

**Course outline: 141 Environmental K142A**  
**UEENEEK142A - Apply environmentally and sustainable procedures in the energy sector**

<b>Qualification:</b>	Certificate III in Electrotechnology Electrician - UEE30811
<b>Applicable to:</b>	Learners, industry/employers, governments, community and Global Energy Training Solutions as the provider
<b>Unit of competency:</b>	Accessible from: <a href="http://training.gov.au/Training/Details/UEENEEK142A">http://training.gov.au/Training/Details/UEENEEK142A</a>
<b>Related policies:</b>	<p>Policy &amp; Procedure 1 – Enrolment Policy</p> <p>Policy &amp; Procedure 2 – Credit Transfer &amp; Recognition of Prior Learning</p> <p>Policy &amp; Procedure 3 – Learner Support</p> <p>Policy &amp; Procedure 4 – Assessment</p> <p>Policy &amp; Procedure 5 – Academic Misconduct</p> <p>Policy &amp; Procedure 6 – Alcohol &amp; Other Drugs</p> <p>Policy &amp; Procedure 7 – Access, Equity &amp; Diversity</p> <p>Policy &amp; Procedure 8 – Vulnerable People</p> <p>Policy &amp; Procedure 9 – Work, Health &amp; Safety</p> <p>Policy &amp; Procedure 10 – Incident, Injury &amp; Rehabilitation</p> <p>Policy &amp; Procedure 11 – Competency, &amp; Qualification Assessment Decisions</p> <p>Policy &amp; Procedure 12 – Complaints &amp; Appeals</p> <p>Policy &amp; Procedure 13 – Privacy</p> <p>Policy &amp; Procedure 14 – Fees</p> <p>Policy &amp; Procedure 15 – Industry &amp; Employer Engagement</p> <p>Policy &amp; Procedure 16 – Trainers &amp; Assessors</p> <p>Policy &amp; Procedure 17 – Administration &amp; Other Staff</p> <p>Policy &amp; Procedure 18 – Quality Assurance</p> <p>Policy &amp; Procedure 19 – Business &amp; Financial Risk Management</p> <p>Policy &amp; Procedure 20 – Changes to Qualifications or Business</p> <p>Policy &amp; Procedure 21 – Conflict of Interest</p> <p>Policy &amp; Procedure 22 – Records Management</p> <p>Policy &amp; Procedure 23 – Marketing &amp; Advertising</p>
<b>Monitor and review:</b>	Policy & Procedure 18 – Quality Assurance
<b>Responsibility:</b>	Ben Murphy – as Proprietor
<b>Questions/queries:</b>	Feedback and suggestions welcomed: <a href="mailto:office@gets.com.au">office@gets.com.au</a> (+61) 02 6262 0077

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### 1. Material requirements

- AS/NZS 3000:2007 incorporating amendment 1 and 2
- Scientific calculator, ruler, pens and pencils
- Note book
- Hand tools
- Covered footwear
- Internet access (provided)

### 2. Session summaries

Day 1		
Required Skills and Knowledge	T1	Sustainable work practices encompassing: <ul style="list-style-type: none"> <li>• Notion of sustainable work practice</li> <li>• Effects of neglecting sustainable work practice</li> <li>• The greenhouse effect - causes, consequences.</li> <li>• International and national greenhouse imperatives.</li> <li>• The role of regulators and similar bodies</li> <li>• Legislative requirements</li> <li>• Economic benefits of sustainable initiatives.</li> </ul>

Day 2		
Required Skills and Knowledge	T2	Techniques for reducing carbon produced energy and hence greenhouse gases encompassing: <ul style="list-style-type: none"> <li>• domestic, commercial and industrial strategies</li> <li>• trade related technologies and methods</li> <li>• energy efficient retrofits (overview).</li> <li>• renewable energy technologies (overview)</li> </ul>

### 3. Elements and Performance Criteria

Elements and Performance Criteria require practice and demonstration in the work place.

Element		Performance Criteria	Work Performance
1:Plan and	1.1	Activities are planned and prepared for to ensure OHS policies and procedures are followed with the work appropriately sequenced in accordance with requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

prepare to apply sustainable work practice	1.2	Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.3	Materials are obtained and checked in accordance with established procedures and to comply with requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.4	Location in which activities are to be undertaken is determined from requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.5	Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.6	Workplace environmental risks and resource efficiency issues are identified.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
2:Apply sustainable work practice	2.1	OHS policies and procedures for undertaking administrative functions are followed.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.2	Activities are undertaken in accordance with requirements to implement techniques which produce energy reduction directly or indirectly.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.3	Unplanned events or conditions are responded to in accordance with established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.4	Approval is obtained in accordance with established procedures from appropriate personnel before any contingencies are implemented.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.5	On-going checks of the quality of the work are undertaken in accordance with established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.6	Work is carried out efficiently without unnecessary waste of materials or damage to the surrounding environment, while using sustainable work practices which minimise wastage of energy and materials either directly or indirectly.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
3:Complete the application of sustainable work practice	3.1	Documentation/reports are completed to ensure detailed promotional activities requirements are met.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.2	Suggestions are made for improvements to workplace practices to minimise energy and materials wastage.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	3.3	Completion is notified in accordance with established procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

#### 4. Assessments

Assessment	When	Satisfactory mark/outcome
Theory assessment 1	Day 2	70%
Practical assessment 1	Day 1	100%

Practical assessment 2	Day 1	100%
Practical assessment 3	Day 2	100%
Workplace Observation	After theory and practical assessments	Must be valid, sufficient, authentic and current
Employer Competency report		
Structured workplace experience interview		
Note: Once all theory, practical and on-site assessments are complete, competency assessment decisions can be made in conjunction with the learner, employer and registered training organisation.		

## 5. Version control

Version	Date of release	Author	Authorised by	Position	Rational for change
V1	5/10/2015	Ben Murphy	Ben Murphy	Proprietor	Initial release
V2	7/2/2017	Ben Murphy	Ben Murphy	Proprietor	Added Elements and Performance Criteria