

Cover Page Skills Test

Student & Assessor Copy

Unit code	UEECO0023
Student Name	
Student ID	
Date	
Student Declaration	<p>I have had time to practice before this assessment. <input type="checkbox"/></p> <p>I understand that this is assessment conducted under simulated work conditions at ETC workshop and facilities <input type="checkbox"/></p> <p>I understand that this is assessment conducted to work standards including WHS legislation in NSW <input type="checkbox"/></p> <p>The Assessor has explained the tasks skills Instructions <input type="checkbox"/></p> <p>I understand that this is a summative assessment. <input type="checkbox"/></p> <p>I understand I must demonstrate the skills myself in the allocated time and answer questions. <input type="checkbox"/></p> <p>I am ready for assessment and sign here. <input type="checkbox"/></p>
Student Signature	

LEARNING INDUCTION/ORIENTATION RECORD RESULT and FEEDBACK		Assessor initials
Result	<p>See results in the Learning Induction/Orientation Record checkpoints.</p> <p>See the 'Learning Induction/Orientation Record Marking Guide'</p>	

	Overall results for the unit Skills test	(S)	(NYS)
Result (1 st attempt)	YES <input type="checkbox"/> NO <input type="checkbox"/> Did student complete the tasks to satisfactory standard at 1 st attempt?		
Result (2 nd attempt)	YES <input type="checkbox"/> NO <input type="checkbox"/> Did student complete the gap tasks to satisfactory standard at 2 nd attempt? Please note items that were assessed at 2 nd attempt –		
Feedback to student	Note feedback provided if NYS :		
Assessors Name			
Assessor's Signature		Date	
Assessor Comment:			
Student Declaration	I have received the results and feedback for this practical skills test assessment		
Student Signature		Date	

Key:	Satisfactory (S)	Not Yet Satisfactory (NYS)
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Instructions to Student and marking guidance

- You will be allowed a duration of 6 hours & 30 minutes to complete Unit Skills Test
- All students are to follow clear 'Instructions to Students' set out at beginning of Unit Skills Test Task Sheet

- *All Students will participate in a series of Topic skills tests set up and observed by the Assessor.*
- *These topic skills tests will be conducted under direct supervision at ETC premises.*
- *These exercises will be conducted by ETC customization of Learning Induction/Orientation Record provided through Energy Space.*
- The Assessor will refer to the '**Assessor Guide**' and '**Unit Skills Test Marking Guide**' for consistent marking and will give you feedback on your performance and responses. Reference to UAP may be undertaken for additional unit mapping.
- ETC sets down that all students must gain a SATISFACTORY mark for EVERY skill in the test to be marked satisfactory for the whole test.
- The SATISFACTORY mark used in this Learning Induction/Orientation Record is used with other assessments including the KNOWLEDGE TEST and evidence captured in E-PROFILING to make the final judgement of COMPETENT/ NOT YET COMPETENT
- Students who have not yet been deemed satisfactory for each checkpoint will have a second attempt on the checkpoints marked not satisfactory ONLY.

Candidate to answer the following questions (Yes or No)

1	Do you understand how this assessment ties into the training?	Y	N
2	When/where the assessment going to take place and the conditions of the assessment?	Y	N
3	Are the WHS checks satisfactory and equipment ready for the assessment?	Y	N
4	Do you feel ready to do the assessment activity?	Y	N
5	Do you know that the assessment is not pass/fail? Do you know that ETC can re schedule your assessment if you are not ready? The Assessor may set another time for gap assessment or follow up with open questions if there is doubt about your responses or demonstration of skills and knowledge in this practical. We expect candidates to be successful at the second attempt.	Y	N
6	Do you know you can appeal the assessment decision if you think it is not fair?	Y	N
7	Do you have any special needs that we need to adjust for during this assessment?	Y	N

If you ticked NO for anything above, from Q1-Q6 provide more information below.

If you feel not ready for the assessment, talk to the Assessor and do not go ahead.

When you are ready, please sign the cover page.

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Learner Induction/Orientation Record			
UEENEEC020B Participate in electrical work and competency development activities			
Learner Name:		Learner ID:	
College/Campus:		Group/Class:	
Teacher/Trainer Name:		Date:	
<p>Instructions to students</p> <p>To complete the record, the learner should tick off that they have participated in each element of the program, as listed below. At each checkpoint, any evidence, such as associated Topic Skills Practices, should be indicated and the section should be signed-off by both the learner and teacher/trainer.</p> <ul style="list-style-type: none"> • Mobile phones and smart devices must be turned off and given to the assessor supervising your assessment. They will be placed in Electrical Trades College lockers and will be returned at the completion of all tasks. If students are caught using any mobile phones or smart devices they will receive an automatic FAIL and will be reported to training manager of ETC. • You will be required to stand by at the completion of any checkpoint and wait for the assessor to mark your work when requested. • Your assessor will guide you to each checkpoint. You will be directly supervised by the assessor for these task. • You will be allowed two (2) attempts at each check point to demonstrate the task described. • Whilst carrying out skills activities you must follow workplace procedures and ensure efficient/sustainable use of materials. 			

1. Learner Induction/Orientation Program			
1.1 Electrical Trades College – Certificate III in Electrotechnology Electrician Training Plan		Yes	No
I have received information of Electrical Trades College Training Plans.		<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken a LLN readiness assessment.		<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed and understood the structure of the Certificate III in Electrotechnology Electrician regarding 'New Entrant Course' and 'Recognition of Prior Learning Course.'		<input type="checkbox"/>	<input type="checkbox"/>
I have participated in the development of my Training Plan.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my responsibilities under my Electrical Trades College Training Plan.		<input type="checkbox"/>	<input type="checkbox"/>
I understand and accept my responsibilities under my Enrolment which is stipulated in the Electrical Trades College Student Handbook.		<input type="checkbox"/>	<input type="checkbox"/>
I have reviewed, understood and signed my Electrical Trades College Training Plan.		<input type="checkbox"/>	<input type="checkbox"/>
Checkpoint 1.1 – Electrical Trades College Training Plan			
Evidence Attached:	<input type="checkbox"/> Topic 1.2 SkillsPractice <input type="checkbox"/> Topic 1.11 SkillsPractice <input type="checkbox"/> Previous Work Recognition <input type="checkbox"/> Electrical Trades College Training Plan		
Learner Signature:		Date:	
Teacher/Trainer Signature:		Date:	
<i>Comments:</i>			

Learner Induction/Orientation Record

1.2 Electrotechnology Industry		Yes	No
I have received information explaining Electrotechnology Industry areas, qualifications and career paths.	<input type="checkbox"/>	<input type="checkbox"/>	
I have received information explaining applicable Electrotechnology Industry bodies and organizations.	<input type="checkbox"/>	<input type="checkbox"/>	
I have received information explaining typical enterprise work activities policies and procedures.	<input type="checkbox"/>	<input type="checkbox"/>	
Checkpoint 1.2 – Electrotechnology Industry			
Evidence Attached:	1.4 Electrotechnology Career Opportunities– Learning Activity 1.5 Industry Customs and Practices – Learning Activity 3.1 Enterprise Work Activities Policies and Procedures – Learning Activity		
Learner Signature:		Date:	
Teacher/Trainer Signature:		Date:	
<i>Comments:</i>			
1.3 Workplace Evidence		Yes	No
I have had the requirement for workplace evidence collection and monitoring explained to me.	<input type="checkbox"/>	<input type="checkbox"/>	
I have reviewed and understood my RTO’s policies and procedures relating to workplace evidence.	<input type="checkbox"/>	<input type="checkbox"/>	
I have been provided with/enrolled into an acceptable system of workplace evidence collection.	<input type="checkbox"/>	<input type="checkbox"/>	
Checkpoint 1.3 – Workplace Evidence			
Evidence Attached:	<input type="checkbox"/> Topic 2.1 SkillsPractice <input type="checkbox"/> Electrical Trades College Policies & Procedures Student Declaration		
Learner Signature:		Date:	

Learner Induction/Orientation Record			
1.4 RTO Orientation		Yes	No
I have been informed of my RTO's policies/procedures relating to training practices.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to training administration.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to training costs.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to training support services.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to training delivery.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to assessment and RPL.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to disciplinary action.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to attendance.		<input type="checkbox"/>	<input type="checkbox"/>
I have been informed of my RTO's policies/procedures relating to health and safety whilst on RTO premises.		<input type="checkbox"/>	<input type="checkbox"/>
I have been instructed in my RTO's procedures to follow in the event of a fire.		<input type="checkbox"/>	<input type="checkbox"/>
I have been instructed in my RTO's emergency evacuation procedures.		<input type="checkbox"/>	<input type="checkbox"/>
I have participated in a simulated evacuation of my RTO's training centre.		<input type="checkbox"/>	<input type="checkbox"/>
I have undertaken a tour of my RTO's facilities.		<input type="checkbox"/>	<input type="checkbox"/>
Checkpoint 1.4 – RTO Orientation			
Evidence Attached:	<input type="checkbox"/> Topic 1.5 SkillsPractice <input type="checkbox"/> Topic 1.6 SkillsPractice <input type="checkbox"/> Topic 1.7 SkillsPractice <input type="checkbox"/> Topic 1.8 SkillsPractice	<input type="checkbox"/> Topic 1.9 SkillsPractice <input type="checkbox"/> Topic 1.10 SkillsPractice <input type="checkbox"/> Electrical Trades College Policies & Procedures Student Declaration	
Learner Signature:		Date:	
Teacher/Trainer Signature:		Date:	
<i>Comments:</i>			

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Competency Development Plans

Skill Practice Number:	1.2
Skill Practice Name:	Access Training Package Content

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 1.2

UEECO0023 Participate in electrical work and competency development activities

Topic 1. Competency Development Plans

Skills Practice 1.2: Access Training Package Content

Task:

To use the internet to access the Electrotechnology Training Package, and locate information about the Certificate III in Electrotechnology Electrician or Certificate III in Electrical Fitting qualification and associated Competency Standard Units (CSUs).

Objectives:

At the completion of this skills practice, you should be able to:

- Use the internet to access Vocational Education and Training (VET) information.
- Locate the Electrotechnology Industry Training Package.
- Identify the core Competency Standard Units (CSUs) of the Certificate III in Electrotechnology Electrician or Certificate III in Electrical Fitting qualification.
- Identify suitable elective Competency Standard Units (CSUs) to satisfy the packaging rules of the Certificate III in Electrotechnology Electrician or Certificate III in Electrical Fitting qualification.

1. Planning the Skills Practice

1.1 Prepare to Use the Internet

1.1.1 Your task is to access the National Register of Vocational Education and Training (VET), in order to extract information regarding the course of training you are undertaking.

You will need to obtain the following items before you are able to carry out this skills practice:

- Access to a computer that is connected to the internet
- Pens/Pencils

2. Carrying Out the Skills Practice

2.1 Access Training Package Information

2.1.1 Open an internet browser on your computer and navigate to the following website:

www.training.gov.au

2.1.2 Select the 'National Register of VET' link, to be redirected to the appropriate web address.

2.1.3 Use the website search engine to locate the latest version of the Electrotechnology Training Package. Record details of the Training Package by completing the table below:

Electrotechnology Training Package		
Training Package Code	Current Release	Training Package Developer

2.1.4 Use the information on the Training Package page to identify the qualification in which you are enrolled (either the Certificate III in Electrotechnology Electrician or Certificate III in Electrical Fitting). Navigate to the current version of the qualification, and then record details of the qualification by completing the following table:

Electrotechnology Qualification		
Qualification Undertaken (tick)	Qualification Code	Current Release
<input type="checkbox"/> Certificate III in Electrotechnology Electrician <input type="checkbox"/> Certificate III in Electrical Fitting		




2.1.5 Identify the core units of competency that must be completed in order to attain the qualification, and record details in the following table:

Qualification – Core Units	
Code	Name
	Participate in electrical work and competency development activities
	Provide cardiopulmonary resuscitation
	Perform rescue from a live LV panel
	Apply work health and safety regulations, codes and practices in the workplace
	Document and apply measures to control WHS risks associated with electrotechnology work
	Fabricate, assemble and dismantle utilities industry components
	Fix and secure electrotechnology equipment
	Use drawings, diagrams, schedules, standards, codes and specifications
	Apply environmentally and sustainable procedures in the energy sector
	Solve problems in single path circuits
	Solve problems in multiple path circuits
	Solve problems in direct current (d.c.) machines
	Solve problems in magnetic and electromagnetic devices
	Solve problems in low voltage a.c. circuits
	Terminate cables, cords and accessories for low voltage circuits
	Test and connect alternating current (a.c.) rotating machines
	Test and connect transformers
	Arrange circuits, control and protection for electrical installations
	Identify, shut down and restart systems with alternate supplies
	Install low voltage wiring, appliances, switchgear and associated accessories
	Isolate, test and troubleshoot low voltage electrical circuits
	Select wiring systems and select cables for low voltage electrical installations
	Develop and connect electrical control circuits
	Evaluate and modify low voltage heating equipment and controls
	Evaluate and modify low voltage lighting circuits, equipment and controls
	Evaluate and modify low voltage socket outlets circuits
	Design, install and verify compliance and functionality of general electrical installations

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2.1.6 Identify a suitable combination of elective units of competency that could be completed in order to attain the qualification, in accordance with the Qualification Packaging Rules, and record details in the following table:

Qualification – Elective Units		
Code	Name	Weighting
	Install and maintain cabling for multiple access to telecommunication services	
	Assemble, mount and connect control gear and switchgear	
		Total:

	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

3. Completing the Skills Practice




3.1 Skills Practice Review Questions

3.1.1 Answer the following questions after you have successfully completed Section 2.

1. List six types of work performed by an electrician or electrical fitter (as applicable).

2. What is the number of nominal training hours associated with undertaking your qualification at your Registered Training Organisation (RTO)?

3. Explain when elective units are chosen, and what factors should be considered when selecting elective units.

	 Feedback Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Competency Development Plans

Skill Practice Number:	1.5
Skill Practice Name:	RTO Operations and Procedures

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 1.5

UEECO0023 Participate in electrical work and competency development activities

Topic 1. Competency Development Plans

Skills Practice 1.5: RTO Operations and Procedures

Task:

To identify and extract information from the policies and procedures of your nominated Registered Training Organisation (RTO), to gain an understanding of relevant RTO operations.

Objectives:

At the completion of this skills practice, you should be able to:

- Understand the RTO policies and procedures for standard operations applicable to training and assessment services.
- Identify the training practices employed at the RTO.
- Identify the administrative requirements and costs applicable to apprentice training and assessment at the RTO.
- Identify the support services that are available at the RTO.
- Identify the responsibilities of the learner in relation to undertaking training and assessment sessions at the RTO.
- Identify the responsibilities of teachers, trainers and assessors in relation to the delivery of training and assessment sessions at the RTO.
- Identify the off-job assessment requirements for the qualification at the RTO.
- Identify the policies and procedures that apply in the case that a learner is absent from an off-job assessment event at the RTO.
- Identify the RTO procedures to apply for a review of assessment outcomes.
- Identify the RTO procedures to apply for Recognition of Prior Learning (RPL).




Topic Skills Practice 1.5

1. Planning the Skills Practice

1.1 Obtain RTO Operational Policies and Procedures

1.1.1 Obtain and familiarise yourself with the policies and procedures of your Registered Training Organisation (RTO) that are applicable to the following issues:

- Training practices
- Administration and costs
- Support services
- Learner requirements and responsibilities
- Teacher, trainer and assessor requirements and responsibilities
- Assessment
- Recognition of Prior Learning (RPL)

	 Feedback	Have your teacher/trainer verify your participation.	Teacher/Trainer Initials and Date	

2. Carrying Out the Skills Practice

2.1 Interpret RTO Operational Policies and Procedures

2.1.1 Answer the following questions to demonstrate that you have an understanding of the primary policies and student hand book to undertake your qualification at the Electrical Trades College

1. What are the fees associated with your training and assessment at ETC, and who is responsible for payment?

2. Briefly explain the process for obtaining any required learning resources (e.g. workbooks, textbooks, stationary etc.) at ETC.

Students may incur extra expenses

3. What types of training methods will be used by your RTO to impart the knowledge and skills in the applicable units of competency (UoC)?

Blended mode, (face to face /self-study)

4. What methods will be used by your RTO to collect the workplace evidence required by your qualification?

5. List the items that learners are typically required to bring to training and assessment sessions at ETC skills Centre.


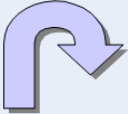

6. What are the expectations and requirements for work submitted by learners at ETC?

7. What are the responsibilities of your teachers, trainers and assessors in relation to delivering training and assessment sessions at ETC skills centre?

8. What methods/types of assessments are learners required to undertake in order to demonstrate achievement of qualification outcomes at ETC?

9. Briefly explain the procedure that a learner must follow in the case that they miss an assessment event.

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	 <p>Have your teacher/trainer check your work</p> <p><i>Feedback</i></p>	<p>Teacher/Trainer Initials and Date</p> 	
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3. Completing the Skills Practice

3.1 Skills Practice Review Questions

3.1.1 Answer the following question after you have successfully completed Section 2.

1. Who should you speak to if you don't understand an RTO policy or procedure, or if you have a question about any of the issues addressed in this skills practice?

	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Competency Development Plans

Skill Practice Number:	1.6
Skill Practice Name:	RTO Discipline Policy

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 1.6

UEECO0023 Participate in electrical work and competency development activities

Topic 1. Competency Development Plans

Skills Practice 1.6: RTO Discipline Policy

Task:

To identify and extract information from the discipline policies and procedures of your nominated Registered Training Organisation (RTO).

Objectives:

At the completion of this skills practice, you should be able to:




- Understand the RTO policies and procedures for discipline.
- Identify the rights of learners undertaking training and assessment sessions at the RTO.
- Identify the responsibilities of learners undertaking training and assessment sessions at the RTO.
- Identify the penalties that can apply to learners for breach of discipline at the RTO.

Topic Skills Practice 1.6

1. Planning the Skills Practice

1.1 Obtain RTO Discipline Policies and Procedures

1.1.1 Obtain and familiarise yourself with the discipline policies and associated procedures of your Registered Training Organisation (RTO).

	 <i>Feedback</i>	Have your teacher/trainer verify your participation.	Teacher/Trainer Initials and Date	

2. Carrying Out the Skills Practice

2.1 Interpret RTO Discipline Policies and Procedures




2.1.1 Answer the following questions to demonstrate that you have an understanding of the discipline policies and procedures at ETC.

1. Briefly outline your rights as a learner under your RTO student hand book(e.g. to be treated fairly).

Topic Skills Practice 1.6

2. Briefly outline your responsibilities as a learner under ETC disciplinary policies and procedures (e.g. to treat others fairly).

3. What types of penalties can apply for a breach of discipline at ETC?

	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	




Topic Skills Practice 1.6

3. Completing the Skills Practice

3.1 Skills Practice Review Questions

3.1.1 Answer the following questions after you have successfully completed Section 2.

4. Who should you speak to if you don't understand the RTO disciplinary policies, or if you have a question about any of the issues addressed in this skills practice?

	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Competency Development Plans

Skill Practice Number:	1.7
Skill Practice Name:	RTO Attendance Documentation

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 1.7

UEECO0023 Participate in electrical work and competency development activities

Topic 1. Competency Development Plans

Skills Practice 1.7: RTO Attendance Documentation

Task:

To complete the enterprise documentation of your Registered Training Organisation (RTO) related to attendance at off-job training and assessment sessions.

Objectives:

At the completion of this skills practice, you should be able to:

- Understand your RTO policies and procedures relating to attendance at training and assessment sessions.
- Complete RTO documentation applicable to attendance at training and assessment sessions.
- Complete RTO documentation applicable to late arrival at training and assessment sessions.
- Complete RTO documentation applicable to early departure from training and assessment sessions.
- Complete RTO documentation applicable to absence from training and assessment sessions.
- Identify the importance of attending off-job training and assessment sessions.

Topic Skills Practice 1.7

1. Planning the Skills Practice

1.1 RTO Policies and Procedures

1.1.1 Obtain and familiarise yourself with the policies and procedures applicable to attendance at your Registered Training Organisation (RTO).

1.1.2 Obtain the following items before continuing to carry out this skills practice:

- RTO forms applicable to attendance at training and assessment sessions
- RTO forms applicable to absence from training and assessment sessions
- RTO forms applicable to late arrival at training and assessment sessions
- RTO forms applicable to early departure from training and assessment sessions
- Pens/Pencils




2. Carrying Out the Skills Practice

2.1 Complete RTO Documentation

2.1.1 Identify the RTO procedures that need to be followed in each of the following scenarios, and record details in the table.

Scenario	Applicable RTO Forms	Submitted To:
Arriving to a training session on-time and attending for the duration of the session		
Arriving late to a training session due to sleeping through your alarm		
Leaving early from a training session to attend a medical appointment		
Being absent from an assessment session		

2.1.2 Fill out each of the RTO forms to suit each attendance scenario.

	 Feedback Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

Topic Skills Practice 1.7

3. Completing the Skills Practice

3.1 Skills Practice Review Questions

3.1.1 Answer the following questions after you have successfully completed Section 2.

1. Explain why it is important to attend training sessions at ETC.

2. Explain why it is important to attend assessment sessions at ETC.

3. Explain the circumstances under which your RTO will notify your employer in relation to your attendance at training and assessment sessions.

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Competency Development Plans

Skill Practice Number:	1.8
Skill Practice Name:	Simulated Emergency Evacuation

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 1.8

UEECO0023 Participate in electrical work and competency development activities

Topic 1. Competency Development Plans

Skills Practice 1.8: Simulated Emergency Evacuation

Task:

To undertake a simulated emergency evacuation of your Registered Training Organisation (RTO) in accordance with RTO policies and procedures.

Objectives:

At the completion of this skills practice, you should be able to:




- Understand your RTO policies and procedures for emergency evacuations.
- Identify the fire and emergency escape paths and exits in your RTO.
- Follow your RTO policies and procedures for emergency evacuations.

Topic Skills Practice 1.8

1. Planning the Skills Practice

1.1 RTO Policies and Procedures




1.1.1 Obtain and familiarise yourself with the policies and procedures applicable to emergency evacuations at your Registered Training Organisation (RTO).

	 <i>Feedback</i>	Have your teacher/trainer verify your participation.	Teacher/Trainer Initials and Date	

2. Carrying Out the Skills Practice

2.1 Follow Emergency Evacuation Procedures

2.1.1 Participate in a simulated emergency evacuation of the RTO in accordance with applicable policies and procedures.

	 <i>Feedback</i>	Have your teacher/trainer verify your participation.	Teacher/Trainer Initials and Date	

3. Completing the Skills Practice

3.1 Skills Practice Review Questions



3.1.1 Answer the following questions after you have successfully completed Section 2.

1. Describe your ETC procedures that should be followed in the event of a fire..

Topic Skills Practice 1.8

2. Describe the location of the assembly point at ETC premises.

3. Explain why it is important to assemble and remain at the assembly point in the event of a fire.

	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Competency Development Plans

Skill Practice Number:	1.9
Skill Practice Name:	RTO Health and Safety Policies and Procedures

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 1.9

UEECO0023 Participate in electrical work and competency development activities

Topic 1. Competency Development Plans

Skills Practice 1.9: RTO Health and Safety Policies and Procedures

Task:

To identify and extract information from the health and safety policies and procedures of your nominated Registered Training Organisation (RTO).

Objectives:




At the completion of this skills practice, you should be able to:

- Understand the RTO policies and procedures for health and safety.
- Identify the dress code for learners attending electrotechnology training and assessment sessions at the RTO.
- Identify the locations where eye protection must be worn whilst on RTO premises.
- Identify the acceptable footwear that must be worn by learners attending electrotechnology training and assessment sessions at the RTO.
- Identify the precautions required for long hair and beards for learners attending electrotechnology training and assessment sessions at the RTO.
- Identify the precautions required when in proximity to rotating machinery at the RTO.
- Identify the RTO policies and procedures relating to mobile phones on RTO premises.
- Identify the RTO policies and procedures relating to personal belongings on RTO premises.
- Identify the RTO policies and procedures relating to personal injuries occurring on RTO premises.

1. Planning the Skills Practice

1.1 Obtain RTO Health and Safety Policies and Procedures

1.1.1 Obtain and familiarise yourself with the health and safety policies and associated procedures of your Registered Training Organisation (RTO).

	 Feedback	Have your teacher/trainer verify your participation.	Teacher/Trainer Initials and Date	
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Topic Skills Practice 1.9

2. Carrying Out the Skills Practice

2.1 Interpret RTO Health and Safety Policies and Procedures

2.1.1 Answer the following questions to demonstrate that you have an understanding of the health and safety policies and procedures at ETC.

1. Describe the occupational clothing required to be worn whilst attending electrotechnology training and assessment sessions at ETC skills centre.

2. List the locations where learners are required to wear steel-capped boots whilst undertaking electrotechnology training and assessment at ETC skills centre.

3. List the locations where learners are required to wear eye protection whilst undertaking electrotechnology training and assessment at ETC skills centre.

4. Explain the safety precautions required for long hair and beards whilst undertaking electrotechnology training and assessment at ETC skills centre, and explain where these precautions are necessary.

Topic Skills Practice 1.9


5. Explain the safety precautions required when in proximity to rotating machines whilst undertaking electrotechnology training and assessment at ETC skills centre.

6. Briefly describe the procedure for dealing with minor/serious injuries that occur at the RTO skills centre.

7. What is the RTO policy on mobile phone use whilst undertaking electrotechnology training and assessment at ETC skills centre?

8. Explain who is responsible for the personal belongings of learners whilst undertaking electrotechnology training and assessment at ETC skills centre.

Topic Skills Practice 1.9


	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	✓

3. Completing the Skills Practice

3.1 Skills Practice Review Questions

3.1.1 Answer the following questions after you have successfully completed Section 2.

1. Who should you speak to if you don't understand the RTO health and safety policies, or if you have a question about any of the issues addressed in this skills practice?

	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	✓

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Competency Development Plans

Skill Practice Number:	1.10
Skill Practice Name:	Training Centre Tour

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 1.10

UEECO0023 Participate in electrical work and competency development activities

Topic 1. Competency Development Plans

Skills Practice 1.10: Training Centre Tour

Task:

To undertake a tour of your Registered Training Organisation (RTO).

Objectives:

At the completion of this skills practice, you should be able to:

- Identify the locations of the following facilities at ETC:
 - Classrooms
 - Laboratory rooms
 - Electrical installation facilities
 - Workshop
 - Store rooms
 - Washrooms
 - Toilets
 - Learner meal room
 - Head Teacher / Teacher offices
 - Administration area
 - Car parking
 - Evacuation meeting point

1. Planning the Skills Practice

1.1 Prepare to Undertake RTO Tour

1.1.1 Organise with your teacher/trainer, to be given a tour of your RTO facilities. Make sure you have your checklist (below) and a pen/pencil prior to commencing the tour.




2.1 Undertake RTO Tour

2.1.1 When your teacher/trainer/guide is ready, undertake a tour of your RTO premises in accordance with applicable policies and procedures.

Topic Skills Practice 1.10

As you move through the premises, use the following checklist to indicate that you have understood the locations of the various facilities.

RTO Facilities Checklist	
<ul style="list-style-type: none"> <input type="checkbox"/> Classrooms <input type="checkbox"/> Laboratory rooms <input type="checkbox"/> Electrical installation facilities <input type="checkbox"/> Workshop <input type="checkbox"/> Washrooms <input type="checkbox"/> Toilets 	<ul style="list-style-type: none"> <input type="checkbox"/> Learner meal room <input type="checkbox"/> Head Teacher office <input type="checkbox"/> Teacher / Trainer offices <input type="checkbox"/> Administration area <input type="checkbox"/> Store rooms <input type="checkbox"/> Car parking <input type="checkbox"/> Evacuation meeting point




	 Have your teacher/trainer verify your participation. <i>Feedback</i>	Teacher/Trainer Initials and Date	
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3. Completing the Skills Practice

3.1 Skills Practice Review Questions

3.1.1 Answer the following question after you have successfully completed Section 2.

9. Draw the basic layout of your Registered Training Organisation (RTO) premises in the space provided on this page. Indicate the facilities locations, as listed in the Section 2 checklist, on your diagram.

	 Feedback	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Monitoring Competency Development

Skill Practice Number:	2.2
Skill Practice Name:	Complete Workplace Evidence Records

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 2.2

UEECO0023 Participate in electrical work and competency development activities

Topic 2. Monitoring Competency Development

Skills Practice 2.2: Complete Workplace Evidence Records

Task:

To document work activities in pseudo workplace experience records, and interpret pseudo workplace profiling reports.

Note: this activity may be undertaken as a group activity/discussion

Objectives:

At the completion of this skills practice, you should be able to:

- Complete workplace profiling records to indicate work tasks undertaken.
- Complete workplace profiling records to indicate the range of equipment on which the work was undertaken.
- Complete workplace profiling records to indicate the degree of participation in work tasks.
- Complete workplace profiling records to indicate the levels of support and supervision received.
- Review and interpret workplace profiling reports

1. Planning the Skills Practice

1.1 Research Workplace Profiling Methods

1.1.1 Research methods of recording workplace experience by the use of electronic profiling systems, including how to complete profiling cards, requirements for verification and submission, and interpretation of profiling reports.

The following website will provide some useful information:

- <https://www.exemplarlearning.com.au/eprofiling>
- <https://exemplarsystems.com.au/>

1.1.2 Once you feel you have sufficient knowledge of the subject matter, obtain the following materials to assist you with carrying out this skills practice:

- Pens/pencils

Topic Skills Practice 2.2

2. Carrying Out the Skills Practice

2.1 Complete Pseudo-Work Experience Records 1

2.1.1 Review the following apprentice work diary entry.

Work Diary - Week 12

Shopping centre installation job, working with Joe the electrician

Monday (7 am - 3:30 pm)

Helped Joe hang fluorescent light fittings from the ceiling using jack chain - worked from a scissor lift.

Tuesday (7 am - 5 pm)

Helped Joe install PVC conduits on the ceiling and down walls - worked from a scissor lift.

Wednesday (8 am - 5:30 pm)

Attended off-job training - learnt about electrical drawings and electromagnetism.

Thursday (7 am - 5 pm)

Set up cable roller and drums of building wire. Fed cables off the drums whilst Joe pulled them through conduits.

Friday (7 am - 3:30 pm)

Set up cable roller and drums of building wire. Fed cables off the drums whilst Joe pulled them through conduits.

Saturday (7 am - 12 pm)

Terminated building wire into fluorescent light fittings and light switches.

Topic Skills Practice 2.2

2.1.2 Identify which work areas the apprentice has gained experience in throughout the week, and indicate by ticking the relevant boxes below:

- Terminate LV Cables and Conductors
- Install / Fabricate LV Wiring Systems and Supports
- Install LV Appliances and Accessories
- Maintain / Repair LV Circuits and Equipment
- Test / Verify LV Circuits and Equipment

2.1.3 Identify the elements of performance that the apprentice demonstrated throughout the week, and indicate by ticking the relevant boxes below:

Plan

- Hazard / risk assessment
- Interpret drawings / documentation
- Select wiring / equipment
- Obtain tools / materials

Carry Out

- Measure and mark out
- Follow safe work procedures
- Environmental / sustainable practices
- Deal with unplanned events

Complete

- Clean up / store materials
- Update drawings / documentation
- Notify supervisor
- Report / respond to workplace incident

2.1.4 Identify the level(s) of supervision/support that the apprentice received throughout the week, and indicate by ticking the relevant boxes below:

- Direct / Constant
- General / Intermittent
- Broad / Minimal

2.1.5 Identify the range of equipment that the apprentice has gained experience in throughout the week, and indicate by ticking the relevant boxes on the following page:

Topic Skills Practice 2.2

Cables

- Flat sheathed (TPS)
- Circular sheathed (TPS)
- Fire performance
- Screened
- Armoured
- TPI building wire

Supports / Enclosures

- Cable tray / ladder
- Catenary support
- Duct / trunking
- Metallic conduit
- Non-metallic conduit
- Unenclosed support (e.g. clips, ties)

Equipment

- Light fitting
- Smoke and fire detector
- Cooking appliance
- Water heater / heat pump
- Socket outlet
- Switchboard
- Control switch
- Protection device
- Motor
- Transformer
- Solar array

Fixing

- Hollow wall
- Brick wall
- Concrete wall
- Metal fixing
- Adhesive

Identify Fault

- Open circuit
- Short circuit
- Insulation failure
- Incorrect connections
- Component failure
- Mechanical failure
- Unsafe condition




Testing

- Safe isolation / lock out tag out
- Resistance / continuity
- Insulation resistance
- Polarity
- Load current
- Voltage

Repair Faults

- Dismantle / assemble
- Repair components
- Replace components

Topic Skills Practice 2.2

	 <i>Feedback</i>	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

2.2 Complete Pseudo-Work Experience Records 2

2.2.1 Review the following apprentice work diary entry.

Work Diary - Week 27

Service jobs, various locations, working with Bill the electrician

Monday (7 am - 3:30 pm)

Helped Bill test and fix fluorescent light fittings in a data centre - some needed new starters, some needed new tubes, and one needed a new ballast. Went to the wholesaler with Bill to get parts. Also replaced a faulty socket-outlet.

Tuesday (7 am - 3:30 pm)

Helped Bill disconnect and test a three phase motor in a factory. The motor had a low insulation resistance, so replaced the motor with a new motor from the store. Also replaced a faulty circuit breaker in a distribution board.

Wednesday (8 am - 5:30 pm)

Attended off-job training - learnt about terminating cables and sustainability.

Thursday (7 am - 3:30 pm)

Helped Bill test and repair a deep fryer and some 12 V downlights in a fast food restaurant. Needed to replace heating element, globes and transformers. Also ran a data cable through the ceiling and down the wall in PVC duct to where a new ATM was going to be installed.

Friday (7 am - 3:30 pm)

Helped Bill add a new socket-outlet to a circuit in an office - pulled cable through walls and roof space, Bill turned off the power, I terminated cables and tested with a megga and multimeter, Bill checked my readings then turned on the power and tested with test lamps.

Repaired a broken conduit and cable in the building carpark.

Topic Skills Practice 2.2

2.2.2 Identify which work areas the apprentice has gained experience in throughout the week, and indicate by ticking the relevant boxes below:

- Terminate LV Cables and Conductors
- Install / Fabricate LV Wiring Systems and Supports
- Install LV Appliances and Accessories
- Maintain / Repair LV Circuits and Equipment
- Test / Verify LV Circuits and Equipment

2.2.3 Identify the elements of performance that the apprentice demonstrated throughout the week, and indicate by ticking the relevant boxes below:

Plan

- Hazard / risk assessment
- Interpret drawings / documentation
- Select wiring / equipment
- Obtain tools / materials

Carry Out

- Measure and mark out
- Follow safe work procedures
- Environmental / sustainable practices
- Deal with unplanned events

Complete

- Clean up / store materials
- Update drawings / documentation
- Notify supervisor
- Report / respond to workplace incident

2.2.4 Identify the level(s) of supervision/support that the apprentice received throughout the week, and indicate by ticking the relevant boxes below:

- Direct / Constant
- General / Intermittent
- Broad / Minimal

Topic Skills Practice 2.2

2.2.5 Identify the range of equipment that the apprentice has gained experience in throughout the week, and indicate by ticking the relevant boxes on the following page:

Cables

- Flat sheathed (TPS)
- Circular sheathed (TPS)
- Fire performance
- Screened
- Armoured
- Data

Supports / Enclosures

- Cable tray / ladder
- Catenary support
- Duct / trunking
- Metallic conduit
- Non-metallic conduit
- Unenclosed support (e.g. clips, ties)

Equipment

- Light fitting
- Smoke and fire detector
- Cooking appliance
- Water heater / heat pump
- Socket outlet
- Switchboard
- Control switch
- Protection device
- Motor
- Transformer
- Solar array

Fixing

- Hollow wall
- Brick wall
- Concrete wall
- Metal fixing
- Adhesive

Identify Fault

- Open circuit
- Short circuit
- Insulation failure
- Incorrect connections
- Component failure
- Mechanical failure
- Unsafe condition




Testing

- Safe isolation / lock out tag out
- Resistance / continuity
- Insulation resistance
- Polarity
- Load current
- Voltage

Repair Faults

- Dismantle / assemble
- Repair components
- Replace components

Topic Skills Practice 2.2

	 <i>Feedback</i>	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

2.3 Complete Pseudo-Work Experience Records 3

2.3.1 Review the following apprentice work diary entry.

Work Diary - Week 42

Unit block installation job, working with Bob the electrician

Monday (7 am - 3:30 pm)

Roughed in TPS cables with another apprentice for lighting and power circuits in a 3 bedroom unit. Bob gave us the electrical floor plans to work from, and came to check our work from time to time.

Tuesday (7 am - 3:30 pm)

Bob and I fitted off socket-outlets, data outlets, batten holders and light switches in some 2 bedroom units.

Wednesday (8 am - 5:30 pm)

Attended off-job training - learnt about single phase motors and a.c. theory.

Thursday (7 am - 3:30 pm)

Another apprentice and I installed some cable tray and some PVC conduit in the underground carpark. Bob gave us the plans and helped us mark out the first part, then he went and worked on the carpark distribution board. He checked on us from time to time, and helped us with some of the conduit bends.

Friday (7 am - 3:30 pm)

Bob and I tested the lighting and power circuits in a number of units for earth continuity, insulation resistance, polarity and correct connections. We had to re-terminate some socket-outlets that had been connected with incorrect polarity, and correct the wiring of one lighting circuit that had incorrect switching connections.

Topic Skills Practice 2.2

2.3.2 Identify which work areas the apprentice has gained experience in throughout the week, and indicate by ticking the relevant boxes below:

- Terminate LV Cables and Conductors
- Install / Fabricate LV Wiring Systems and Supports
- Install LV Appliances and Accessories
- Maintain / Repair LV Circuits and Equipment
- Test / Verify LV Circuits and Equipment

2.3.3 Identify the elements of performance that the apprentice demonstrated throughout the week, and indicate by ticking the relevant boxes below:

Plan

- Hazard / risk assessment
- Interpret drawings / documentation
- Select wiring / equipment
- Obtain tools / materials

Carry Out

- Measure and mark out
- Follow safe work procedures
- Environmental / sustainable practices
- Deal with unplanned events

Complete

- Clean up / store materials
- Update drawings / documentation
- Notify supervisor
- Report / respond to workplace incident

2.3.4 Identify the level(s) of supervision/support that the apprentice received throughout the week, and indicate by ticking the relevant boxes below:

- Direct / Constant
- General / Intermittent
- Broad / Minimal

Topic Skills Practice 2.2

2.3.5 Identify the range of equipment that the apprentice has gained experience in throughout the week, and indicate by ticking the relevant boxes on the following page:

Cables

- Flat sheathed (TPS)
- Circular sheathed (TPS)
- Fire performance
- Screened
- Armoured
- Data

Supports / Enclosures

- Cable tray / ladder
- Catenary support
- Duct / trunking
- Metallic conduit
- Non-metallic conduit
- Unenclosed support (e.g. clips, ties)

Equipment

- Light fitting
- Smoke and fire detector
- Cooking appliance
- Water heater / heat pump
- Socket outlet
- Switchboard
- Control switch
- Protection device
- Motor
- Transformer
- Solar array

Fixing

- Hollow wall
- Brick wall
- Concrete wall
- Metal fixing
- Adhesive

Identify Fault

- Open circuit
- Short circuit
- Insulation failure
- Incorrect connections
- Component failure
- Mechanical failure
- Unsafe condition




Testing

- Safe isolation / lock out tag out
- Resistance / continuity
- Insulation resistance
- Polarity
- Load current
- Voltage

Repair Faults

- Dismantle / assemble
- Repair components
- Replace components

Topic Skills Practice 2.2

	 <i>Feedback</i>	Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

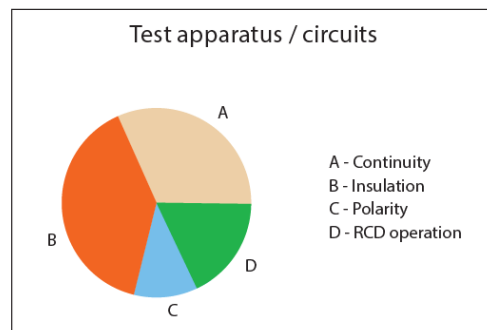
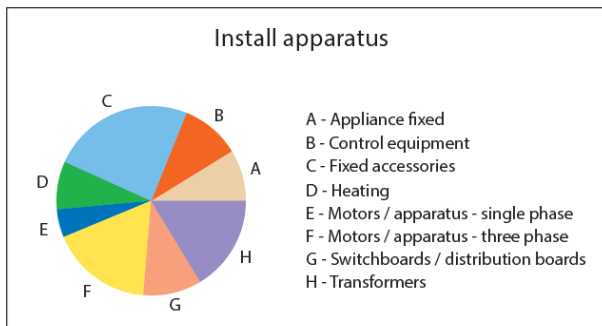
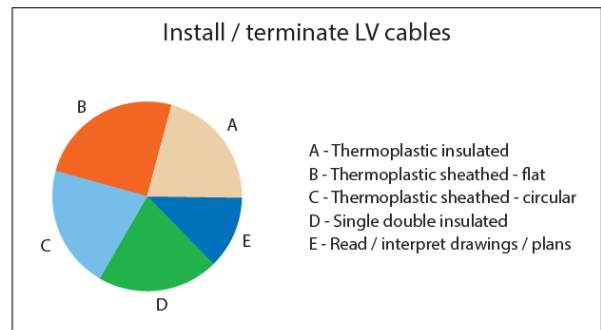
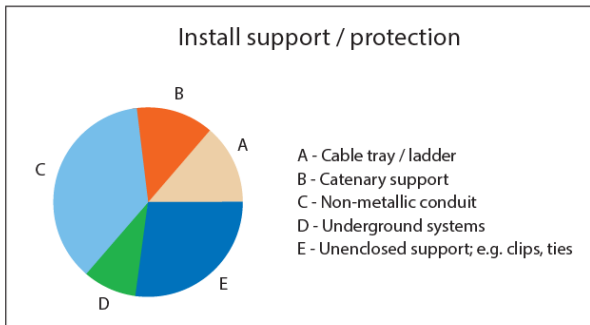
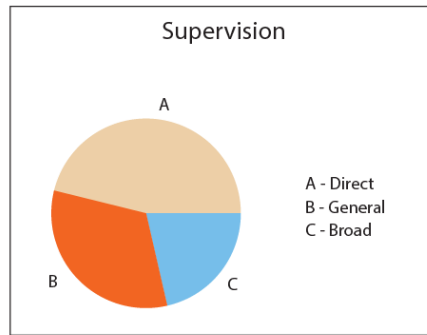
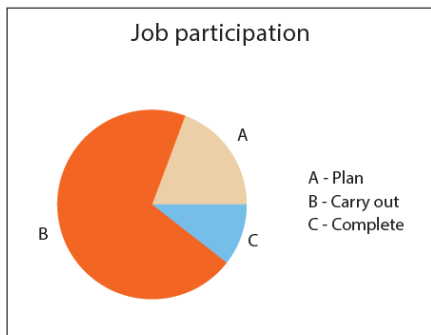
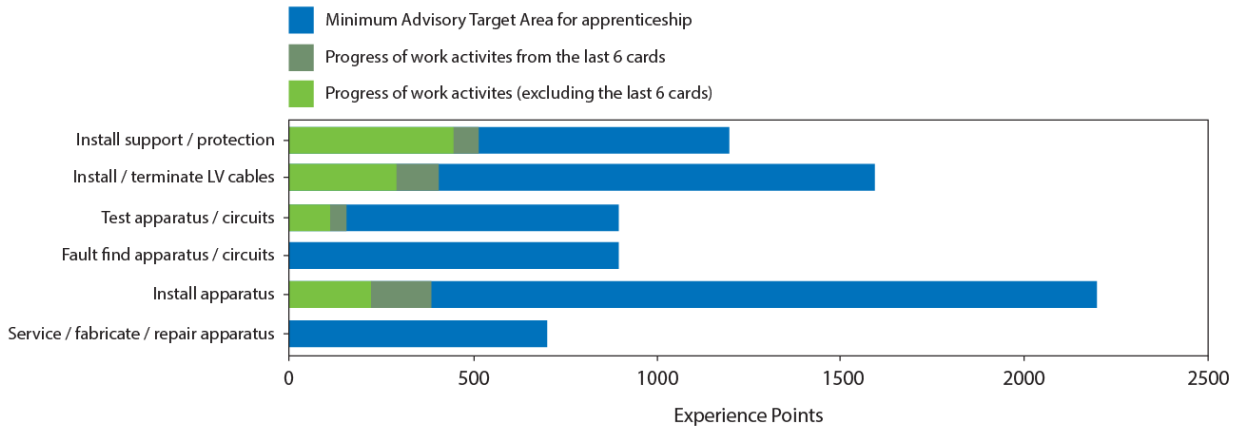
2.4 Interpret Pseudo-Profiling Reports

2.4.1 Examine the data excerpt from the pseudo-profiling report below, and then answer the questions

regarding the student's on-the-job progress.

Topic Skills Practice 2.2

Core Work Activities



Topic Skills Practice 2.2

1. What type of work activity has the apprentice gained the most experience with overall?

2. Assuming the report is up to date, what type of work activity has the apprentice gained the most experience with over the last 6 weeks?




3. What type of supervision has the apprentice been working under for the majority of his apprenticeship so far?

4. How many different types of cables has the apprentice installed or terminated so far?

5. Which two electrical tests does the apprentice have the most experience with?

6. Has the apprentice had more experience installing single phase or three phase motors?

7. In which core work areas has the apprentice gained little or no experience?

	 Feedback	Have your teacher/trainer check your answers	Teacher/Trainer Initials and Date	

Topic Skills Practice 2.2

3. Completing the Skills Practice

3.1 Skills Practice Review Questions

3.1.1 Answer the following questions after you have successfully completed Section 2.

1. List four different methods of gathering workplace evidence.

2. Who is responsible for collecting workplace evidence?

3. Who is responsible for signing off that workplace evidence is accurate?

4. List the types of information that needs to be indicated in workplace evidence in order to adequately address unit requirements. See Topic 2.1 LMS Energy space

Topic Skills Practice 2.2

5. What are the responsibilities of the Registered Training Organisation (RTO) in relation to workplace evidence? See Topic 2.2 LMS Energy space

6. Explain what is meant by 'direct/constant' supervision/support. See Topic 2.1 LMS Energy space

7. Explain some typical strategies that can be used to address the problem of an apprentice having narrow/limited exposure to core work activities.? See Topic 2.2 LMS Energy space

Topic Skills Practice Cover Sheet

Unit Name:	UEECO0023 Participate in electrical work and competency development activities
Topic Title:	Enterprise Policies and Procedures

Skill Practice Number:	3.1
Skill Practice Name:	Follow Enterprise Policies and Procedures

Student Name:	
Student ID:	
College/Campus:	ETC Revesby
Group:	

Results	
Planning:	Satisfactory YES/NO
Carryout:	Satisfactory YES/NO
Completion:	Satisfactory YES/NO
Overall Results:	Satisfactory YES/NO
Comments:	

Topic Skills Practice 3.1

UEECO0023 Participate in electrical work and competency development activities

Topic 3. Enterprise Policies and Procedures

Skills Practice 3.1: Follow Enterprise Policies and Procedures

Task:

To follow enterprise policies and procedures in your workplace and provide examples of how you have followed these policies and procedures while undertaking electrotechnology work.

Objectives:

At the completion of this skills practice, you should be able to:

- Identify key enterprise policies and procedures applicable to your workplace.
- Follow enterprise policies and procedures in the workplace.
- Document how enterprise policies and procedures impact the way that you conduct yourself in the workplace.

1. Planning the Skills Practice

1.1 Research your Enterprise Policies and Procedures

1.1.1 Obtain and familiarise yourself with your enterprise policies and procedures that are applicable to your work activities, including those addressing the following areas:

- Health and safety
- Anti-discrimination
- Quality and continuous improvement
- Personal conduct and presentation
- Drugs and alcohol
- Customer relations and conflict resolution
- Disciplinary action
- Supervision and competency development
- Hours of work and leave

When you feel you have a sufficient understanding of your enterprise policies and procedures, obtain the following items to carry out this skills practice:

- Pens/Pencils

Topic Skills Practice 3.1

3. Completing the Skills Practice

3.1 Skills Practice Review Questions

3.1.1 Answer the following questions after you have successfully completed Section 2.

1. Explain the purpose of enterprise policies. See Topic 3.1 LMS Energy space

2. Explain the purpose of enterprise procedures. See Topic 3.1 LMS Energy space



3. Explain how your enterprise policies and procedures help to improve health and safety in the workplace. See Topic 3.1 LMS Energy space

Topic Skills Practice 3.1

4. Explain how your enterprise policies and procedures ensure equality and fairness in the workplace. See Topic 3.1 LMS Energy space

5. Describe your enterprise policies and procedures relating to clothing and presentation at work. See Topic 3.1 LMS Energy space

6. Describe your enterprise policies and procedures relating to personal conduct in the workplace. See Topic 3.1 LMS Energy space

	 Feedback	Have your teacher/trainer check your answers	Teacher/Trainer Initials and Date	