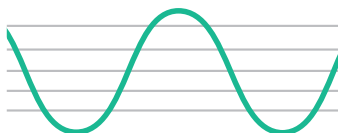


**ELECTROTECHNOLOGY
INDUSTRY
TRAINING PACKAGE**

**CERTIFICATE III
COMPUTER SYSTEMS**

USER GUIDE





DEPARTMENT OF EDUCATION, TRAINING AND YOUTH AFFAIRS

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EEQSBA

An Introduction to your New Apprenticeship

Industry research has found that apprentices need better training before they enter the workforce. Your New Apprenticeship Schedule has been developed to address this need.

To obtain your New Apprenticeship qualification, you must complete a Training Program that gives you the knowledge, skills and experience you need to be an effective worker. It is the foundation for a rewarding career path in any area of the Electrotechnology Industry whether it is in trade, engineering, management, marketing, research or possibly a combination of these.

During your training, you will need to develop a number of qualities that are fundamental to working in the industry. These include a commitment to hard work, an equal commitment to safety, a desire to learn, the ability to meet timelines and the resourcefulness and enthusiasm to minimise waste of materials and energy to lower emissions.

In the Training Program, learning and real work have been integrated to make sure that you achieve all the specific competencies of the New Apprenticeship program before you finish. Another feature of the program is that it occurs within the normal commercial activities of the workplace. This means that your training can actually contribute to the success of your employer's business, so long as they give you the necessary support and you in turn commit to your New Apprenticeship.

The Training Program works for both you and your employer. It gives your employer an opportunity to equip you with the required knowledge and skills needed for their business making you a more effective employee. At the same time, it enhances your employment potential through increased adaptability, opportunity and job satisfaction.

Government and industry training initiatives like the New Apprenticeship Scheme are value adding and support activities that improve the national and international competitiveness of a business. Your determination to complete the New Apprenticeship Training Program is critical to you starting a new and exciting future in the Electrotechnology Industry. It is also a stepping-stone to a career in other related industries.

Contents

Contents

New Apprenticeship Electrotechnology Computer Systems	9
Section 1: Terminology and Processes	11
Section 2: The Training Plan	21
Section 3: Training Records	43
Section 4: Competency Assessment Summary	49
Section 5: Useful Contacts	51
Work Record Forms	53

List of Acronyms

AAA	Affirmative Action Agency	LMP	Labour Market Programs
ACCI	Australian Chamber of Commerce and Industry	MCEETYA	Ministerial Council on Education, Employment, Training and Youth Affairs
ACTU	Australian Council of Trade Unions	MINCO	Ministerial Council (ANTA)
AIRC	Australian Industrial Relations Commission	NCVER	National Centre for Vocational, Education and Research
ABS	Australian Bureau of Statistics	NFROT	National Framework for the Recognition of Training
ANTA	Australian National Training Authority	NESB	non-English speaking background
ARF	Australian Recognition Framework	NOHSC	National Occupational Health and Safety Commission
AQF	Australian Qualifications Framework	NOOSR	National Office of Overseas Skills Recognition
AVETMISS	Australian VET Management Information Statistical Standard	NTF	National Training Framework
CBT	Competency Based Training	NTFC	National Training Framework Committee
DETYA	Department of Education, Training and Youth Affairs	NTIS	National Training Information Service
DIMA	Department of Immigration and Multicultural Affairs (Federal)	NTP	National Training Package
EA	Employment Assistance	OEA	Office of Employment Advocate
EdNA	Education Network Australia	OECD	Organisation for Economic Cooperation and Development
EEO	Equal Employment Opportunity	RPL/RCC	Recognition of Prior Learning/ Current Competencies
EEQSBA	ElectroComms and EnergyUtilities Qualifications Standards Body of Australia	RTO	Registered Training Organisation
ELT	Entry-level Training	SRA	State/Territory Recognition Authority
EPE/PEPE	Employment Placement Enterprise/ Public Employment Placement Enterprise	STA	State/Territory Training Authority
EBS	English Speaking Background	TAFE	Technical and Further Education
EWP	English in the Workplace	TAP	Training for Aboriginals and Torres Strait Islanders Program
FOI	Freedom of Information	VET	Vocational Education and Training
ILO	International Labour Organisation	WELL	Workplace English Language and Literacy
ITAB	Industry Training Advisory Body		

New Apprenticeships

Electrotechnology - Computer Systems

Vocational Training Program

Purpose

Welcome to the Electrotechnology – Computer Systems New Apprenticeship. This Training Program will prepare you for a career in the installation, commissioning, maintenance and carrying out of maintenance on computer equipment used in commercial and home office situations. When you successfully complete the Training Program, you receive a National Qualification:

Certificate III in Electrotechnology - Computer Systems

The New Apprenticeship in Certificate III Computer Systems provides specialisations in the following:

- Business Equipment
- Control
- Data Capture
- Networks.



This User Guide explains what you have to do to get the knowledge and skills you will need to perform effectively at work and to achieve your National Qualification. You will need to read the whole Guide. Each section is quite different, but all are an integral part of the Training Program. There are five sections covering the following:

- Terminology and Processes
- What is involved in the Training Program
- Training Records
- Competency Assessment Summary
- Useful Contacts.

Format

Your Training Program is co-ordinated through a Training Plan that is made up of core components, elective units and optional units of competence. The Plan combines on-and-off-the-job training giving you a range of related industry experiences that will be continually monitored, evaluated and recorded. In this way, it helps you gain the knowledge and skills you need to increase your employment opportunities within the industry.

Developer

Your Training Program was developed by the ElectroComms and EnergyUtilities Qualifications Standards Body of Australia (EEQSBA), with the assistance of the Department of Education, Training and Youth Affairs. There is more information about EEQSBA below. The Program was developed through extensive consultation with industry, training providers, Registered Training Organisations (RTOs) and government agencies. EEQSBA also talked with Trainees, Apprentices and Cadets to design the Program.

EEQSBA is nationally recognised by the Australian National Training Authority as the body responsible for progressing industry training issues for the following industry sectors:

- Electricity Generation
- Electricity Transmission and Distribution
- Communications
- Gas Supply
- Electrotechnology
- Lifts, escalators and moving walks

The EEQSBA's primary role is to develop and maintain National Training Packages. These include respective national qualifications and advisory guides and handbooks for each of the above industry sectors.

The EEQSBA works with industry representatives from across Australia to develop and maintain these products. It also acts as a mediator between lots of other organisations on vocational education and training issues (such as industry groups, government agencies and related bodies, organisations, enterprises and authorities).

Most importantly the EEQSBA also works with a network of State and Territory Industry Training Advisory Bodies. The Network helps to maintain links with key industry practitioners and helps put the National Training Packages and industry priorities in place. You will find a list of the Network contacts in Section 5.



Terminology and Processes

As you read through this Guide, you will come across a lot of unfamiliar terms that are crucial to understanding the way your Training Plan works. This section explains some of the terminology and processes that are used throughout the Training Plan.

The following terms and processes will be covered in this section:

- Appeals and assistance
- Articulation
- Assessment
- Australian Qualifications Framework (AQF)
- Competency Standards
- Competency Based Training (CBT)
- Employer
- Entry Requirements
- Learner
- Monitoring
- Modules
- New Apprenticeship
- New Apprenticeship Centres (NACs)
- Productivity
- Qualification
- Recognition of Prior Learning (RPL)
- Registered Training Organisations (RTOs)
- Sustainable Energy Principles and Practice
- The Training Period (Nominal)
- The Training Plan
- The Training Program
- User Choice.

Appeals and assistance

If you or your employer need advice or assistance with any issue relating to your Training Program or Training Plan, the selected Registered Training Organisation (RTO) or New Apprenticeship Centre (NAC) can help. If a difference of opinion arises over the sufficiency of evidence associated with Section 2 - The Training Plan, the standard reference point shall be the National Electrotechnology Training Package, which contains the Units of Competency, Assessment Guidelines and Qualification details.

Articulation

Successfully completing the Training Program allows you to enter an appropriate higher level qualification under the Australian Qualifications Framework (AQF), or a similar level qualification. There are six Vocational Education and Training Sector Qualifications with a further five for the Higher Education Sector. Credit or advanced standing can be given for same or similar outcomes existing in different qualifications where these have been agreed.

Assessment

During your training and at the end of the Training program, your progress will be assessed to see if you have gained the right knowledge and skills. Assessment is necessary so that you can be attributed competence and/or issued with a qualification. This is the role of a Registered Training Organisation (RTO). The RTO must take account of your prior knowledge and skills to make the assessment.

The selected RTO will check your knowledge and skills against those set out by the nationally endorsed industry competency standards, and the completion requirements that make up the qualification.

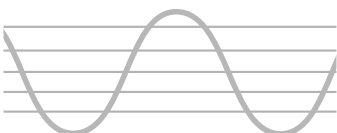
The RTO must see the way you integrate your knowledge and skills into the workplace. They are responsible for assessing the knowledge that underpins your performance on the job. This means you need to show that you understand *why* a job or task is done as well as *how* to do it.

You are able to take a very active role in your own assessment. It is your responsibility to gather evidence of your workplace experiences and activities and record them in a Training Record form. This information can be verified by your supervisor or mentor who is best placed to monitor and 'sign off' each progress, experience, activity or task. The Training Record will also be appropriately monitored and evaluated by your RTO. It forms an integral part of the decision making process about your performance.

The RTO will use your Training Record form and other evidence to determine your ability to:

- plan the work activity;
- carry out the task(s);
- complete the activity relative to the performance criteria associated with the unit(s) of competency.

Once you are considered to have developed sufficient workplace specific knowledge and skills, a final judgement about your performance may then be carried out.



Australian Qualifications Framework (AQF)

The Australian Qualifications Framework (AQF) provides a comprehensive, nationally consistent and flexible framework for all qualifications in Australia. The AQF was introduced Australia-wide on 1st January, 1995. A qualification is defined as “*formal certification, issued by a relevant approved body, in recognition that a person has achieved learning outcomes or competencies relevant to identified individual, professional, industry or community needs.*” (Ref: AQF Implementation Handbook – Second Edition, 1998).

Competency Standards

Competency Standards are industry agreed statements that describe the knowledge and skills required to carry out a job or task.

Someone who is said to be ‘competent’ has gained all the necessary knowledge and skills, and has applied that knowledge and skills effectively at work. This involves three things:

- applying the knowledge and skills in a range of situations (that is, new or non-routine);
- simultaneously managing the different activities that make up the competency;
- dealing with the responsibilities and expectations of the workplace.

Competency standards can stand alone or be used to make up an Australian qualification. Individual competency standards are called Units of Competency. Each Unit is made up of five parts:

Unit title

A Unit is a summary of an area of work. It describes a useful work function, activity or skill.

Elements of competency

Elements are parts of a Unit. They detail the broader functions or purposes covered by the unit. Generally, a unit is quite broad, whereas the element focuses on the actual activities or responsibilities that make up the competency.

Performance Criteria

These are further subsets of the Elements, which can be assessed. They describe the level of performance for each task that makes up an Element.

Range of Variables statement

This expands and gives context to the performance criteria and Elements. It explains the scope covered by the Unit in terms of such requirements as types of equipment covered, technology categories, environment and job role.

Evidence Guide

This provides critical information for your assessors and trainers (such as the knowledge and skills that underpin the Unit of Competency). It covers such things as critical aspects of evidence, context of assessment, pre-requisite and/or co-requisite competencies and underpinning knowledge and skills.

Competency Based Training (CBT)

The New Apprenticeship Training Program uses a method of training called “competency based training” or CBT. CBT allows you to continue training until you achieve competence. It does not specify a time for achieving the full range of competencies that make up a qualification. Time is a factor of learning but not the critical requirement. (The New Apprenticeship Training Program nominates a nominal period of training as a guide for those delivering the training.)

CBT requires you to perform a number of skills that are detailed in the competency standards. You will need to demonstrate:

- task skills - individual tasks;
- task management skills – managing a number of different tasks within the job;
- contingency management skills - responding to irregularities and breakdowns in routine;
- job/role environment skills - dealing with responsibilities and expectations of the work environment.

CBT also requires you to develop underpinning knowledge and skills. It focuses on what you can do as a result of training rather than on what has been learned. The focus is no longer on the learning process but on workplace performance.

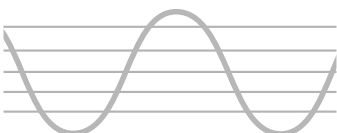
Employer

The employer is the person, organisation or company that has employed you. The term employer also includes Group Training Companies or similar bodies. These are established for the purpose of training Apprentices, Trainees or Cadets. If your employer is a Group Training Company, they will typically assign you to several host employers during your Training Period.

The employer is responsible for certain obligations under statute when they take you on under a New Apprenticeship Training Program. It’s a good idea to make sure you understand the obligations of your employer, listed below:

The Employer should:

- provide you with an environment conducive to learning the necessary competencies (knowledge and skills) required of the Training Program;
- become familiar with the content, purpose and use of this Training Plan and the Training Record form;



- ensure that you are exposed to a variety of relevant job experiences, and are given the opportunity and support to progress through the activities listed in your Training Plan. A variety of experiences are essential, so that you get enough opportunities to acquire and apply the knowledge and skills that will help make you an independent and competent worker;
- be sure that you have had the opportunity to gain and demonstrate the required knowledge and practical skills in the workplace, before you are verified (that is, 'signed off' in your Training Record);
- be aware of your training and study program and assist you where possible to progress. This should include helping you relate your new knowledge to your jobs and tasks in the workplace;
- ensure that the relevant supervisor/mentor/coach provides:
 1. supervision of your workplace activities;
 2. clear and concise instructions;
 3. a demonstration of the correct and safe procedures necessary for each task or activity you perform;
 4. an emphasis and guidance on safety and on working to sustainable energy principles and practices at all times;
 5. information relating to:
 - Occupational Health & Safety
 - Sustainable energy principles
 - Statutory requirements
 - Australian Standards
 - Codes of Practice
 - Quality Assurance
 - Manufacturers specifications
 - Company procedures and policies;
- supply you with all the equipment you need to do your work. Such items may include:
 1. plans, drawings and text
 2. workplace facilities and transportation
 3. tools, materials and component parts
 4. testing and measuring instruments;

- liaise with you in choosing the preferred Registered Training Organisation (RTO);
- assist the selected RTO in monitoring the information required in the Training Plan.

Entry Requirements

Before you begin your New Apprenticeship Training Program, it is expected that you will be competent in effective literacy and numeracy skills. You should be capable of a number of tasks (to the levels required by the performance criteria of your Training Program). These tasks include:

- writing relevant to workplace documentation;
- number recognition;
- conversion of a decimal to a fraction;
- conversion of a fraction to a decimal;
- transposition of simple formulae;
- substitution of units into simple formulae;
- simple calculations using scientific notation.

Learner

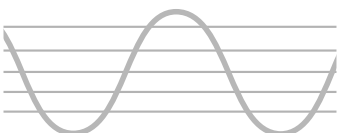
In this User Guide and during your Training Program, you may be referred to as the 'Learner'. A Learner may be identified by others as a Trainee, Apprentice or Cadet. By entering a New Apprenticeship Training Program, you - the Learner – commit to certain obligations and responsibilities.

Responsibilities of the Learner:

You are to perform all allocated workplace activities under the direct supervision of your supervisor/mentor/coach. You should not attempt an activity unless you have clearly understood all the necessary and appropriate information you have been given.

In the performance of an allocated job or task, you should:

- perform the task in a safe and proper manner in accordance with the relevant Health and Safety Acts or regulations;
- follow the necessary and appropriate codes, standards and policies;
- perform work to instruction and within prescribed specifications;
- cooperate with supervisor/mentor/coach and fellow workers;
- seek advice whenever instructions and/or procedures are unclear;
- work to acceptable standards of cleanliness, neatness and safety;
- carry out activities with a minimum of waste or rework and practice sustainable energy principles and practices;



- keep this Training Plan in a safe place. It is important that your Training Plan and Training Records are not lost. The Training Record contains essential information on how to gather evidence on your work experience/activities and training and development. It's a fundamental part of the way your qualification will be issued. The consequences for losing this information could result in an RTO conducting a more rigorous and extensive assessment before your qualification can be issued;
- ensure that a record of learning experiences is maintained;
- attend training courses as required;
- use all opportunities provided by both your employer and the RTO to gain the required underpinning knowledge and skills needed for successful training outcomes;
- stay 'honest'. You should not ask for an item to be verified, that is, 'signed off', until you are confident that the particular knowledge and/or skill has been developed and applied;
- advise your new employer (if changing jobs) about their role in the 'signing off' of the experiences/activities recorded in your Training Record. Your employer or supervisor/mentor/coach will need to be presented with the Training Record form periodically.

Monitoring

Regular monitoring of your workplace activities is an integral part of this Training Program. Your workplace experiences/ activities are to be recorded. This may be with the use of a Training Record form or by an alternative method. This is a matter for the Employer, yourself and the Registered Training Organisation to decide. The monitoring process and evaluation of your workplace experiences/activities is the responsibility of a RTO.

Module(s)

A module of study is like a short subject commonly delivered in an environment that supports effective learning. Modules are packaged in such a way that a specific area or stream of knowledge or skill is addressed. Generally modules are grouped together as courses. Module delivery is typically sequenced to allow learning to develop from easy to more complex. Typically a modular based course is made up of core (compulsory) and elective modules. It should be noted that substantial learning also occurs in the workplace and forms part of the requirements in this Training Program.

New Apprenticeship

See Training Program.

New Apprenticeship Centres (NACs)

You and your employer are generally required to enter into a formal agreement (legal contract) which details the Training Program and outlines everybody's responsibilities. NACs can assist you and your Employer with these agreements.

Productivity

The Electrotechnology Industry believes that sound structured training not only benefits you (the Learner) but also, by its very nature, increases the productivity of a business. This happens when the training requires you to carry out a range of activities directly related to the business. In other words, you actually learn by doing productive work.

To ensure productive effort in the workplace, you must acquire relevant knowledge and skills concurrently, and apply them. This leads to competent performance, safety and increased productivity in the workplace.

Qualification

The qualification for this Training Program will be titled:

Certificate III in Electrotechnology Computer Systems.

When you successfully complete this Training Program, you will be presented with the above vocational qualification. The qualification is recognised throughout Australia. It gives you the opportunity to work in a variety of areas within the Electrotechnology Industry and related industries. It also provides you with opportunities for articulation or recognition of knowledge and skills in allied vocations.

Recognition of Prior Learning (RPL)

You are entitled to have your prior learning recognised when undertaking this Training Program. If you believe that you have acquired the necessary knowledge and skills through formal training (in Australia or overseas), work experience or life experience, you can have them formally recognised. Applications would need to be made to respective Registered Training Organisations.

Registered Training Organisation (RTO)

RTO refers to any training organisation registered by a State/Territory Training Authority in accordance with the Australian Recognition Framework (ARF) providing vocational, education, training and/or assessment services. These include TAFE colleges/institutes, private commercial providers, community providers, schools, higher education institutions, enterprises and firms, industry bodies and any other organisation which meets the requirements of registration. RTO registration is managed by State and Territory Recognition Authorities within their legislation and decision-making framework.

You and your Employer must select an RTO to manage, deliver, monitor and assess your progress against completion of the Training Plan. On successful completion of the Training Program the RTO will issue you with a nationally recognised qualification. Like both you and your Employer, the RTO you select has certain responsibilities:



The Registered Training Organisation should:

- provide you with the necessary materials, resources, feedback and other information that will assist your learning;
- provide advice to your Employer on your progress, and the relevance of the work experience;
- ensure a high level of quality for your training and monitoring;
- complete the assessment of your knowledge and skills against the relevant competency standards;
- issue the nationally recognised Qualification or Statement of Attainment.

Sustainable Energy Principles and Practice

Sustainable Energy Practice refers to workplace actions that contribute to the reduction of greenhouse gases. These are caused by the combustion of fossil fuels such as coal and gas. As most electricity is generated using fossil fuels, a reduction in the unnecessary use of electricity reduces the production of greenhouse gases. Also, most materials used in the workplace are manufactured using electricity or gas, so recycling and reducing the wastage of these materials also helps. There is a worldwide commitment to reducing greenhouse gases, which are considered to contribute to global warming. This User Guide promotes workplace strategies to assist in achieving the same goals.

The Training Period (Nominal)

This is the estimated period that you will take to gain the competencies detailed in the Training Plan to achieve your qualification. Whilst it is recognised that qualifications are based on competence (see Competency Standards and Competency Based Training), such competence nonetheless requires a period of training time. This is to allow both the relevant knowledge and skills and workplace experience to be integrated and applied to the standard defined in individual units of competence and other related units. The Nominal Training Period for this Training Program is detailed in the Training Plan - Section 2.

The Training Plan

The Training Plan describes the training requirements during the training period. It is essential that you complete the required technical education experiences as well as the workplace experiences/activities. For the technical education experiences your chosen training provider will give you a statement of the learning outcomes you have achieved for this part.

You must also gather evidence of your workplace experiences and activities. In Section 3 of this Training Program, a Training Record form has been provided for you to do this and submit to the RTO. You will need to discuss whether this is the preferred approach of your RTO.

These two pieces of evidence are likely to be the cornerstone of information required by your RTO in determining whether you are developing the appropriate knowledge and skills for the units of competency making up the qualification.

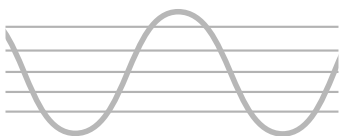
This Training Plan was designed in accordance with the industry and nationally endorsed National Electrotechnology Training Package which contain the Units of Competency, Guidelines for Assessment and the Qualification you are undertaking.

The Training Program

This describes training arrangements and training agreements that assist State/Territory Training Authorities to formally recognise employment contracted vocations, known as New Apprenticeships. These include Traineeships, Apprenticeships and Cadetships. The training model used in this Program comprises an on-and-off-the-job approach.

User Choice

User Choice means that you and your Employer can choose the appropriate qualification together with the requisite content requirements (Units of Competency). Both parties can then choose and negotiate with a suitable RTO for the training delivery arrangements associated with the Training Plan.



The Training Plan

This section explains in detail what is involved in undertaking the Training Plan.

This Training Program was developed to meet the needs of the Computer Systems sector of the Electrotechnology Industry.

Certificate III in Electrotechnology Computer Systems

In the specialisation of:

- Business Equipment
- Control
- Data Capture
- Networks.

A Description of each specialisation is outlined in Specialisation Descriptors on the following page.

This Certificate may be granted when you, the Learner, can demonstrate competence in the units of competency that make up the Training Program (or have been chosen as part of the Training Program).

To achieve this qualification it is necessary for you to complete all the core units, and the selected elective unit(s). Additionally, an optional unit can be chosen if required. Choosing an elective or optional unit(s) will be dependent on the workplace needs, and will require agreement between you and your employer in consultation with your RTO.

Selection of elective and/or optional unit(s) should be determined prior to starting your qualification. The qualification is made up of the following types of units:

Core units

Core units are compulsory units, which must be completed within the overall group that makes up the structure of the qualification (where *Specialisations* apply they are directly related to the core units).

Optional units

Optional units may be selected, where applicable, to support particular workplace conditions that may apply.

Elective units

Elective units are generally those units that provide flexibility related to a particular employer's quality assurance arrangements. These include administrative matters relating to work outcomes.

The reference document for the units of competency, Assessment Guidelines and Qualifications requirements used in this Training Program is the National Electrotechnology Training Package, which is available from the EEQSBA.

Specialisation Descriptors

Description of the specialisation within the Certificate III Electrotechnology Computer Systems qualification:

Specialisation	Typical work function	Typical work environment
Business Equipment	Installation, commissioning, maintenance and repair of computer systems equipment used to facilitate commercial activities.	Commercial, retail and industrial facilities, business equipment manufacturers and repairers.
Control	Installation, configuration maintenance and repair of industrial control computer systems and their peripherals.	Industrial/process situations in all types of industries.
Data Capture	Installation, commissioning, maintenance and repair of computer systems equipment used in point-of-sale, inventory control, data logging and remote sensing equipment.	Retail outlets, warehouse and manufacturing facilities, computer systems equipment manufacturers and repairers.
Networks	Installation, commissioning, maintenance and repair of computer systems equipment used to connect and allow communications between computers and peripheral devices.	Commercial, retail and industrial facilities, computer network equipment manufacturers and repairers.

The Training Plan

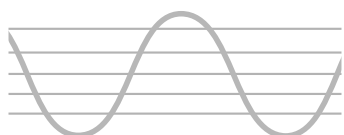
To assist you in achieving this qualification, a Training Plan has been developed which should be followed. This Training Plan is detailed in the following pages and it covers:

Undertaking Work

During the on-the-job part of your training, you will be expected to adapt to the values and practices of your new workplace. This section outlines a number of key characteristics that will help you prepare for this.

The Training Plan Summary

This outlines the specific training to be completed to gain your qualification.



The Units of Competency

This section details the units of competency to be completed in your Training Program. These include the on-the-job work (workplace experiences) and off-the-job modules (the underpinning knowledge and skills).

Nominal Training Period

This is the estimated period of the Training Program. For this Program the nominal period is 8,000 hours, which includes 1000 hours of off-the-job training.

Training Record

A Training Record has been developed and included in this section to assist you in keeping a record of your workplace experiences/activities. This will be required by the RTO as part of the evidence needed for issuing your Qualification. You don't have to use this Record, but you should liaise with your Employer and RTO to determine the most appropriate method for gathering this information.

A possible option is to use the sample work record sheet (template) included in the Training Record if so required by the RTO.

Competency Assessment Summary

A summary sheet of the competencies is included for the RTO to sign confirming achievement of the units of competency making up the qualification.

You should become familiar with those aspects of the Training Plan which require information to be provided to the RTO. This information is vital for the RTO in issuing the Qualification.

Undertaking Work

Through this Training Program you are likely to be seen as both a person-in-training and a worker. You will experience all the requirements and circumstances of working with other employees, learners, mentors and supervisors. This will be a valuable experience and is likely to shape the way you feel towards work in the future. In this role, you will be exposed to your Employer's corporate goals, workplace values and norms and to the legislative statutes governing work. Certain attitudes and behaviour will be expected from you as an active member of the workplace. These can be categorised as follows:

General

In undertaking work it is generally expected that you will do the following:

- work diligently;
- work cooperatively with fellow workers and other members of your workplace;
- seek assistance or advice from the supervisor/coach/mentor when in doubt;

- be active in gaining knowledge and skills appropriate to the job and competencies undertaken for future job prospects;
- work to approved specifications, procedures and accepted work practices;
- recognise the relationship and obligations that have been established between you and your Employer. These will be determined as soon as you enter into an employment based contracted New Apprenticeship Training Program (legal contract);
- develop and maintain an interest in the Electrotechnology Industry as a career.

Safety

In every workplace, you are expected to perform tasks in a safe and proper manner in accordance with relevant Acts or regulations. This means:

- always work in accordance with best practice procedures, to attain and apply the knowledge associated with safety practices;
- be cautious about taking short cuts;
- do not act dangerously or irresponsibly.

Safety is a learned attitude. Once you have this attitude, it means that concern for safety will be a prerequisite to every task or action that you perform. Working safely also includes recognising and responding actively to unsafe and hazardous situations. Where unsafe incidents occur, you should follow established employer procedures in relation to responding and reporting the matter. Most importantly, you must ensure that you do not put yourself in danger of any potential harm.

Many occupational, health and safety policies and procedures are determined by law. Additionally, specifically designed policies and procedures may exist within an individual business. Your workplace should give you the information you need to understand and follow all of the safety responsibilities associated with your job.

Environment

All members of the workforce have important duties with respect to the environment.

To help advance this important worldwide objective, you should endeavour to:

- dispose of waste in an appropriate way and in accordance with industry standards;
- limit the opportunities for contaminations to occur;
- handle chemicals carefully and in accordance to manufacturer's and enterprise specifications;
- respect the environment.



Sustainable Energy Practice

Sustainable Energy Practice is closely related to the 'environment'. Sustainable energy practice aims to reduce the amount of wastage in electricity and other forms of energy that lead to the production of greenhouse gases. Many of the principles and practices that apply in the workplace also apply in the home and the general environment. These include:

- examining work practices that may use excessive electrical energy;
- reducing energy by using energy efficient machines and appliances (e.g. star ratings);
- switching off devices such as lights, machines and computers when not in use;
- using power-save devices, such as those incorporated in photocopiers, business machines and the like;
- replacing incandescent lamps with compact fluorescent lamps;
- using natural light to replace artificial light;
- regularly cleaning air conditioner filters;
- closing windows and doors when climate control units are used;
- insulating dwellings, offices and workplaces and preventing draughts;
- using reflective curtains to control heat;
- using natural or artificial shade to control sunlight;
- using solar water heating;
- using automatic processes to manage energy usage;
- reusing materials used in construction, engineering and manufacturing;
- recycling waste materials;
- driving motor vehicles and other machines with care;
- using natural gas for heating rather than oil or coal based fuels;
- using devices to reduce water usage;
- checking for leakage in hot water system pressure relief valves and elsewhere in plumbing systems;
- sharing information about energy conservation with other workers.

Training Plan Summary

This is to certify that
Kim Smith
 Has fulfilled the requirements for
 Certificate III
 in
**Electrotechnology
 Computer Systems**
 Date 1 January 2002

The relevant RTO can provide detailed documentation of the recommended NUJETAB Delivery Strategies (off-the-job components - modules).

Transcript

In Specialisation of e.g Control

Units of Competency

Core

UTE NES009 A Participate in the training of others

UTE NES105gA Install and terminate wiring systems - *cabling/wiring support and protection*

Elective (must be completed)

UTE NES002 A Attend to breakdown

UTE NES005 A Co-ordinate materials

Statement of Results

Underpinning Knowledge and Skills

Modules:

NUFE002, NUF050

Refer to the following pages for titles of modules.

Experiences/ Activities

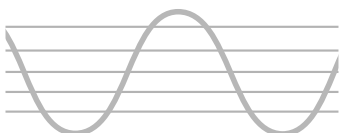
Refer to following pages for details of the Experiences/Activities required for each unit of competency that contributes to gaining the qualification. The tools you use to record your workplace experiences forms part of the Training Record. The work Record Forms can be found at the back of this User Guide.

The information contained in the following pages has been extracted from the National Electrotechnology Training Package. The information has been summarised for the purposes of this Training Program.

Underpinning Knowledge and Skills

Module No.	Module Name	Duration
Core Modules		
NBB002	Occupational Health & Safety	0.5
NE175	Workshop Practice	1
NUE052	Applied Electricity 1	1
NE172	Electrical Wiring & Equipment 1	0.5
NE179	Digital Electronics 1	1
NE180	Digital Electronics 2	1
NE018	Microprocessor Fundamentals	1.5
NUE113	Linear and Switched Mode Power Supplies	1
NE178	D.C.Power Supplies	1
NUE054	Applied Electricity 2	1
NUE056	Applied Electricity 4	1
NUE154	Electronic Fault Finding	0.5
ITH202	Using a Graphical User Interface	0.5
NE110	Data Communications Fundamentals	1
NE115	Introduction to Local Area Networks	1
ITH203	Using a Command Line Interface	0.5
NUE119	Network Operating Systems	1
NUE110	Introduction to Application Software	1
Plus other optional modules relevant to the Learner's <i>specialisation</i> , e.g.:		
Business Equipment		
NUE502	Computer Systems Safety	0.5
NE111	Personal Computer Servicing 1	1
NE112	Computer Peripherals	1
NUE115	Photocopier Operating Principles	2
NUE117	Colour Photocopying Principles	1
NUE114	Business Machines Transducers	0.5
NUE118	Facsimile Machines	1
NUE116	Business Machines Accessories	0.5
NTC14/17	Basic Telephony/Switching Systems Overview	0.5
Control		
NE182	Amplifiers 1	1
NE183	Amplifiers 2	1
NUE052	Computer Systems Safety	0.5
NUE703	Digital Sub-Systems	0.5
NE176	Programmable Controllers – Basic	0.5
NE177	Programmable Controllers 1	1
NUE158	Introduction to Resonance, Filters and Oscillators	1
NI201	Concepts of Instrumentation	0.5
EA908	Control Programming Style	1
EA906	Control Interface	1

Module No.	Module Name	Duration
<i>Data Capture</i>		
NE182	Amplifiers 1	1
NE183	Amplifiers 2	1
NUE502	Computer Systems Safety	0.5
NUE703	Digital Sub-Systems	0.5
NE176	Programmable Controllers – Basic	0.5
NUE158	Introduction to Resonance, Filters and Oscillators	1
NI213	Telemetry	0.5
EA906	Control Interface	1
NE036	Communications Fundamentals	1
NUE161	Automatic Data Capture	1
<i>Networks</i>		
NUE502	Computer Systems Safety	0.5
NE111	Personal Computer Servicing 1	1
NE131	Personal Computer Servicing 2	1
NE112	Computer Peripherals	1
NE103	Microprocessor Applications	1
NE097	Multimedia Computer Systems	1
NUE108	Computer Monitors	1
NTC14/17	Basic Telephony/Switching Systems Overview	0.5
EA908	Control Programming Style	1



UTE NES009 A – Participate in the training of other

MAJOR ACTIVITIES

Unit Descriptor:

Provide opportunities to and supervision of learners with respect to their vocational development during work activities, at a level appropriate to the stage of development in the training program, giving feedback on performance and verifying the work under taken.

Unit Elements:

Plan and prepare to provide for learning opportunities.

Supervise/mentor learners.

Verify activities undertaken by learner.

EXPERIENCES

Related Work Activities

Stage of development of the learner is determined from discussion with the learner, observation of the learner and/or formal assessment being carried out.

Measures are taken to ensure the learner understands *OH&S requirements* and safe working procedures and practises for the particular worksite and the activities to be undertaken.

Preparation for particular work includes deciding which activities are to be undertaken by the learner and the level of supervision.

Confirmations from the learner are sought regarding the level of understanding of the work activity to be performed.

Learner is provided with clear instructions on the work to be undertaken and the respective responsibilities associated with the work and other involved.

Learner is supervised/mentored and on-going checks of performance(s) are made at a level appropriate to the stage of development.

Learners progress is monitored in accordance with established procedures.

Learner is provided with feedback on work activities and actions are taken to correct any defective performance.

Learner is assisted where appropriate to identify and recognise the respective industry standards for recording purposes.

Measures are taken to ensure the learner completes relevant documentation of the work performed in accordance with established procedures.

Work activities undertaken and documented by the learner are verified in accordance with established procedures.

OFF-THE-JOB COMPONENT - MODULES

Underpinning Knowledge and Skills

(Recommended EEQSBA delivery strategies)

NUJE110

Introduction to Application Software

UTE NES106a A – Install electrical/electronic apparatus – computer systems

UTE NES106A A – INSTALL ELECTRICAL/ELECTRONIC APPARATUS – COMPUTER SYSTEMS

MAJOR ACTIVITIES	EXPERIENCES Related Work Activities	OFF-THE-JOB COMPONENT - MODULES Underpinning Knowledge and Skills (Recommended EEQSBAs delivery strategies)
<p>Unit Descriptor: Install and connect fixed wired electrical/electronic apparatus.</p> <p>Unit Elements: Plan and prepare for installation. Install apparatus. Inspect and notify completion of work.</p>	<p>Installation is planned and prepared to ensure OH&S policies and procedures are followed, the work is appropriately sequenced in accordance with requirements.</p> <p>Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved on the work site.</p> <p>Apparatus is checked against job requirements.</p> <p>Apparatus is obtained in accordance with established procedures and to comply with requirements.</p> <p>Location in which apparatus is to be installed is determined from job requirements.</p> <p>Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements.</p> <p>Tools, equipment and testing devices needed to carry out the installation work are obtained in accordance with established procedures and checked for correct operation and safety.</p> <p>Preparatory work is checked to ensure no unnecessary damage has occurred and complies with requirements.</p> <p>OH&S policies and procedures for installing electrical apparatus are followed.</p> <p>Apparatus are installed in accordance with requirements, without damage or distortion to the surrounding environment or services.</p> <p>Variation to apparatus installation is carried out in accordance to customer/client requirements.</p>	<p>NBB002 Occupational Health and Safety</p> <p>NE175 Workshop Practice</p> <p>NUE052 Applied Electricity I</p> <p>NE172 Electrical Wiring & Equipment I</p> <p>NE179 Digital Electronics I</p> <p>NUE113 Linear and Switched Mode Power Supplies</p> <p>NUE154 Electronic Fault Finding</p> <p>NUE110 Introduction to Application Software</p>

UTE NES106a A – Install electrical/electronic apparatus – computer systems (continued)

MAJOR ACTIVITIES

**EXPERIENCES
Related Work Activities**

**OFF-THE-JOB COMPONENT - MODULES
Underpinning Knowledge and Skills**

(Recommended EEQSBA delivery strategies)

Apparatus are terminated and connected in accordance with requirements.

Unplanned events or conditions are responded to in accordance with established procedures.

Approval is obtained in accordance with established procedures from appropriate personnel before any contingencies are implemented.

On-going checks of the quality of the work are undertaken in accordance with established procedures.

Final inspections are undertaken to ensure the installed apparatus conforms to requirements.

Work completion is notified in accordance with established procedures.

UTE NES206a A – Maintain and repair apparatus and associated circuits – computer systems

MAJOR ACTIVITIES	EXPERIENCES Related Work Activities	OFF-THE-JOB COMPONENT - MODULES Underpinning Knowledge and Skills (Recommended EEQSBAs delivery strategies)
<p>Unit Descriptor: Undertake routine maintenance on apparatus and associated basic circuits, includes wiring, piping, tubing and components.</p> <p>Unit Elements: Plan and prepare for maintenance. Maintain apparatus and associated circuits. Inspect and notify completion of work.</p>	<p>Maintenance is planned and prepared to ensure OH&S policies and procedures are followed, the work is appropriately sequenced in accordance with requirements. Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved on the work site. Apparatus maintenance schedules and specifications are checked against requirements. Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements. Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety. Preparatory work is checked to ensure no unnecessary damage has occurred and complies with requirements. OH&S policies and procedures are followed. Normal function of apparatus and associated circuits is ascertained in accordance with requirements. Circuits are checked as being isolated where necessary using specified testing procedures. Apparatus is maintained in accordance with requirements, without damage or distortion to the surrounding environment or services. "Like for like" replacement of wiring systems, apparatus (fixed wired) or apparatus is undertaken in accordance with established procedures, where necessary. Unplanned events or conditions are responded to in accordance with established procedures. Approval is obtained in accordance with established procedures from appropriate personnel before any contingencies are implemented. On-going checks of the quality of the work are undertaken in accordance with established procedures. Final inspections are undertaken to ensure the installed apparatus conforms to requirements. Work completion is notified in accordance with established procedures.</p>	<p>NBB002 Occupational Health and Safety NEI75 Workshop Practice NUE052 Applied Electricity 1 NEI72 Electrical Wiring & Equipment 1 NEI79 Digital Electronics 1 NEI80 Digital Electronics 2 NE018 Microprocessor Fundamentals NUEI13 Linear and Switched Mode Power Supplies NEI78 D.C. Power Supplies NUE054 Applied Electricity 2 NUE056 Applied Electricity 4 NUEI54 Electronic Fault Finding ITH202 Using a Graphical User Interface NEI10 Data Communications Fundamentals NEI15 Introduction to Local Area Networks ITH203 Using a Command Line Interface NUEI19 Network Operating Systems NUEI10 Introduction to Application Software</p>

UTE NES301a A – Undertake commissioning procedures of apparatus and associated circuits – computer systems

MAJOR ACTIVITIES

Unit Descriptor:

Undertake commissioning procedures of apparatus and associated basic circuits, components, and computer programming to comply with predetermined parameters.

Unit Elements:

- Plan and prepare to undertake commissioning procedures.
- Undertake commissioning procedures of apparatus, associated circuits and components.
- Inspect and notify completion of work.

EXPERIENCES

Related Work Activities

Commissioning procedures are planned and prepared to ensure OH&S policies and procedures are followed, the work is appropriately sequenced in accordance with requirements. Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved on the work site. Commissioning procedures are checked against requirements. Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements. Tools, equipment and testing devices needed to carry out the installation work are obtained in accordance with established procedures and checked for correct operation and safety. Preparatory work is checked to ensure no unnecessary damage has occurred and complies with requirements. OH&S policies and procedures for installing electrical apparatus are followed. Circuits are checked as being isolated where necessary using specified testing procedures. Commissioning procedures are performed in accordance with requirements, without damage or distortion to the surrounding environment or services. Unplanned events or conditions are responded to in accordance with established procedures. Approval is obtained in accordance with established procedures from appropriate personnel before any contingencies are implemented. On-going checks of the quality of the work are undertaken in accordance with established procedures. Final inspections are undertaken to ensure the commissioning procedures of apparatus, associated circuits and components conforms to requirements. Work completion is notified in accordance with established procedures.

OFF-THE-JOB COMPONENT - MODULES

Underpinning Knowledge and Skills

(Recommended EEQSBA delivery strategies)

NBB002	Occupational Health and Safety
NE175	Workshop Practice
NUE052	Applied Electricity 1
NE172	Electrical Wiring & Equipment 1
NE179	Digital Electronics 1
NE180	Digital Electronics 2
NE018	Microprocessor Fundamentals
NUE113	Linear and Switched Mode Power Supplies
NE178	D.C. Power Supplies
NUE054	Applied Electricity 2
NUE056	Applied Electricity 4
NUE154	Electronic Fault Finding
ITH202	Using a Graphical User Interface
NE110	Data Communications Fundamentals
NE115	Introduction to Local Area Networks
ITH203	Using a Command Line Interface
NUE119	Network Operating Systems
NUE110	Introduction to Application Software

UTE NES402a A – Test apparatus and circuits – computer systems

<p>MAJOR ACTIVITIES</p>	<p>EXPERIENCES Related Work Activities</p>	<p>OFF-THE-JOB COMPONENT - MODULES Underpinning Knowledge and Skills (Recommended EEQSB delivery strategies)</p>
<p>Unit Descriptor: Test apparatus and basic circuits, and components to ensure safety and integrity.</p> <p>Unit Elements: Plan and prepare for testing. Conduct testing. Notify completion of test. Testing is planned and prepared to ensure OH&S policies and procedures are followed, the work is appropriately sequenced in accordance with requirements.</p>	<p>Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved on the work site. Tests parameters are identified from appropriate documentation and/or requirements. Types and location of associated circuits and apparatus, subject to the test are identified from the test requests and/or instructions. Tools, equipment and testing devices needed to carry out the installation work are obtained in accordance with established procedures and checked for correct operation and safety. Where applicable, all relevant regulatory and compliance information, test data, statutory requirements and/or documentation are obtained prior to commencement of the test. OH&S policies and procedures are followed. Circuits are checked as being isolated where necessary using specified testing procedures. Parts or connections of the installation or service that are removed in order to conduct the test are stored to protect against loss or damage and in accordance with established procedures. Unplanned events or conditions are responded to in accordance with established procedures. Approval is obtained in accordance with established procedures from appropriate personnel before any contingencies are implemented. Apparatus and/or installation is tested to determine whether it conforms to requirements.</p>	<p>NBB002 Occupational Health and Safety NE175 Workshop Practice NUE052 Applied Electricity 1 NE172 Electrical Wiring & Equipment 1 NE179 Digital Electronics 1 NE180 Digital Electronics 2 NE018 Microprocessor Fundamentals NUE113 Linear and Switched Mode Power Supplies NE178 D.C. Power Supplies NUE054 Applied Electricity 2 NUE056 Applied Electricity 4 NUE154 Electronic Fault Finding ITH202 Using a Graphical User Interface NE110 Data Communications Fundamentals NE115 Introduction to Local Area Networks ITH203 Using a Command Line Interface NUE119 Network Operating Systems NUE110 Introduction to Application Software</p>

UTE NES402a A – Test apparatus and circuits – computer systems (continued)

MAJOR ACTIVITIES

**EXPERIENCES
Related Work Activities**

**OFF-THE-JOB COMPONENT - MODULES
Underpinning Knowledge and Skills**

(Recommended EEQSB delivery strategies)

Parts, and/or connections removed for the purpose of testing are returned to pre-test conditions in accordance with established procedures.

Any non-compliance results of the test(s) are documented in accordance with established procedures.

Where applicable a non-conformance report including recommendations on the actions to be taken and a statement on whether circuits and apparatus have been re-energised, is made and forwarded to the appropriate personnel.

Where potentially dangerous non-conformances are found associated circuits and/or apparatus are isolated to prevent energisation in accordance with the established procedure.

Documentation in relation to the test is forwarded to appropriate personnel and/or authority in accordance with requirements.

UTE NES501a A – Diagnose and rectify faults in apparatus and associated circuits – computer systems

MAJOR ACTIVITIES	EXPERIENCES Related Work Activities	OFF-THE-JOB COMPONENT - MODULES Underpinning Knowledge and Skills (Recommended EEQSB delivery strategies)
<p>Unit Descriptor: Diagnose and rectify faults in apparatus and associated basic circuits, includes wiring, piping, tubing and components.</p> <p>Unit Elements: Plan and prepare for diagnosis of faults. Diagnose faults in apparatus and associated circuits. Rectify faults in apparatus and associated circuits Provide status report(s).</p>	<p>Diagnosis of faults is planned and prepared to ensure OH&S policies and procedures are followed, the work is appropriately sequenced in accordance with requirements. Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved on the work site. Apparatus faults are checked against job requirements. Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements. Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety. Preparatory work is checked to ensure no unnecessary damage has occurred and that it complies with requirements. OH&S policies and procedures are followed. Reported fault(s) is/are confirmed and normal functions of apparatus and associated circuits are ascertained in accordance with requirements. Circuits are checked as being isolated where necessary using specified testing procedures. Apparatus faults is/are diagnosed in accordance with requirements, without damage or distortion to the surrounding environment or services. Unplanned events or conditions are responded to in accordance with established procedures. Approval is obtained in accordance with established procedures from appropriate personnel before any contingencies are implemented.</p>	<p>NBB002 Occupational Health and Safety NEI75 Workshop Practice NUE052 Applied Electricity 1 NEI72 Electrical Wiring & Equipment 1 NEI79 Digital Electronics 1 NEI80 Digital Electronics 2 NEE018 Microprocessor Fundamentals NUEI13 Linear and Switched Mode Power Supplies NEI78 D.C. Power Supplies NUE054 Applied Electricity 2 NUE056 Applied Electricity 4 NUEI54 Electronic Fault Finding ITH202 Using a Graphical User Interface NEI10 Data Communications Fundamentals NEI15 Introduction to Local Area Networks ITH203 Using a Command Line Interface NUEI19 Network Operating Systems</p>

UTE NES501a A – Diagnose and rectify faults in apparatus and associated circuits – computer systems (continued)		
MAJOR ACTIVITIES	EXPERIENCES Related Work Activities	OFF-THE-JOB COMPONENT - MODULES Underpinning Knowledge and Skills (Recommended EEQSBAs delivery strategies)
	<p>On-going checks of the quality of the work are undertaken in accordance with established procedures.</p> <p>Apparatus and associated circuits are isolated, where necessary, in accordance with established procedures.</p> <p>Adjustments are made in accordance with established procedures, where necessary, to return apparatus and associated circuits to normal operating conditions.</p> <p>Faulty component(s) are rectified or replaced, without damage or distortion to the surrounding environment or services.</p> <p>Apparatus and associated circuits are tested to ensure safety of the installation.</p> <p>Apparatus and associated circuits are returned to service in accordance with established procedures.</p> <p>Arrangements are made for maintenance and/or repair(s), where necessary, with relevant authorised personnel in accordance with requirements.</p> <p>Status report(s) is/are completed and notified in accordance with established procedures.</p>	

ELECTIVE UNITS

UTE NES002 A - ATTEND TO BREAKDOWN

UTE NES002 A - Attend to breakdown

MAJOR ACTIVITIES

Unit Descriptor:

Attend to breakdowns of apparatus and installations.

Unit Elements:

- Prepare to attend breakdown.
- Evaluate extent of work.
- Confirm completion.

EXPERIENCES

Related Work Activities

Instructions are received and checked to ensure they are clearly understood.

Tools, equipment and personnel protective equipment needed to do the work are obtained and checked to ensure they work correctly and are safe to use.

OH&S policies and procedures are read to ensure they are understood.

Appropriate personnel are consulted to ensure the work is coordinated effectively with others involved on the site.

Instruction for the work activities are followed.

Further instructions are sought from appropriate personnel in the event of unplanned events or condition occurring.

On going checks of quality of the work undertaken in accordance with instructions.

Final check is made to ensure work conforms with instruction and requirements.

Appropriate personnel is notified of completion of the work.

Tools and equipment are cleaned and checked and returned to storage
Work area is cleaned up and made safe.

WORKPLACE - KNOWLEDGE AND SKILLS (Can be delivered on or off-the-job)

Business documentation and record systems including the use of computers, information systems and business equipment technologies, as appropriate.

Business occupational health and safety instructions.

Responsibilities and rights of others involved including clients, property owners, other workers and the public.

Time management and co-ordination processes.

Organisational arrangements for communicating plans, information, intentions and safety criteria to others by appropriate means.

Operation of plant and equipment associated with a given workplace.

Perform necessary actions to protect the environment.

UTE NES005 A - Coordinate materials

MAJOR ACTIVITIES

Unit Descriptor:

Coordinate apparatus, associated accessories, components, materials and circuit wiring required to prepare and implement work.

Unit Elements:

Plan and prepare to coordinate materials.
 Coordinate materials.
 Inspect and notify completion of work.

**EXPERIENCES
 Related Work Activities**

Materials coordination are planned and prepared to ensure OH&S policies and procedures are followed, the work is appropriately sequenced in accordance with requirements.
 Appropriate personnel are consulted to ensure material is coordinated effectively with others involved on the work site.
 Materials are identified in accordance with established procedures and checked against requirements.
 Materials coordination are detailed in accordance with requirements.
 Obtain approval to change specifications where appropriate in accordance with established procedures and from appropriate personnel.
 On-going checks on the coordination of materials are undertaken in accordance with established procedures.
 Final inspections of material are undertaken in accordance with established procedures.
 Store and dispatch materials in conjunction with others involved or affected by the work in accordance with established procedures.
 Completion of materials coordination is notified in accordance with established procedures.

**WORKPLACE - KNOWLEDGE AND SKILLS
 (Can be delivered on or off-the-job)**

Business documentation and record systems including the use of computers, information systems and business equipment technologies, as appropriate.
 Business occupational health and safety instructions.
 Responsibilities and rights of others involved including clients, property owners, other workers and the public.
 Time management and co-ordination processes.
 Organisational arrangements for communicating plans, information, intensions and safety criteria to others by appropriate means.
 Operation of plant and equipment associated with a given workplace.
 Perform necessary actions to protect the environment.

UTE NES007 A – Supply projects

UTE NES007 A – SUPPLY PROJECTS

MAJOR ACTIVITIES	EXPERIENCES Related Work Activities	OFF-THE-JOB COMPONENT - MODULES Underpinning Knowledge and Skills (Recommended EEQSBA delivery strategies)
<p>Unit Descriptor:</p> <p>Supply projects encompass sourcing, purchasing, receiving and dispatching of plant, apparatus, test and safety equipment, tools, wiring, enclosures, supports, piping, tubing, ducting, accessories, materials and fixings.</p> <p>Unit Elements:</p> <p>Plan and prepare to supply projects.</p> <p>Supply projects.</p> <p>Receipt, inspect, dispatch and notify completion of work.</p>	<p>Project supplies are planned and prepared to ensure OH&S policies and procedures are followed, the work is appropriately sequenced in accordance with requirements.</p> <p>Appropriate personnel are consulted to ensure the project supply is coordinated effectively with others involved on the work site.</p> <p>Project supplies are checked against job requirements.</p> <p>Documentation and software necessary to complete the supply of projects are identified in accordance with established procedures and checked against requirements.</p> <p>OH&S policies and procedures are followed.</p> <p>Supply enquires, sourcing, investigations and acquisitions are detailed in accordance with established procedures and requirements.</p> <p>Response to unplanned events or conditions are detailed in accordance with established procedures.</p> <p>Approval to implement contingencies in accordance with established procedures from appropriate personnel are detailed.</p> <p>On-going checks of the quality of the work related to supplying projects are in accordance with established procedures and detailed.</p> <p>Receipt, final inspections and dispatch of supplies are undertaken in accordance with established procedures.</p> <p>Completion of supply are notified in accordance with established procedures.</p>	

UTE NES008 A – Provide technical leadership in the workplace

MAJOR ACTIVITIES

Unit Descriptor:

Provide technical leadership in the workplace appropriate to the level of autonomy accorded to individuals and teams.

Unit Elements:

- Demonstrate standards of performance.
- Maintain personal competence.
- Organise personal work priorities.

EXPERIENCES

Related Work Activities

- Work demonstrated follows OH&S policies and procedures with the work appropriately sequenced in accordance with requirements.
- Work demonstrated is coordinated effectively with others involved on the work site.
- Work demonstrated meets requirements.
- Unplanned events or conditions are responded to in accordance with established procedures.
- Personal competence is assessed against requirements to determine personal training needs.
- Feedback on competence is used to develop personal training needs in accordance with established procedures.
- Work priorities are organised in accordance with established procedures.
- Work is managed effectively to accomplish requirements.
- Technology is used to improve efficiency in the management of information in accordance with established procedures.
- Personal training within the workplace is managed in accordance with established procedures.

OFF-THE-JOB COMPONENT - MODULES

Underpinning Knowledge and Skills

(Recommended EEQSB delivery strategies)

OPTIONAL UNITS

UTE NES209 A - ATTACH FLEXIBLE CORDS AND PLUGS TO ELECTRICAL EQUIPMENT CONNECTED TO A SINGLE PHASE 250 VOLT SUPPLY

UTE NES209 A - Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply

MAJOR ACTIVITIES

Unit Descriptor:

Attach flexible cords and plug to electrical equipment connected to supplies up to 250 volt incidental to a principle function in the workplace.

Unit Elements:

Plan and prepare to attach flexible cord(s) and plug(s).

Attach flexible cords(s) and plug(s).

Test equipment for operation and safety.

Provide status report(s).

EXPERIENCES

Related Work Activities

Work is planned and prepared to ensure OH&S policies and procedures are understood and followed, and the work is appropriately sequenced in accordance with requirements.

Condition and ratings under which the flexible cable and plug is to operate is determined from requirements and in consultation with appropriate personnel followed by written instruction.

Flexible cable and plugs are selected to comply with standards and requirements for the condition and rating to be determined.

Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements.

The integrity of double insulated equipment is maintained in accordance with requirements.

Conductors are connected to terminals in accordance with requirements to ensure the required polarity is effected.

Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety.

Appropriate tests of the cord(s) and plug(s) connected to the electrical equipment are conducted in accordance with requirements and to established procedures to ensure safe installation and operation.

Flexible cord is prepared without damage to insulation and conductors and in accordance with requirements.

Single insulated metal-framed equipment is earthed in accordance with requirements.

Status report(s) are completed and notified in accordance with established procedures.

OFF-THE-JOB COMPONENT - MODULES

Underpinning Knowledge and Skills

(Recommended EEQSBAs delivery strategies)

Training Records

This section explains the process for recording your workplace experiences and your technical education. Both these aspects of your training – ‘on-the-job’ and ‘off-the-job’ - need to be attained and demonstrated to achieve your qualification.

Training Records

In this industry, competence is achieved through regular exposure to recurring workplace events where knowledge and skills, developed through technical educational experiences, are applied.

Records of all learning activities need to be kept. The way you record your workplace experiences/activities is different to the way your technical educational experiences will be recorded. Each method is described below.

Workplace Experiences/Activities

The recording process of your training has two main functions. The first is so that your RTO can check if you are getting enough exposure to the required range of practical experiences. During your on-the-job training, you should be exposed to a range of functions that are representative of normal work place activities. Your tasks and activities may be associated with plant and equipment, tools, components, electrical and electronic devices, and the like.

The second more important function of the records is so that they can be analysed to see if your workplace performance is progressing towards competence or if some changes need to be made. This information, together with the information about your technical educational achievements (e.g. modules), can be used to advise on how you are developing and progressing. It may also help determine your readiness for a final assessment.

An example of a form for recording these workplace experiences (Sample Work Record) is shown after the page headed ‘Filling out the Work Record’ in this section. Your RTO can tell you which relevant recording instrument is required.

Note: The instrument provided by the RTO may differ slightly from the example provided here. The RTO may agree to use the Work Record included in this Training Program. Alternatively, the RTO may have a different way in which it gathers the required information.

Instructions on how and when to fill out the Work Record should be given to you by your RTO in consultation with your employer. You should fill out the Work Record regularly, be accurate in entering the data, gain verification from your supervisor/mentor/coach and return the completed form(s), as requested. It is important that you keep in mind the need for accuracy in making your entries.

The recording process for your off-the-job training will depend on the way this training is organised by your RTO.

Technical Educational Experience

Your technical educational training will be arranged so that the content is logically grouped into manageable topics or subjects. This will make learning easier and more relevant to the practical application of the knowledge and skills in the workplace.

The content groups are called modules (subjects). Each module has its own characteristics and its own separate assessment. Your RTO should advise you on how the learning will be conducted, the time slots in which it will occur and where it will be delivered. This will determine how records will be kept and managed.

There should be three copies of the record of results. You and your employer should both keep records of the modules you've completed. A copy should also be held by the RTO. The record of learning outcomes or modules issued by the relevant training provider or RTO should be attached to this User Guide for future reference and safe keeping.

Your RTO should keep you informed on all issues relating to your off-the-job training. If in doubt seek advice or assistance from your RTO.



Filling out the Work Record

The following Work Record is a sample of the kind of evidence-gathering tool you may be required to use to record your workplace experiences/activities. The purpose of this information is to indicate to the RTO the type of work you are doing and to reveal any trends that may be occurring in your learning process. In particular, information is gathered about the type of work experience/activities, the degree to which supervision is required and the standard of all aspects of your work. This can then be used to see if your performance is improving and to inform the RTO about your readiness for a final judgement about your performance.

The frequency with which the records are completed will be determined by your RTO in consultation with yourself and your employer.

The sample work record produced below shows a step-by-step guide to completing the work record. A form should be completed regularly and should adequately reflect all the day-to-day activities that have occurred during the reporting cycle. You complete the forms yourself and have them verified, that is, signed off by your supervisor/mentor. The supervisor/mentor/coach should have a thorough understanding of the purpose of the work record and should know how to verify and use it correctly. If there is any doubt, the RTO and the employer should be consulted.

The Work Record is not a Wage Sheet. It is not intended that the hours of exposure should add up to 8 in a day or 35-40 in a week.

Note that there are three key indicators of progress which are sought for each unit of competency. Your reports must address each of these:

- Activity
- Exposure
- Supervision.

In summary – your reports should be regular, against each unit of competency. They should cover a range of representative items of plant, equipment, tools, materials and the like that you have used. They should refer specifically to Activity, Exposure and Supervision. This will give your RTO and your Employer valuable information for evaluating your progress towards competence.

To assist you and the RTO, a set of Work Record forms has been included at Attachment A of this Training Program. If you run out of forms you can photocopy them as required.

A Final Word

Be positive and Good luck!



Sample Work Record Form

Sample

A step-by-step guide to completing the Work Record Form follows.

Step 1

Enter Learner's details

Step 3

Complete details start and finish dates

EEOSSEA
Certificate II in Electrotechnology Business Support
Specialisation - Administration
Sample Work Record Sheets

Learner Name: Andrew Citizen
Employee No: 12305
Company Name: JPY Ltd.
Phone: 02 9999 9991
Fax: 02 9999 9992

Units of Competence	Period 1			Period 2			Period 3			Period 4		
	Activity	Exposure	Supervision	Activity	Exposure	Supervision	Activity	Exposure	Supervision	Activity	Exposure	Supervision
Core												
UTE NES014 Undertake basic office/warehouse administrative activities	B	A	1	B	A	2	B	B	3	B	B	2
UTE NES015 Promote basic organisational service/products	B	A	2	B	B	2	B	B	2	B	C	3
Elective												
UTE NES005 A Coordinate materials	BC	A	3	BC	C	3	BC	C	3	BC	A	3
UTE NES009 A Participate in the training of others	BC	A	4	BC	C	4	BC	B	4	BC	C	4

Reporting Period: Each period can range from 1 day to 1 month. This is a matter for the RTO and Learner to establish.

KEY
Activity Did you?

- A Plan and prepare.
- B Perform function, or
- C Complete work function

Exposure: How long did you work on the "Activity"?
A Up to 1 day,
B 2 to 4 days, or
C 5 days or more

Supervision: What level of supervision did you experience?
1 Observe only,
2 Assist others,
3 Work under direct supervision,
4 Work with limited supervision,
5 Work autonomously or
6 Supervise others

Note: Supervision can include mentoring

For each of the Range of Items briefly list the types of items used in the carrying out of the related work. For example in relation to tools list the types of tools used.

Step 7

Enter 1, 2 or 3 as per key - Supervision

Step 5

Enter A, B or C as per key - Activity

Step 4

Cross out unwanted units

Cross-out the elective and/or option unit not chosen

Learner's Signature: AC AC AC AC
Andrew Citizen Andrew Citizen Andrew Citizen Andrew Citizen

Range of Items used in work process:	
Tools	Stationary, wordprocessing, email, internet, calculator, accounts software, payroll software
Plant	Nil
Equipment or Apparatus	Computer, fax, copier, phones, printer, record storage and retrieval equipment, dictaphone, switchboard
Materials	Stationary, disks, recording and retrieval resources, forms, purchase order, invoice
Other	Cash handling

Step 8

Complete details for each Range

I confirm that **Andrew Citizen** has carried out the above experiences/activities.

Sheet No: _____

Supervisor's Signature: J Bloggs
Jane Bloggs

Step 2

Enter sheet number

Step 9

Supervisor to sign



Competency Assessment Summary

Learner Name: _____ Learner No: _____

Certificate III in Electrotechnology Computer Systems Specialisation – Please tick appropriate specialisation

Basic Equipment Control Data Capture Networks

Unit No	Unit Title	Achieved	Signature
Core Units (must be completed)			
UTE NES009 A	Participate in the training of others		
UTE NES106a A	Install and terminate wiring systems – <i>computer systems</i>		
UTE NES206a A	Maintain and repair apparatus and associated circuits - <i>computer systems</i>		
UTE NES301a A	Undertake commissioning procedures of apparatus and associated circuits - <i>computer systems</i>		
UTE NES402a A	Test apparatus and circuits - <i>computer systems</i>		
UTE NES501a A	Diagnose and rectify faults in apparatus and associated circuits - <i>computer systems</i>		
UTE NES402fd A	Test apparatus and circuits – <i>instrumentation</i>		
Elective Units (one to be selected and completed)			
UTE NES002 A	Attend to breakdown *		
UTE NES005 A	Co-ordinate material *		
UTE NES007 A	Supply projects *		
UTE NES008 A	Provide technical leadership in the workplace *		
Optional Unit			
UTE NES209 A	Attached flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply*		

* Strike out those units not chosen.

Registered Training Organisation signing off this assessment report:

Name: _____
 Company/Business Name: _____
 Registration Number: _____
 Signature: _____
 Date: _____

Useful Contacts

ElectroComms and EnergyUtilities Qualifications Standards Body of Australia

Address: Suite 1301, 66 King St
 SYDNEY NSW 2000
 PO Box Q284, QVB Post Shop
 SYDNEY NSW 1230
 Tel: (02) 9290 2533
 Fax: (02) 9290 2544
 Email: eeqsba@eeqsba.com.au
 Website: www.eeqsba.com.au

ACT Utilities and Light Manufacturing Industry Training Advisory Board

Address: Canberra Business Centre, Bradfield St
 DOWNER ACT 2602
 PO Box 626
 DICKSON ACT 2601
 Tel: (02) 6241 8259
 Fax: (02) 6241 8295
 Email: ulmi@austarmetro.com.au

NSW Utilities and Electrotechnology Industry Training Advisory Body

Address: Level 5, 339-341 Pitt St
 SYDNEY NSW 2000
 PO Box A238
 SYDNEY SOUTH NSW 1235
 Tel: (02) 9350 6231
 Fax: (02) 9350 6319
 Email: itab@ozemail.com.au

SA Training Revelation

Address: 1/22 Grenfell Street
 ADELAIDE SA 5000
 PO Box 3136
 ADELAIDE SA 5000
 Ph: (08) 8231 5566
 Fax: (08) 8231 5300
 Email: admin@eeewtb.asn.au

QLD Utilities & Services Industry Training Advisory Board

Address: 45 Berwick St
 FORTITUDE VALLEY QLD 4006
 Tel: (07) 3252 0370
 Fax: (07) 3252 0375
 Email: qusitab@qusitab.com.au

TAS Electrotechnology and Utilities Industry Training Board

Address: 2/94 Central Avenue
 DERWENT PARK TAS 7009
 Tel: (03) 6273 4445
 Fax: (03) 6273 4446
 Email: teuitb@bigpond.com

Epic Industry Training Board (Victoria)

Address: 1st Floor, 1024-1038
 Lygon Street
 CARLTON NORTH VIC 3054
 Tel: (03) 9381 1366
 Fax: (03) 9381 1427
 Email: epic@eisa.net.au

Electro-Tech & Utilities – NT

Address: 1st Floor Winlow House 75 Wood St
 DARWIN NT 0800
 PO Box 1388
 DARWIN NT 0801
 Tel: (08) 8999 3575
 Fax: (08) 8999 3577
 Email: electrotech@octa4.net.au

WA Utilities, Electrical, Electronics & Information Industries Industry Training Council

Address: Suite 3, 207 Balcatta Rd
 BALCATTWA WA 6914
 PO Box 597
 BALCATTWA WA 6021
 Tel: (08) 9240 2688
 Fax: (08) 9240 2930
 Email: ieuitc@iinet.net.au
 Website: www.ieuitc.iinet.net.au

Lift-Skills Australia

Address: Suite 1301, 66 King St
 SYDNEY NSW 2000
 PO Box Q284, QVB Post Shop
 SYDNEY NSW 1230
 Tel: (02) 9262 6733
 Fax: (02) 9290 2544
 Email: christina@alistc.com.au

Work Record Forms

Learner's Name: _____

Employee No: _____

Company Name: _____

Phone: _____

Fax: _____

Units of Competency		Period 1			Period 2			Period 3			Period 4		
		Dates	Start	Finish	Dates	Start	Finish	Dates	Start	Finish	Dates	Start	Finish
		Activity	Exposure	Supervision	Activity	Exposure	Supervision	Activity	Exposure	Supervision	Activity	Exposure	Supervision
Core													
UTE NES009 A	Participate in the training of others												
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UTE NES007 A	Supply Projects												
UTE NES008 A	Provide technical leadership in the workplace												
Optional													
UTE NES209 A	Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply												

Reporting Period: Each period can range from 1 day to 1 month. This is a matter for the RTO and Learner to establish.

KEY

Activity

Did you?

A Plan and prepare,

B Perform function, or

C Complete work function

Exposure:

How long did you work on the "Activity"?

A Up to 1 day,

B 2 to 4 days, or

C 5 days or more

Cross- out the elective and/or optional unit not chosen

Learner's Signature: _____

Supervision:

What level of supervision did you experience?

- 1 Observe only,
- 2 Assist others,
- 3 Work under direct supervision,
- 4 Work with limited supervision,
- 5 Work autonomously or
- 6 Supervise others

Note: Supervision can include mentoring

For each of the Range of Items briefly list the types of items used in the carrying out of the related work. For example in relation to tools list the types of tools used.

Range of Items used in work process:	
Tools	
Plant	
Equipment or Apparatus	
Materials	
Other	



I confirm that _____ has carried out the above experiences/activities.

Supervisor's Signature: _____

Supervisor's Name: _____

Learner's Name: _____

Employee No: _____

Company Name: _____

Phone: _____

Fax: _____

Units of Competency		Period 1			Period 2			Period 3			Period 4		
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Supervisor's Name: _____

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Employee No: _____

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Tools	
Plant	
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I confirm that _____ has carried out the above experiences/activities.

Supervisor's Signature: _____

Supervisor's Name: _____

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Learner's Signature: _____

Supervision:

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Tools	
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I confirm that _____ has carried out the above experiences/activities.

Supervisor's Signature: _____

Supervisor's Name: _____

Learner's Name: _____

Employee No: _____

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Phone: _____

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Units of Competency		Period 1			Period 2			Period 3			Period 4		
		Dates			Dates			Dates			Dates		
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Activity

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B Perform function, or

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Exposure:

How long did you work on the "Activity"?

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B 2 to 4 days, or

C 5 days or more

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Learner's Signature: _____

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