

Course outline: 441 Orientation C020B
UEENEEC020B - Participate in electrical work and competency development activities

Qualification:	Certificate III in Electrotechnology Electrician - UEE30811
Applicable to:	Learners, industry/employers, governments, community and Global Energy Training Solutions as the provider
Unit of competency:	Accessible from: http://training.gov.au/Training/Details/UEENEE
Related policies:	<p>Policy & Procedure 1 – Enrolment Policy</p> <p>Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning</p> <p>Policy & Procedure 3 – Learner Support</p> <p>Policy & Procedure 4 – Assessment</p> <p>Policy & Procedure 5 – Academic Misconduct</p> <p>Policy & Procedure 6 – Alcohol & Other Drugs</p> <p>Policy & Procedure 7 – Access, Equity & Diversity</p> <p>Policy & Procedure 8 – Vulnerable People</p> <p>Policy & Procedure 9 – Work, Health & Safety</p> <p>Policy & Procedure 10 – Incident, Injury & Rehabilitation</p> <p>Policy & Procedure 11 – Competency, & Qualification Assessment Decisions</p> <p>Policy & Procedure 12 – Complaints & Appeals</p> <p>Policy & Procedure 13 – Privacy</p> <p>Policy & Procedure 14 – Fees</p> <p>Policy & Procedure 15 – Industry & Employer Engagement</p> <p>Policy & Procedure 16 – Trainers & Assessors</p> <p>Policy & Procedure 17 – Administration & Other Staff</p> <p>Policy & Procedure 18 – Quality Assurance</p> <p>Policy & Procedure 19 – Business & Financial Risk Management</p> <p>Policy & Procedure 20 – Changes to Qualifications or Business</p> <p>Policy & Procedure 21 – Conflict of Interest</p> <p>Policy & Procedure 22 – Records Management</p> <p>Policy & Procedure 23 – Marketing & Advertising</p>
Monitor and review:	Policy & Procedure 18 – Quality Assurance
Responsibility:	Ben Murphy – as Proprietor
Questions/queries:	Feedback and suggestions welcomed: office@gets.com.au (+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	<p>T1. Responsibilities under a competency development plan:</p> <ul style="list-style-type: none"> • Competency Development (Training) Plans encompassing: <ul style="list-style-type: none"> ◦ state/territories requirements (acts/regulations) ◦ competency development (training) contracts ◦ competency development (training) period ◦ purpose of competency development (training) plans ◦ process in developing competency development (training) plans ◦ parties involved in the competency development (training) plan • Qualification Structure encompassing: <ul style="list-style-type: none"> ◦ scope of work ◦ Training Packages - electrotechnology ◦ competency standard units (CSUs) ◦ structure of Qualification ◦ off-Job Requirements ◦ on-Job Requirements • Responsibilities of Parties to the contract encompassing: <ul style="list-style-type: none"> ◦ employer responsibilities ◦ learner responsibilities ◦ RTO responsibilities ◦ State Training Authorities (STA) • Electrotechnology Industry Career Opportunities encompassing: <ul style="list-style-type: none"> ◦ industry Areas ◦ qualification levels ◦ career paths • Industry customs and practices encompassing: <ul style="list-style-type: none"> ◦ industry bodies – employer and employee representatives ◦ regulatory bodies – including licensing/registration, OHS, IR, training authorities –

	<p>apprentice/trainee regulation</p> <ul style="list-style-type: none"> ○ vocational and technical education system – Australian Qualification Framework (AQF), credentials, Australian Qualification Training Framework (AQTF) <ul style="list-style-type: none"> • Monitoring of Workplace Evidence encompassing: <ul style="list-style-type: none"> ○ workplace exposure and practices and relationship with competency standard units ○ methods of collecting workplace evidence ○ monitoring period cycle ○ requirements of workplace evidence ○ actions taken for unsatisfactory progression ○ role of state training authority (STA) ○ apprentice/learner responsibilities ○ employer responsibilities • RTO Policies encompassing: <ul style="list-style-type: none"> ○ apprentice/Learner Responsibilities ○ teachers/Trainers Responsibilities ○ absenteeism ○ off-Job component assessment specifications ○ on-Job component assessment specifications ○ qualification completion requirements and award ○ advanced standing and/or RPL ○ result review procedures • Apprentice/Learner Discipline Policy encompassing: <ul style="list-style-type: none"> ○ apprentices/Learners rights ○ apprentice/Learner responsibilities ○ breaches of discipline ○ types of penalties Apprentice/Learner Responsibilities • Attendance at the Vocational and Technical Education Centre encompassing: <ul style="list-style-type: none"> ○ importance of attendance ○ record management of attendance ○ attendance cards ○ advice to employer of absences • Fire and Emergencies at the Vocational and Technical Education Centre encompassing: <ul style="list-style-type: none"> ○ designated fire and emergency exists ○ procedures in the event of a fire ○ evacuation procedures ○ assembly points importance of attendance • Occupational Health and Safety at the Vocational and Technical Education Centre encompassing: <ul style="list-style-type: none"> ○ eye protection ○ foot protection ○ protective clothing ○ personal injuries ○ mobile phones and personal belonging ○ dress regulations ○ rotating machinery, designated fire and emergency exists • Entry Requirements encompassing: <ul style="list-style-type: none"> ○ numeracy requirements ○ literacy requirements ○ vocational and technical education centre support mechanisms ○ testing and appropriate action by learner Eye protection • Vocational and Technical Education Centre Tour encompassing: <ul style="list-style-type: none"> ○ vocational and technical education centre layout ○ building layout ○ tour of building and vocational and technical education centre
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	<p>T2. Methods of monitoring and reporting competency development activities encompassing:</p> <ul style="list-style-type: none"> • RTOs responsibility to receive and monitor workplace activities of the apprentice/learner • Industry requirements for monitoring workplace evidence • Acceptable methods for monitoring and reporting workplace activities • Apprentice's/Learner's responsibility to participate in the reporting of workplace activities • RTOs requirements in periodically evaluating development of apprentices/learners from the workplace activities information gathered, and providing feedback and advice on areas requiring improvement • Employers responsibilities to participate in monitoring, reporting and confirming workplace activities, and assisting in overcoming areas requiring development by the apprentice/learner • Options for appeal or assistance from RTO or State Training Authority (STA) <p>T3. Enterprise work activities policies and procedures encompassing:</p> <ul style="list-style-type: none"> • Need for policies and procedures • Scope for an industry/enterprise to establish work activity policies and procedures - policies and procedure related to safety, effective work outcomes, customer relations, conflict resolution and competency development. • Following work activities procedures
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Concurrent assessment relationship
To be assessed concurrently with UEENEEG105A - Verify compliance and functionality of low voltage general electrical installations (Capstone 442)

3. Elements and Performance Criteria

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

Element	Performance Criteria	Work Performance
1:Comply with electrical industry and enterprise work policies and procedures.	1.1 Industry/enterprise policies and procedures for all work activities are identified and obtained.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.2 Clarification on how particular work is to be carried out and the procedures involved is sought from the immediate supervisor/appropriate person.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.3 Unexpected situations are dealt with safely and in accordance with industry/enterprise policies and procedures, and with the approval of an authorised person.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
2:Monitor and respond to a personal competency development plan.	2.1 All aspects of the competency development plan are confirmed in consultation with appropriate persons.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.2 All components of the competency development plan are followed diligently.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.3 Opportunities to practise skills and apply knowledge relative to a particular competency are pursued.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.4 Assistance is sought from appropriate persons to overcome difficulties in developing skills and applying knowledge relevant to a particular competency.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.5 Progress in competency development is self-monitored against the	<input type="checkbox"/> Satisfactory

		competency development plan and industry/enterprise policies and procedures.	<input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.6	Modifications to the personal competency development plan are made in consultation with appropriate persons.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.7	Obligations are met for periodic and timely reporting of competency development activities.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.8	Periodic competency development activities report is validated by an appropriate person in accordance with industry/enterprise policies and 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 1	70%
Practical assessment 1	With Capstone	100%
Workplace Observation	Before or 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