

Assessor Guide

UEECO0023

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Competency Standard Unit (CSU)	UEECO0023 Participate in electrical work and competency development activities		
CSU Descriptor	<p>This unit involves the skills and knowledge required to participate in electrical work and related activities that contribute to the ongoing development of competency. It includes complying with electrical industry and organisational policies and procedures, undertaking work and related activities in accordance with a competency development plan, documenting and periodically reporting work activities, and participating in periodic reviews to monitor one’s own competency development. Competency development activities in this unit are subject to regulations directly related to licensing. Where a licence or permit to practice is not held, a relevant contract of training, such as an Australian Apprenticeship, may be required. Additional and/or other conditions may apply in some jurisdictions subject to regulations related to electrical work. Practice in the workplace and during training is also subject to work health and safety (WHS)/occupational health and safety (OHS) regulations. Those holding an ‘Unrestricted Electrician’s Licence’ or equivalent issued in an Australian state or territory meet the requirements of this unit.</p>		
Purpose of ETC Assessor Guide	The purpose of the Unit Assessment Plan (UAP) is to provide the specification and mapping for the evidence gathering tools required to satisfy the Assessment Requirements of this Competency Standard Unit (CSU).		
Sequence	Before undertaking the evidence gathering events in this UAP, a learner is to have met the requirements of: • Nil		
Unit aspects addressed in this UAP	Code	Specification Title	
	PC-UEECO0023	Performance Criteria	
	RC-UEECO0020	Range of conditions	
	KE-UEECO0023	Knowledge Evidence	
	PE-UEECO0023	Performance Evidence	
Number of Evidence		UEECO0023-UKT	Unit Knowledge Test

Sources	3	UEECO0023-UST	Unit Skills Test
		UEECO0023-WPE	Work Performance Experience

Note: Duration indicated for completion of the Induction / Orientation Record is for completion and verification of the evidence record only. It does not include the time necessary to complete the Induction / Orientation Program itself (i.e. ULP Topics 1 to 3).

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Assessment Conditions and Context 2.1

Using the Evidence Gathering Tools/Activities provided and the detailed mapping within this document will assist RTOs in determining if sufficient evidence has been gathered to ensure full coverage of the unit.

Identified gaps in knowledge, skills or work performance evidence may be addressed through a variety of means including, but not limited to, written tests, online quizzes, practical tests, and/or technical interviews and work performance.

Evidence Gathering Tools/Activities

Conditions

Reporting

Requirement

Unit Knowledge Test (UEECO0023-UKT)	Knowledge Test undertaken from nationally developed question knowledge test bank.	Graded Result
Unit Skills Test (UEECO0023-UST)	Unit Skills Test is divided into five (5) tasks covering connection of single and three phase circuits, measurement of circuit operating parameters and interpretation / calculation of circuit measurements management processes at ETC Facility.	Satisfactory/ Not Satisfactory Recorded on ETC customized marking forms. Then result logged into Energy Space records.
Work Performance (UEECO0023-WPE)	Recording of activities undertaken in a simulated or real workplace environment to meet the requirements and scope of this competency standard unit	Satisfactory/ Not Satisfactory E- Profiling work cards logged into system. Unit report generated

Evidence Gathering Tools Specifications:

2.2 Unit Knowledge Test

Event Type	Unit Knowledge Test
Types of Items	Learner is required to complete a knowledge test (29 questions) based on multiple choice (36% of marks), matching (52% of marks), and diagram type (12% of marks).
Coverage	Knowledge Evidence (KE-UUECO0023)
Staging	After Unit Learning Plan (ULP) Knowledge and Skills Topics 1 to 3 have been completed
Duration	1 hour
Assessment Conditions	<p>Supervised (invigilated) classroom environment (off the job). Relevant Australian Standards and Codes of Practice can be used.</p> <p>This is to be conducted at the ETC facility in a classroom environment (off the job). It must be supervised.</p> <p>The student will log in to Energy Space. The student will be set up to do the computer-generated test from national E-Oz Energy Skills Australia online test bank.</p>
Resources required	<p>Computer and log in for Energy Space</p> <p>Computer generated test from national E-Oz Energy Skills Australia online test bank.</p>
Application	<p>The Unit Knowledge Test aligns directly to the knowledge that underpins the safe and correct application of skills. It should be noted that the evidence gathered by Knowledge Tests is limited in its capacity to indicate whether a person can actually plan, carry out or complete a skills-based task, with some exceptions, for example:</p> <ul style="list-style-type: none"> • Evidence of problem solving skills can be gathered by UKTs in some contexts. • Performance criteria (PCs) relating to the selection of tools, materials and equipment are heavily reliant on certain knowledge dot points that are addressed in UKTs. <p>The evidence collected by a Unit Knowledge Test is not as directly aligned to what constitutes competency as other forms of evidence (such as that gathered by a Skills Test). It is recommended that Knowledge Test evidence is interpreted primarily as an indicator of:</p> <ul style="list-style-type: none"> • The reliability of other evidence. • The likelihood that a learner will be capable of applying related skills safely and autonomously in different contexts.

Induction / orientation Record

Event Type	Induction / Orientation Record
Types of Items	<p>Documentation and ETC verification (sign-off) of the following tasks:</p> <ul style="list-style-type: none"> • Identification of Training Contract/Plan responsibilities and processes. • Identification of Electrotechnology Industry practices and careers. • Identification of on-job and off-job training requirements. • Identification of typical employer policies and procedures applicable to the learner’s workplace activities. • Identification of ETC policies and procedures applicable to the learner’s training. • Completion of ETC attendance documentation. • Participation in a tour of the ETC facilities. • Participation in a simulated emergency evacuation of the ETC facilities. • Completion of a readiness assessment.
Coverage	Some aspects of the Performance Criteria (PC-UEECO0023), Performance Evidence (PE-UEECO0023) and Knowledge Evidence (KE-UEECO0023).
Staging	After ULP Knowledge and Skills Topics 1 to 3 have been completed.
Duration	30 minutes.
Assessment Conditions	<p>Supervised (invigilated) classroom environment (off the job). Relevant Australian Standards and Codes of Practice can be used.</p> <p>This is to be conducted at the ETC facility in a classroom environment (off the job). It must be supervised.</p> <p>The student will log in to Energy Space. The student will be set up to do the computer- generated test from national E-Oz Energy Skills Australia online test bank.</p>
Resources required	Induction/Orientation Record, learner activities, topic skills practices, content quizzes and readiness assessment from national Energy Space online test banks, RTO and employer policies and procedures manuals.
Application	The Induction / Orientation Program is designed as initial training for newly enrolled learners to facilitate their induction into the UEE30820 and/or UEE33020 qualifications, and associated RTO policies, procedures and requirements.

2.1. Work Performance W

Event Type	Ongoing collection and submission of workplace evidence records and participation in quarterly monitoring and evaluations of work performance
Types of Items	<p>Undertaking, recording, submitting and participating in periodic reviews of performance relating to the following types of electrical work:</p> <ul style="list-style-type: none"> • Installing and terminating cables and conductors • Installing wiring systems and supports • Installing electrical equipment • Servicing or maintaining electrical equipment • Testing and inspecting electrical circuits and equipment • Fault-finding and repairing electrical circuits and equipment
Coverage	Performance Criteria (PC-UEECO0023), Range of Conditions (RCUEECO0023) and Performance Evidence (PE-UEECO0023).
Staging	Evidence collected via profiling on a regular basis throughout the duration of the Training Contract.
Duration	Duration will reflect the learner's record of workplace activities undertaken to meet the requirements and scope of this competency standard unit.
Conditions	Supervised electrotechnology work environment, or supervised off the job environment.
Resources	Typical domestic/non-domestic, commercial and/or industrial electrotechnology work sites, tools, PPE and industry approved profiling tool.
Application	<p>The Exemplar Profiling evidence gathering tool is designed to:</p> <ul style="list-style-type: none"> • Facilitate progressive monitoring of a learner's competency development in the workplace. • Assist an RTO assessor, in conjunction with other forms of evidence, to make a judgement of a learner's competency. <p>The evidence gathered is directly aligned to planning, carrying out and completing tasks in an actual workplace, and unlike other tools, highlights the learner's competency development over time. The following indicators are embedded within the tool, and can be</p>

	<p>assessed using the various reporting functions:</p> <ul style="list-style-type: none">• Autonomy (level of support received) Participation (plan, carry out and complete)• Technical ability (range of activities and equipment) <p>Technical ability (range of activities and equipment)</p>
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UEECO0023

Assessor Instructions

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Instructions to Assessor one (1) week prior to actual test day:

1. Assessors are to gather students in classroom to handout 'UEEC00023 Assessment overview' which outlines the assessments on a part-by-part basis and gives detailed and clear instructions to students before undertaking any assessments.
2. Assessor can answer questions regarding '**Units Skills Test**' Including all topic skills practices for student clarification.

Instructions to Assessor

Assessors will be giving the students the unit skills test that also compiles of Topic skills practices

These UST will start from topic skills practices and will end with learner induction / orientation Record

Topic skills practices

Can be started on day 1 of student's calendar and can be completed in 4 hours

Assessor and students to sign off on learner induction / orientation Record

Cover Page Skills Test

Student & Assessor Copy

Unit code	UEENEEC020B
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, 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 tasks. 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 name
Student ID:	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

Topic Skills Practice Cover Sheet

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
UEE	3.1-3.2	AIS

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	UEE30820	6




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
UEECO0023	Participate in electrical work and competency development activities
HLTAID009	Provide cardiopulmonary resuscitation
UETDRRF004	Perform rescue from a live LV panel
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace
UEECD0016	Document and apply measures to control WHS risks associated with electrotechnology work
UEECD0019	Fabricate, assemble and dismantle utilities industry components
UEECD0020	Fix and secure electrotechnology equipment
UEECD0051	Use drawings, diagrams, schedules, standards, codes and specifications
UEERE0001	Apply environmentally and sustainable procedures in the energy sector
UEECD0046	Solve problems in single path circuits
UEECD0044	Solve problems in multiple path circuits
UEEEL0019	Solve problems in direct current (d.c.) machines
UEEEL0021	Solve problems in magnetic and electromagnetic devices
UEECO0023	Solve problems in low voltage a.c. circuits
UEEEL0023	Terminate cables, cords and accessories for low voltage circuits
UEEEL0024	Test and connect alternating current (a.c.) rotating machines
UEEEL0025	Test and connect transformers
UEEEL0003	Arrange circuits, control and protection for electrical installations
UEEEL0047	Identify, shut down and restart systems with alternate supplies
UEEEL0012	Install low voltage wiring, appliances, switchgear and associated accessories
UEEEL0014	Isolate, test and troubleshoot low voltage electrical circuits
UEEEL0018	Select wiring systems and select cables for low voltage electrical installations
UEEEL0005	Develop and connect electrical control circuits
UEEEL0008	Evaluate and modify low voltage heating equipment and controls
UEEEL0009	Evaluate and modify low voltage lighting circuits, equipment and controls
UEEEL0010	Evaluate and modify low voltage socket outlets circuits
UEEEL0039	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
UEEDV0005	Install and maintain cabling for multiple access to telecommunication services	80
UEEAS0007	Assemble, mount and connect control gear and switchgear	40
Total:		120

	 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).

- Selecting and arranging electrical cables and equipment,
- installing cable/wiring support and protection equipment,
- Installing and terminating wiring systems, installing electrical and electronic apparatus,
- Servicing and repairing electrical apparatus, testing electrical apparatus and circuits,
- Diagnosing and rectifying faults in electrical apparatus and circuits,
- Undertaking commissioning and de-commissioning procedures




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

1170-1200 hours

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

Training plan is developed and should reflect the type of work the

Learner will be engaged in

	 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 name
Student ID:	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)

	 <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 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?

(Pg8 student hand book)

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

Pg 84 policy and procedures

Topic Skills Practice 1.5

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)

Pg 18 policy and procedures

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

(Pg17 student hand book)

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

Pg 84 policy and procedures

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

Student hand book pg 17

Topic Skills Practice 1.5

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

Pg 20 policy and procedures

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

pg 24 policy and procedures

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

Pg 19 policy and procedures

10. What types of learner support services are available at ETC?

Pg 27-28 policy and procedures




Topic Skills Practice 1.5

11. Briefly explain the process to apply for Recognition of Prior Learning (RPL) at ETC.

Pg 18 student hand book

12. Briefly explain how to apply for a review of an assessment outcome at ETC.

student hand book pg 15-16

	 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 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?

Training Manager

CEO

	 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 name
Student ID:	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




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

Pg 10 student hand book

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

Pg 11 student hand book

Topic Skills Practice 1.6

	 <i>Feedback</i>	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.

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?

Pg 12 student hand book

Topic Skills Practice 1.6

	 Feedback Have your teacher/trainer check your work	Teacher/Trainer Initials and Date 	
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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 name
Student ID:	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

Topic Skills Practice Cover Sheet

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

Topic Skills Practice 1.7




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	Sign into the timesheet	ETC staff
Arriving late to a training session due to sleeping through your alarm	Notify your trainer	ETC staff
Leaving early from a training session to attend a medical appointment	Provide medical certificate	ETC staff
Being absent from an assessment session	Provide medical certificate	ETC staff

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

	 <i>Feedback</i>	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. Explain why it is important to attend training sessions at ETC.

It is important to attend workshop sessions to develop knowledge/skills and comply with training.




Topic Skills Practice 1.7

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

Attendance to assessment sessions is important to demonstrate the achievement of underpinning knowledge and skills, and to comply with training contract obligations. page 20 policy and procedures

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

Pg 19 policy manual

	 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:	1.8
Skill Practice Name:	Simulated Emergency Evacuation

Student Name:	Student name
Student ID:	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

Topic Skills Practice Cover Sheet

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).

	 Feedback	Have your teacher/trainer verify your participation.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Teacher/Trainer Initials and Date</td> </tr> <tr> <td style="text-align: center; height: 30px;"> </td> </tr> </table>	Teacher/Trainer Initials and Date	
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.

	 Feedback	Have your teacher/trainer verify your participation.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Teacher/Trainer Initials and Date</td> </tr> <tr> <td style="text-align: center; height: 30px;"> </td> </tr> </table>	Teacher/Trainer Initials and Date	
Teacher/Trainer Initials and Date					
			✓		

Topic Skills Practice 1.8

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..




(page 108) policy and procedures

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

. (page 108)

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

(page 108)

	 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 name
Student ID:	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.

Pg 109 policy manual

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

Pg 108 policy manual

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

Pg 108 policy manual

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.

Pg 109 policy manual

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.

Pg 109 policy manual

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

Pg 109 policy manual


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

(page 23) policy manual

Topic Skills Practice 1.9

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

Pg 109 policy manual

	 <i>Feedback</i>	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.

9. 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?

(page 12) policy manual

Topic Skills Practice 1.9

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

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 name
Student ID:	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

Topic Skills Practice Cover Sheet

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

Topic Skills Practice 1.10

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.

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

	 Feedback	<p>Have your teacher/trainer verify your participation.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: center; padding: 5px;">Teacher/Trainer Initials and Date</td> </tr> <tr> <td style="text-align: center; height: 40px;"> <div style="font-size: 2em; margin: 0;">✓</div> </td> </tr> </table>	Teacher/Trainer Initials and Date	<div style="font-size: 2em; margin: 0;">✓</div>
Teacher/Trainer Initials and Date					
<div style="font-size: 2em; margin: 0;">✓</div>					

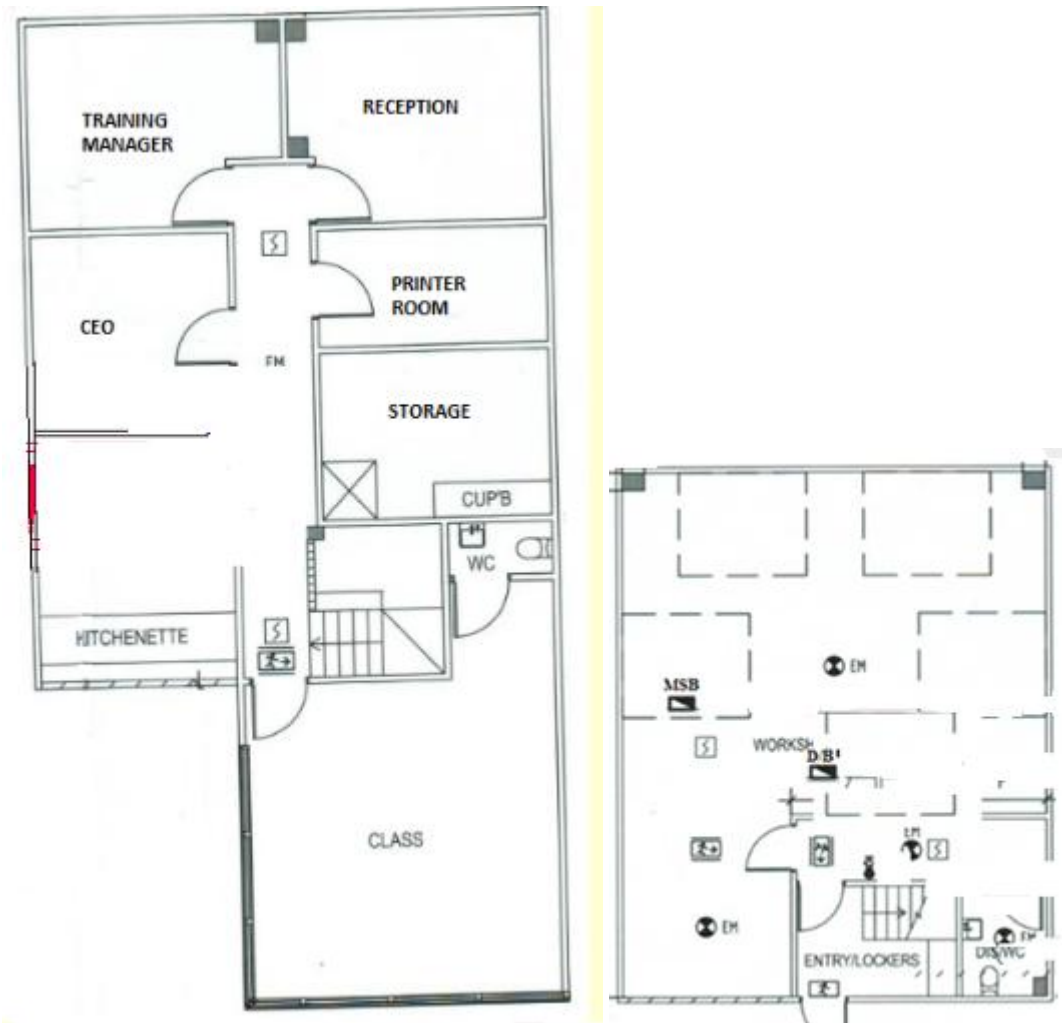
Topic Skills Practice 1.10




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.

10. 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.



	 <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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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 name
Student ID:	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

Topic Skills Practice Cover Sheet

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

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.

This Topic Skills Practice is © Exemplar Learning. The user is authorised to modify but not on-sell any element.

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:

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

	 Feedback	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 megger 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.

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

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

	 Feedback	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.

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

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

Testing




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

Identify Fault

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

Repair Faults

- Dismantle / assemble
- Repair components
- Replace components

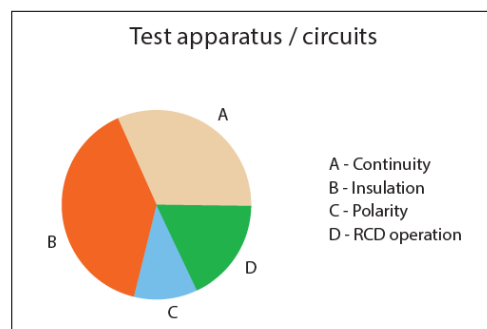
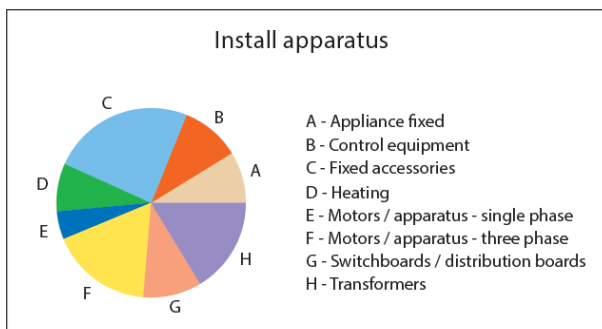
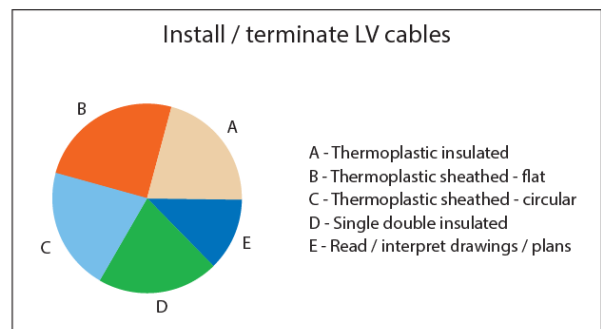
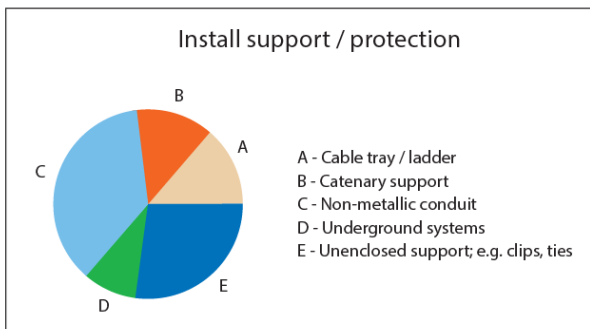
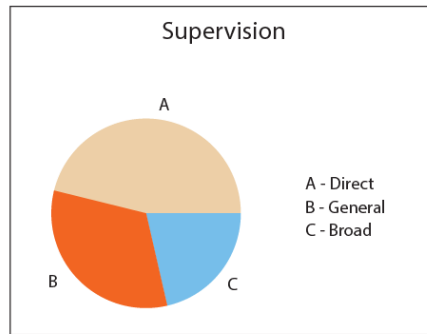
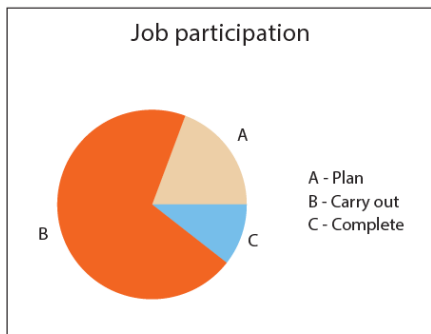
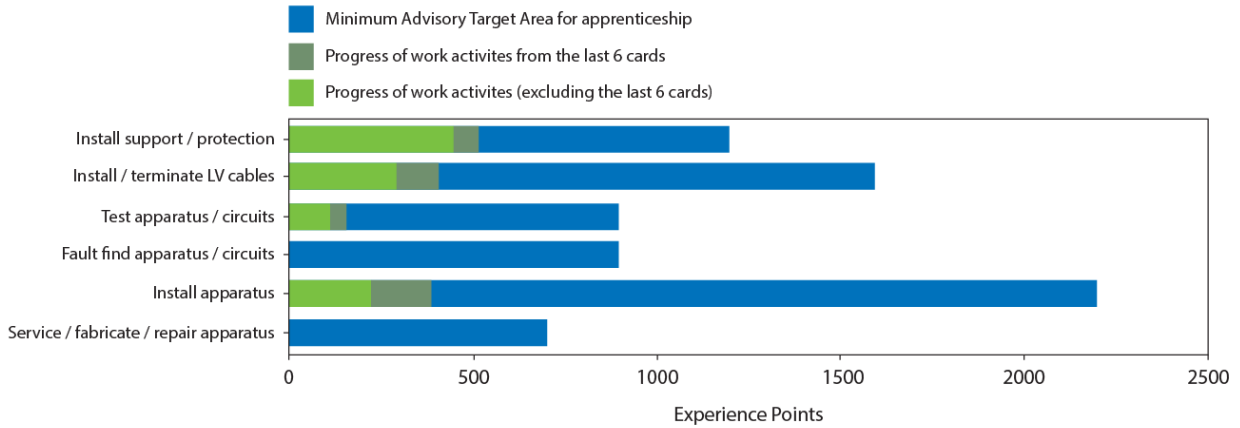
	 Feedback Have your teacher/trainer check your work	Teacher/Trainer Initials and Date	

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.

Core Work Activities



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

Install support protection

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?

Install apparatus

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

Direct

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

4

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




Continuity/ insulation

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

Three phase motors

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

Service/ fabricate repair apparatus

	 Feedback	Have your teacher/trainer check your answers	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 four different methods of gathering workplace evidence.

Install support /protection

Install terminate lv cables

Install apparatus

Test apparatus /circuits

2. Who is responsible for collecting workplace evidence?

Apprentice/learner

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

Employer/supervisor

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

Paper-based logbooks

Electronic profiling and e-logbooks

Work performance portfolios

Formal workplace assessments

5. What are the responsibilities of the Registered Training Organisation (RTO) in relation to

workplace evidence? See Topic 2.2 LMS Energy space

To receive and manage the learner's workplace evidence.

To monitor the learner's progress by periodically reviewing workplace evidence (typically once every three months).

To report on learner progress and develop strategies to maintain and enhance the learner's development in consultation with the learner and the employer.

Assess the learner's achievement against the required outcomes

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

The supervising tradesperson is:




- Making sure that you are undertaking your work correctly.
- Ensuring that you are safe from any hazards.
- Assisting you (or vice versa) throughout the duration of the work.

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

This type of scenario can sometimes be easily remedied by moving the learner to a different job site or into a different department/division within the company.

In some cases, electrical contractors working in different fields form agreements that involve the temporary exchange of apprentices to ensure the required range of experience is obtained.

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

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 name
Student ID:	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

Topic Skills Practice Cover Sheet

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

Topic Skills Practice 3.1

- 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

2. Carrying Out the Skills Practice

2.1 Follow Enterprise Policies and Procedures in the Workplace

2.1.1 You are required to provide three accounts, describing how you have followed enterprise policies and procedures, on separate occasions in the workplace.

Complete the applicable fields in the templates on the following three pages to list the applicable policies and procedures used in your organisation, and to describe how you followed the applicable policies and procedures in each case.

You will need to have your employer/supervisor sign-off to verify the accuracy of each account.

Follow Enterprise Policies and Procedures – Example 1			
Enterprise Policy:			
Associated Procedure(s):			
Employer:		Work Date:	
Work Site:			
<i>In the following space, describe the work undertaken and explain how you followed the applicable policy and procedures of your organisation:</i>			
ASSESSOR IS TO GIVE TO STUDENTS FOR EMPLOYER/SUPERVISOR TO SIGN OFF			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			
<hr/>			

Topic Skills Practice 3.1

Supervisor Verification			
Name:		Position:	
Signed:		Date:	

Follow Enterprise Policies and Procedures – Example 2			
Enterprise Policy:			
Associated Procedure(s):			
Employer:		Work Date:	
Work Site:			
<i>In the following space, describe the work undertaken and explain how you followed the applicable policy and procedures of your organisation:</i>			
ASSESSOR IS TO GIVE TO STUDENTS FOR EMPLOYER/SUPERVISOR TO SIGN OFF			

Topic Skills Practice 3.1

Supervisor Verification

Name:		Position:	
Signed:		Date:	

Follow Enterprise Policies and Procedures – Example 3

Enterprise Policy:			
Associated Procedure(s):			
Employer:		Work Date:	
Work Site:			

In the following space, describe the work undertaken and explain how you followed the applicable policy and procedures of your organisation:

ASSESSOR IS TO GIVE TO STUDENTS FOR EMPLOYER/SUPERVISOR TO SIGN OFF

Topic Skills Practice 3.1

Supervisor Verification

Name:		Position:	
Signed:		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. Explain the purpose of enterprise policies. See Topic 3.1 LMS Energy space

Enterprise policies state the values of an organisation. They inform workers about issues such as how they are expected to act, and how they can expect to be treated in the workplace.

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

Enterprise procedures provide practical explanations of how to perform a given task or respond to a situation in accordance with the values stated in associated enterprise policies

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

States the organisation's commitment to health and safety in the workplace, and compliance with applicable regulations.

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



States the organisation's commitment to equality and non-discrimination in the workplace

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

Provides details of any specific work uniforms or occupational clothing that must be worn in the workplace

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

States the standard of behaviour and ethics expected of persons in the workplace

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