



Overview Policy Guideline

For Delivery of the Certificate III in Electrotechnology Systems Electrician qualification

General

This overview policy guideline outlines the industry recommended Training Program for RTOs involved in providing the Certificate III in Electrotechnology Systems Electrician to electrical apprentices. It has been produced by the ElectroComms and EnergyUtilities Qualifications Standards Body of Australia Ltd (EEQSBA) trading as EE-Oz Training Standards using EPIC1 ITB's original document as the source.

This policy guideline has been primarily developed to facilitate the highest level of quality in the provision of the Certificate III in Electrotechnology Systems Electrician qualification by public/private RTOs. It is an abridged version to the complete **Competency Development Schedule** – industry recommended **Training Program** for RTOs. The Schedule is available from the EEQSBA.

This policy guideline has also been developed to demonstrate the cooperation and goodwill that exists between the Electrotechnology industry and RTOs in seeking mutual quality of outcomes, in the delivery of the CIII in Electrotechnology Systems Electrician qualification.

Principles

1. Cooperation with industry

The underpinning principle is that a RTO and/or the department/business unit providing the Certificate III in Electrotechnology Systems Electrician qualification supports and cooperates with the Electrotechnology industry, represented by respective State and Territory Industry Training Advisory Bodies (ITABs), by adopting the following principles.

2. General operations

The operations of the RTO and/or the department/business unit responsible for the delivery of the qualification are at all times be:

- Consistent with the standards specified in the Australian Quality Training Framework (AQTF).
- In accordance with the Electrotechnology Training Package criteria and industry preferred Competency Development Schedule/Training Program.

3. Delivery

The RTO and/or the department/business unit responsible for the delivery of the industry recommended Training Program ensures that the delivery of the qualification is at all times:

- In accordance with the preferred industry training program and **Module Map**, as approved by NETAG².

4. Assessment

The RTO and/or the department/business unit responsible for the assessment of the qualification:

- Implements the industry endorsed Profiling System approach to the collection and reporting of evidence to support workplace activities of Apprentices.
- Conducts or provides, in accordance with any State licensing arrangement, a “*Capstone Assessment Test*” consistent with the ERAC³ Policy of 1 July 2001.

5. Results

The RTO and/or the department/business unit responsible for the assessment of the qualification provides:

- Competency development monitoring and, analysis advice using the quarterly Profiling System reports, to the Apprentice and employer.
- “*Statements of Attainment*”, on a semester basis, which contain details of any units of competency completed
- “*Statements of Results*”, on a semester basis, for any knowledge and skills modules (using percentile based graded assessment) of the off-the-job part of the Training Program that have been completed.
- The National Electrotechnology Training Package qualification, and a “*transcript*” on satisfactory completion of the apprenticeship that includes:

- the details of respective *units of competency* attained
- the results (graded) of all *K&S modules* of the industry recommended off-the-job training program
- a final *Profiling report* signed by respective parties confirming that relevant work place development and work performance attributes have been satisfied and met, including relevant *electrical wiring installation experience* as required by the Regulator, and
- evidence of successful completion of the “*Capstone Assessment Test*”.

6. Professional development

The RTO and/or the department/business unit responsible for the delivery and assessment of the qualification:

- Undertakes such professional development of Electrotechnology teaching and other staff as is deemed necessary to maintain a well-qualified and responsive workforce.
- Puts in place such succession planning mechanisms as to ensure the maintenance of a continuous high performing workforce.

7. Quality Assurance processes

The RTO and/or the department/business unit responsible for the delivery and assessment of the qualification:

- Implements such quality assurance processes as are necessary to ensure continuous improvement in the provision of the Certificate III in Electrotechnology Systems Electrician qualification, but in particular to conduct on a planned basis, Electrotechnology:
 - graduate destination surveys
 - Apprentice satisfaction surveys, and
 - Industry satisfaction surveys
- Complies at all times with the AQTF standards.

EE OSB Australia trading as **EE-Oz Training Standards**

Produced by the EEQSBA, EE-Oz Training Standards State/Territory ITAB Network and NETAG for RTOs and Industry. For more information contact us on:

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¹ EPIC ITB - Electrotechnology, Printing, Information Technology and Communications Industry Training Board Inc - Victoria

² NETAG – is the pre-eminent training advisory body. It is comprised of all State/Territory ITAB Executive Officers and State/Territory ETAG representatives from Registered Training Organisations (RTOs) servicing the industry. It is chaired by the EEQSBA. It is responsible for providing advice to the National Electrotechnology Competency Advisory Council (NECAC) on matters related to technical training and learning strategies.

³ ERAC - Electrical Regulatory Authorities Council.