL TRAINING INSTITUTE  
TESTING DIVISION**

**TRADE TESTING REGULATIONS AND SYLLABUS**

**TRADE: REFRIGERATION AND AIRCONDITIONING SERVICING**

**LEVEL: CERTIFICATE TWO**

## A. INTRODUCTION

- i. The review of this syllabus has been generally influenced by the demands of industries due to its continuous change as a result of technological advancement and the changing needs of society.

It was also influenced by the TVET reforms under the directions of the new educational reforms with the view to opening up further education and training opportunities to TVET graduates. The certificate TWO syllabus is designed to respond to the following level descriptors:

<b>QUALIFICATION</b>	<b>KNOWLEDGE LEVEL</b>	<b>SKILLS AND ATTITUDE:</b>
Certificate II	<ol style="list-style-type: none"><li>1. To demonstrate broad knowledge base with substantial depth in area(s) of study.</li><li>2. To demonstrate a command of analytical interpretation of range of data.</li><li>3. To present results of study accurately and reliably.</li></ol>	<ol style="list-style-type: none"><li>1. Needs varied skills and competencies in different tasks under various contexts.</li><li>2. Require a wide range of technical and supervisory skills.</li><li>3. Would be employed in different contexts.</li></ol>

- ii. The syllabus is aimed at providing advance knowledge in the safe handling and uses of Refrigeration and Airconditioning tools and equipments, materials and gasses, troubleshooting, energy saving methods and also uses of environmentally friendly substances.

## **B. GENERAL OBJECTIVES**

On completion of this course, the trainee should be able to understand and apply:

- i) the safe methods of defrosting and draining of condensate water from evaporator surfaces
- ii) why and how to insulate suction lines.
- iii) methods of cleaning the system by dehydration
- iv) the systematic method of installing split Air-conditioner and troubleshooting them
- v) the functions of transformers
- vi) charging of refrigerant and oil in the system
- vii) and appreciate customer service and cleanliness

## **C. THE COURSE COMPONENTS**

Trade Theory

Science and Calculation

Trade Drawing

Trade Practical

General Paper

EXAMINATION: The candidates would be examined in the FIVE components listed in 'C' above.

### **EXAMINATION:**

Practical work must be carefully planned to illustrate application of the theory and to provide maximum opportunity for shop practice, laboratory work and demonstration.

## **D. KNOWLEDGE AND SKILLS REQUIREMENT**

The prime objective of the programme is to provide knowledge and skills of the trade in a manner that will best meet the needs of the trade as well as industries using professional equipments

## **E. ENTRY TO THE COURSE**

Minimum education: Must have passed the Certificate One (I) examination.

## **F. ELIGIBILITY FOR ENTRY TO EXAMINATION**

Candidates may enter for examination only as internal candidate that is those who at the time of entry to the examination are undertaking (or) have already completed the Foundation level and Certificate One at an approved establishment).

## **G. EXTERNAL EXAMINERS**

The practical work of candidates will be assessed by an external examiner appointed by the Trade Testing Commissioner.

## **H. EXAMINATION RESULTS AND CERTIFICATES**

Each candidate will receive record of performance given the grade of performance for the components Taken. These are:

- ii) Distinction
- iii) Credit
- iv) Pass
- v) Referred/Failure

Certificates would be issued to candidates who pass in all the components.

### **NOTE:**

All Technical and Vocational trainees who aspire to take advantage of the opportunities opened to them in the educational reforms should NOTE that, for a trainee to progress to certificate Two (2) a pass in Certificate One (1) is compulsory.

## **I. APPROVAL OF COURSE**

Institutions or other establishments intending to prepare trainees for the Examination must apply to:

THE COMMISSIONER  
TESTING DIVISION  
NVTI HEAD OFFICE  
P. O. BOX MB 21, ACCRA

## **J. ACKNOWLEDGEMENT**

NVTI wishes to acknowledge the team of experts, for preparing the materials which have been incorporated into this syllabus.

Ms. Lydia Toku – Diploma (Ed.) Ref.III  
Mr. Frank Davies Agamah B Tech. (Ed) UK  
Mr. Robert Amontcho (F.T.C.)

Government's desire to improve the lot of Technical/Vocational Training, which led to the preparation of this syllabus, is hereby acknowledged.

### **RECOMMENDED BOOKS**

1. Principles of Refrigeration by C. Thomas Oliver
2. Ref and Air-conditioning Tech. (MOTIVET) By N. Cook
3. Fundamentals of Refrigeration & Airconditioning by Billy Langley
4. Refrigeration and Airconditioning Technology: by William C. Whitman
5. Processes and Materials by Chapman
6. Tropical Refrigeration & Airconditioning by L.W. Cottel and S. Olarewaju
7. Refrigeration & Airconditioning and Cold Storage by Raymond Gunther
8. Engineering Science by Hughes and Hughes
9. Fundamentals of Automotive Air Conditioning by Boyce H. Dwiggin
10. Engineering Drawing and Construction by L.C. Mott
11. Internet

## **LIST OF TOOLS AND EQUIPMENT**

1. Long Nose Plier
2. Plier (Combination)
3. Side Cutting Plier
4. Hacksaw Blades
5. Hammer (Ball Pein)
6. Hammer (Claw)
7. Mallet
8. Flare Nut Wrench
9. Ratchet Box Wrenches
10. Tube Cutter
11. Set Of Flaring Tools
12. Set Of Swaging Tools
13. Tube Bender (Mechanical)
14. Bending Springs / All Sizes
15. Manifold Gauge
16. Ohmmeter
17. voltmeter
18. clamp-on ammeter
19. set of screw drivers
20. set of hexagonal wrenches
21. set of adjustable wrenches
22. electric hand drill (power)
23. oxy-acetylene welding set/nozzles
24. vacuum pump
25. recovery machine
26. charging scale
27. lack detectors
28. belt tension gauge
29. revit gun
30. bench vice
31. various hand files
32. pinch-off tool

33. set of allen wrenches
34. junior hackwas
35. thermometer (calibrated and digital)
36. sling psychrometer
37. cold chisel (all sizes)
38. tap die stocks
39. wire brush

## CERTIFICATE TWO – TRADE THEORY

ITEM	TASK	CRITICAL POINTS	SUB POINTS	INSTRUCTIONAL TECHNIQUES
1.0.	CLEANING	Know how to remove contaminants	Explain how to remove contaminants: <ul style="list-style-type: none"> <li>• Solids</li> <li>• Liquid and gases</li> </ul>	Lecture Discussion
2.0.	DEHYDRATION	The purpose of dehydration	Explain the purpose of drying the system: Type of driers <ul style="list-style-type: none"> <li>• Adsorption</li> <li>Absorption</li> </ul>	Lecture/Demonstration /Discussion
3.0.	CHARGING A SYSTEM	The process of charging a system with gas	Show the correct procedure of charging <ul style="list-style-type: none"> <li>• Refrigeration oil</li> <li>• Refrigerant</li> </ul>	
4.0.	DEFROSTING	The methods of defrosting	Identify the methods of defrosting: <ul style="list-style-type: none"> <li>• Manual</li> <li>• Electric</li> <li>• Hot gas</li> <li>• Water</li> <li>• Hot-gas thermo bank</li> </ul>	Lecture, Demonstration and Discussion
5.0	DRAINAGE	The angle at which condensate flows	Illustrate how to install drain lines on: Split unit	Lecture
6.0.	INSULATION	The purpose of insulation	<ul style="list-style-type: none"> <li>• Explain the purpose of insulation materials</li> <li>• Purpose of insulation on pipes, walls and ducts</li> </ul>	Demonstration/ Discussion
7.0.	INSTALLATION OF AIRCONDITIONERS	How to install air conditioners	Illustrate the procedure for installing air-conditioning: <ul style="list-style-type: none"> <li>• Split unit</li> <li>• Central unit</li> <li>• Automobile</li> <li>• Package units</li> </ul>	Lecture/Discussion

## CERTIFICATE TWO – TRADE THEORY

ITEM	TASK	CRITICAL POINTS	SUB POINTS	INSTRUCTIONAL TECHNIQUES
8.0.	TROUBLESHOOTING	The ability to diagnose a unit	Interpret the procedures of diagnosing faults on: <ul style="list-style-type: none"> <li>• Refrigerating units</li> <li>• Air-conditioning units</li> </ul>	Discussion/Lecture
9.0.	ROUTINE SERVICING	Routine servicing	Servicing plan for: <ul style="list-style-type: none"> <li>• Refrigerators</li> <li>• Airconditioners</li> </ul>	
10.0	TRANSFORMERS	The functions of transformers	<ul style="list-style-type: none"> <li>• Explain the work of a transformer</li> <li>• Step-down</li> <li>• Step-up</li> <li>• Stabilizer</li> </ul>	
11.0	FOOD PRESERVATION	The importance of food preservation	State various methods of food preservation. <ul style="list-style-type: none"> <li>• Refrigeration</li> <li>• Drying</li> <li>• Blanching etc.</li> <li>• Freezing temperature</li> <li>• Storage temperature</li> </ul>	Lecture/Discussion
12.0	MICRO-ORGANISMS	The effect of micro-organisms	Elaborate on the types of micro-organisms: Bacteria Moulds Enzymes	Discussion/Lecture
13.0	CLEAN-UPS	The purpose of cleaning	Clean up all working area after installation and servicing: <ul style="list-style-type: none"> <li>• Floors</li> <li>• Walls</li> <li>• Ceilings</li> <li>• Etc.</li> </ul>	Discussion

## CERTIFICATE TWO – TRADE SCIENCE AND CALCULATION

ITEM	TASK	CRITICAL POINTS	SUB POINTS	INSTRUCTIONAL TECHNIQUES
1.0.	PRESSURE LAWS	The effect of pressure law on refrigeration system	State and calculate the various pressure laws: Boyles Charles Pascals Dalton's General gas	Illustrations/ Discussions
2.0.	AIRCONDITIONING PROCESSES	The air-conditioning processes	<ul style="list-style-type: none"> <li>• Humidification</li> <li>• Dehumidification</li> <li>• Filtration</li> <li>• Air movement</li> <li>• Cooling/heating etc</li> </ul>	Discussions
3.0.	PRESSURE HEAT DIAGRAM	Use the mollier chart in calculation	Calculate for the following parameters: <ul style="list-style-type: none"> <li>• Refrigeration effect</li> <li>• Heat of compression</li> <li>• Heat absorbed in the evaporator</li> <li>• Heat rejected in the condenser</li> <li>• Sensible heat</li> <li>• Latent heat etc.</li> </ul>	
4.0.	EXPANSION	The expansion of solids, liquids and gases	<ul style="list-style-type: none"> <li>• Linear expansion</li> <li>• Superficial expansion</li> <li>• Cubical expansion</li> </ul>	Illustration/ Discussion
5.0.	PSYCHOMETRIC CHART	Plot and determine the properties of air	<ul style="list-style-type: none"> <li>• Humidity</li> <li>• Dew point</li> <li>• Grains of moisture</li> <li>• Enthalpy</li> <li>• Relative humidity etc.</li> </ul>	Illustration/ Discussion

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL SKILLS</b>	<b>SUB SKILLS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
6.0	HEAT LOAD	The estimation of heat load	<ul style="list-style-type: none"> <li>• Load sources</li> <li>• Product load</li> <li>• Wall gain load</li> <li>• Supplementary load</li> <li>• Air change load etc.</li> </ul>	Illustration/ Discussion
7.0.	ELECTRICAL CIRCUITS	Calculate the resistance of various circuits	Define resistance Calculate the resistance in series, parallel and both series and parallel	Illustration/ Discussion
8.0.	ELECTRICAL CIRCUITS	Define and calculate	Electrical power Electrical energy Inductance Transformer	
9.0.	CAPACITORS	Know the function of capacitor	<ul style="list-style-type: none"> <li>• Define capacitor</li> <li>• Types of capacitor</li> <li>• Calculate for capacitance               <ol style="list-style-type: none"> <li>i. Series</li> <li>ii. Parallel</li> </ol> </li> </ul>	Illustration/ Discussion
10.0	ELECTRONIC TOOLS	Know the work of tools	Explain the functions of tools: <ul style="list-style-type: none"> <li>• Screw drivers</li> <li>• Soldering iron</li> <li>• Analogue/digital meters</li> </ul>	Discussion
11.0	SOLDERING AND DESOLDERING	Use the soldering iron to solder or desolder	Explain how to use soldering iron and sucker to remove or fix electronic components	Discussion
12.0.	ELECTRONIC COMPONENTS	Test and replace electronic components	Components <ul style="list-style-type: none"> <li>• Resistors</li> <li>• Capacitors</li> <li>• Transformers</li> <li>• ICS</li> <li>• Printed circuit</li> <li>• Diodes etc.</li> </ul>	Discussion
13.0	CHILLERS	Understand the function of chillers	Explain the purpose of chillers: <ul style="list-style-type: none"> <li>• Application of chillers</li> <li>• Types of chillers</li> </ul>	Discussion

**CERTIFICATE TWO –TRADE DRAWING**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL SKILLS</b>	<b>SUB SKILLS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
1.0	INTRODUCTION TO TRADE DRAWING	The importance of trade drawing	<ul style="list-style-type: none"> <li>• Explain the importance of drawings</li> <li>• Identification of components</li> <li>• Identification of symbols</li> </ul>	Demonstration
2.0.	FREEHAND DRAWING	Capable of Drawing and Labelling	Tools: <ul style="list-style-type: none"> <li>• Equipment</li> <li>• Instruments</li> </ul>	Demonstration
3.0.	REFRIGERATION COMPONENTS	Capable of drawing and labeling	<ul style="list-style-type: none"> <li>• Components</li> <li>• Accessories</li> <li>• Humidifiers</li> <li>• Dehumidifiers</li> </ul>	Demonstration
4.0.	SYMBOLS OF REFRIGERATION	Show and interpret drawing	<ul style="list-style-type: none"> <li>• Mechanical symbols</li> <li>• Electrical symbols</li> </ul>	Discussions
5.0.	GAUGE MANIFOLD	Drawing and labeling	Sketch and label the internal construction of a gauge manifold digital or analogue	
6.0.	COMMERCIAL REFRIGERATION	Sketch refrigeration cycle	Draw refrigeration cycle incorporating: <ul style="list-style-type: none"> <li>• Evaporative condenser</li> <li>• Cooling tower</li> <li>• Flooded evaporator, etc.</li> </ul>	
7.0.	ELECTRICAL REFRIGERATION CIRCUITS	Capable of drawing circuit with symbols	Draw electrical circuits <ul style="list-style-type: none"> <li>• Refrigerators</li> <li>• Airconditioners</li> <li>• Three phase Refrigeration wirings</li> <li>• Three phase air conditioning wirings</li> </ul>	Demonstration
8.0.	ELECTRICAL COMPONENTS	Draw various components	Drawing of the followings: <ul style="list-style-type: none"> <li>• Thermostat</li> <li>• Overload protection</li> <li>• Fuse</li> <li>• Breaker etc.</li> </ul>	

## CERTIFICATE TWO – TRADE PRACTICALS

ITEM	TASK	CRITICAL SKILLS	SUB SKILLS	INSTRUCTIONAL TECHNIQUES
1.0	DEFROSTING	Method of defrosting	Explain the method of defrosting: <ul style="list-style-type: none"> <li>• manual defrosting</li> <li>• Temperature</li> <li>• Hot gas</li> <li>• Electric</li> <li>• water</li> <li>• Brine</li> </ul>	Discuss the methods of defrosting
2.0	REFRIGERATION ACCESSORIES	The function and maintenance of accessories	Explain the various accessories <ul style="list-style-type: none"> <li>• Drier</li> <li>• Strainer</li> <li>• Accumulator</li> <li>• Check valve</li> <li>• Moisture indicator</li> <li>• Sight glass</li> <li>• Solenoid valve etc.</li> </ul>	Discuss the function and maintenance of accessories using real object
3.0	DEHYDRATION	The function of driers	Explain the importance of dehydration <ul style="list-style-type: none"> <li>• Absorption of moisture</li> <li>• Liquid line driers</li> <li>• Suction line driers</li> </ul>	Demonstrate how to dehydrate the refrigeration system
4.0	EVACUATION	The methods of evacuation	Emphasize on the methods of evacuation <ul style="list-style-type: none"> <li>• Deep evacuation</li> <li>• Triple evacuation</li> </ul>	Demonstrate how to evacuate the refrigeration system
5.0	INSTALLATION OF AIRCONDITIONER	The installation of air conditioners	Explain the procedure for installing air conditioners <ul style="list-style-type: none"> <li>• Package unit</li> <li>• Split unit</li> <li>• Central unit, etc</li> </ul>	Demonstrate the installation of air conditioners

## CERTIFICATE TWO - TRADE PRACTICALS

ITEM	TASK	CRITICAL SKILLS	SUB SKILLS	INSTRUCTIONAL TECHNIQUES
6.0	INSULATORS	The function of insulators	Identify various type of insulating materials <ul style="list-style-type: none"> <li>• Cork</li> <li>• Armmaflex</li> <li>• Fibre glass</li> <li>• Insulation of suction pipes</li> <li>• Discharge ducts, etc</li> </ul>	Demonstrate the insulation of suction pipes and ducts
7.0.	REFRIGERATION WIRING	Refrigeration wiring	Do refrigeration wiring involving the following: <ul style="list-style-type: none"> <li>• Electric heaters</li> <li>• Timer</li> <li>• H. P. C.</li> <li>• L. P. C.</li> <li>• Thermostat</li> <li>• Relays</li> <li>• Overloads, etc</li> </ul>	Demonstrate how to wire a refrigeration
8.0	AIR CONDITIONING WIRING	Air conditioning wiring	Do the wiring of the following: <ul style="list-style-type: none"> <li>• Packaging unit</li> <li>• Split unit</li> <li>• Central unit</li> <li>• Automobile air conditioners</li> </ul>	Demonstrate how to wire air conditioning unit
9.0	MAINTENANCE OF REFRIGERATING EQUIPMENT	Routine maintenance of equipment in refrigeration	Cleaning of the following: <ul style="list-style-type: none"> <li>• Filters</li> <li>• Condensers</li> <li>• Evaporators</li> <li>• Straightening of fins</li> <li>• Check pressure</li> <li>• Lubricate moving parts</li> <li>• Carry out efficiency test, etc.</li> </ul>	Demonstrate the dehydration of refrigeration system
10.0	RECOVERY	How to use the recovery machine	Removal of refrigerant from the system <ul style="list-style-type: none"> <li>• Recovery</li> <li>• Recycling</li> <li>• Reclaiming (R.R.R.)</li> </ul>	Demonstrate the use of recovery machine

**CERTIFICATE TWO – TRADE PRACTICALS**

<b>ITEM</b>	<b>TASK</b>	<b>CRITICAL POINTS</b>	<b>SUB POINTS</b>	<b>INSTRUCTIONAL TECHNIQUES</b>
11.0	RETROFITTING	The change over from one refrigerant to ozone friendly types	<ul style="list-style-type: none"> <li>• Use of ozone friendly refrigerants in place of hydrocarbons</li> </ul>	Demonstrate how to change over from hydrocarbons to ozone friendly refrigerants
12.0	REPLACEMENT OF FAULTY CIRCUIT BOARD AND REMOTE CONTROL	Replacement of circuit board	Identify, diagnose and replace: <ul style="list-style-type: none"> <li>• Airconditioner circuit board</li> <li>• Refrigerator circuit board</li> <li>• Remote control</li> </ul>	Demonstrate the replacement of circuit boards
13.0	CLEAN-UPS	Clean the work area after servicing and installation	Clean the following areas: <ul style="list-style-type: none"> <li>• The walls</li> <li>• Floor</li> <li>• Ceiling</li> <li>• General work</li> </ul>	Cleaning-up the work area

**LEVEL – CERTIFICATE TWO – TEST SPECIFICATION TABLE  
TRADE THEORY (OBJECTIVE)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Cleaning	1	1	1	3
2.	Dehydration	1	1	2	4
3.	Charging a System	1	1	2	4
4.	Defrosting		2	1	3
5.	Insulation	1	1	1	3
6.	Installation of Air-conditioners	1	1	2	4
7.	Transformers	1		1	2
8.	Food Preservation and Micro-Organism		1		2
					25

**LEVEL – CERTIFICATE TWO – TEST SPECIFICATION TABLE  
TRADE THEORY (SUBJECTIVE)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Charging	2	1	2	5
2.	Drainage	1	1	2	4
3.	Installation of Airconditioners	1	1	3	5
4.	Troubleshooting		2	3	5
5.	Routine Services	1	1	2	4
6.	Clean-Ups	1		1	2
7.					25

**LEVEL - CERTIFICATE TWO - TEST SPECIFICATION TABLE  
(SCIENCE AND CALCULATION - OBJECTIVES)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Pressure Laws	1	1	2	4
2.	Airconditioning Processes	1	1	1	3
3.	Pressure Heat Diagram (Mollier Chart)	1	1	1	3
4.	Expansion of Materials	1	1	1	3
5.	Psychometric Chart	1	1	1	3
6.	Heat Load	1		2	3
7.	Electrical Circuit	1	1	2	4
8.	Capacitors	1		1	2
					25

**LEVEL - CERTIFICATE TWO - TEST SPECIFICATION TABLE  
TRADE SCIENCE AND CALCULATIONS (SUBJECTIVE)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Psychometric Chart	1	1	2	4
2.	P.H. Charts	1	1	2	4
3.	Chillers	1		2	3
4.	Electricity and Electronics	1	2	2	5
5.	Capacitors	1		2	3
6.	Soldering and De-soldering	1		1	2
7.	Pressure Laws	1	1	2	4

**LEVEL – CERTIFICATE TWO – TEST SPECIFICATION TABLE  
(TRADE DRAWING)**

<b>NO</b>	<b>TOPIC</b>	<b>COGNITIVE/ KNOWLEDGE</b>	<b>AFFECTIVE/ UNDERSTANDING</b>	<b>PSYCHOMOTOR/ APPLICATION</b>	<b>TOTAL</b>
1.	Introduction to Drawing	1		2	3
2.	Freehand Drawing	1		2	3
3.	Refrigeration Components	1	1	2	4
4.	Symbols of Refrigeration	1	1	2	4
5.	Gauge Manifold	1	1	2	4
6.	Commercial Refrigeration	1	1	2	4
7.	Electrical Circuits	1	1	1	3
					25