This learning and assessment plan outlines how this unit or cluster of units will be delivered and assessed. The schedule of learning topics, assessments and the due date for assessments is included.

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| Qualification national code and title: | **UEE30811 - Certificate III in Electrotechnology (Electrician) – A123** |
| Delivery Period: | **2018** |

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| **National ID** | **State ID** | **Name of unit** |
| **UEENEED101A** | **WC385** | **Use computer applications relevant to a workplace** |
| **You can access the unit of competency here:**UEENEED101A link: <http://training.gov.au/Training/Details/UEENEED101A> |
| **Delivery Location/s (Campus/Room/Online):** | North Metropolitan TAFE, Midland Campus, B Block, B50 / B41 and E Block, E103 & E100 |

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| Student Learning Resources, text, equipment (Required/Optional) |
| **Student to supply:**  |
| * A4 Ruled Lecture Notebook
* A4 Grid Paper Notebook
* A4 Clear Plastic Sleeve portfolio with at least 25 sleeves
* Coloured Pens (Red, Black, Green and Blue)
* Highlighter
* Led Pencil, Eraser
* Permanent Marker
 | * Ruler, Drawing Triangles, Protractor
* A non-programmable scientific calculator
* USB storage device (e.g. thumb drive or an external hard drive.)
* Steel capped safety boots
* Clear safety glasses
* Blue long sleeved cotton work shirt and work pants or shorts.
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| Each student is also required to complete an electrical training license application in accordance with State Regulator; Energy Safety requirements. This application costs $68.00 and is to be paid by the student. For more information see: <https://www.commerce.wa.gov.au/publications/electricians-training-licence-pre-apprentice> |
| **College to supply:**  |
| **Unit Code** | **Printed Material** | **Tools/Facilities** | **Materials** |
| UEENEED101A | * Resource Book
* Practical Assessment (A)
* Knowledge Assessment (A)
 | Computer |  |
| **Non-unit specific materials supplied by College:Computer** |

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| **Lecturer Name:** | **Phone:**  | **Email:**  | **Contact times**  | **Campus / Room** |
| Alan Philander | 93746305 | Alan.Philander@nmtafe.wa.edu.au | 07:30 – 15:30 | Midland |
| Kevin Gascoigne | 93746323 | Kevin.Gascoine@nmtafe.wa.edu.au | 07:30 – 15:30 | Midland |
| Geoff Fielding | 93746334 | Geoff.fielding@nmtafe.wa.edu.au | 07:30 – 15:30 | Midland |
| Richard Provis | 93746354 | Richard.Provis@nmtafe.wa.edu.au | 07:30 – 15:30 | Midland |

# Assessment Summary

| Assessment | Title and brief description | Due Date |
| --- | --- | --- |
| Knowledge Assessment (A) | Written | 5 |
| Practical Assessment (A) | Portfolio Logging on to Internet down loading items.Excel Task | 5 |

**You will receive more detailed instructions on each assessment from your lecturer.**

The regular learning requirements to develop the skills and knowledge for this unit are outlined below.

Please refer to your timetable for session times.

Please note: This plan is to be used as a guide and may be adapted to meet the needs of students.

You will be notified of changes as they occur.

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| Your training will include **structured in and out of class activities\*** to be completed for this unit. |
| *\*Out of class activities* may include(🗹): |
| [x]  lectures or tutorials, online tasks and forums[x]  assessments (when integrated with learning)[x]  workplace experience[x]  prescribed reading and research | [ ]  workshop activities[x]  projects, assignments[x]  prescribed follow-up activities[ ]  other (please specify) |

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| **Sessions****(Hours)** | **Element****number** | **Topic** | **Learning****Resources\*** | **Structured out of class activities\*** |
| **Session** | **Hrs** |  |  |  | **Activity** | **Hrs** |
| 1 | 4 |  | Students will receive a tutorial and complete the worksheet in this session.Lecturer to introduce Q-Tracker and explain relevance to apprenticeship. | Tutorial & D101A Resource Book | Worksheet 1 - 1Resume |  |
| 2 | 3 |  | Students will be engaged in tasks that will build their skills and knowledge using applications such as Word and Outlook. Assessment Task 1 to be completed in this session. | Tutorial & D101A Resource Book | Q-Tracker |  |
| 3 | 4 |  | Students will be engaged in tasks that will build their skills and knowledge using Q-Tracker. Assessment Task 2(a & b) to be completed in this session. | Tutorial & D101A Resource Book | Training license |  |
| 4 | 3 |  | Students will be engaged in tasks that will build their skills and knowledge using MS Excel. Assessment Task 3 to be completed in this session. | Tutorial & D101A Resource Book | Excel tasks |  |
| 5 | 4 |  | Revision and written assessment |  |  |  |
| **Total Hours**  |  |  |  | **Total hours out of class activities** |  |
| **Total amount of training for this unit:** (sum of Session Hours + Out of Class Hours) |  |

\*Learning Resources - to enable learners to meet the requirements of this unit of competency or cluster.

Reasonable Adjustment

We recognise that every student has different learning styles and needs. Please let your lecturer know if there is anything that may have an effect on your learning so they may be able to adjust your plan.

## Results and Appeals

Students may lodge an appeal against an academic result. Appeals must be lodged within four weeks of the date of your statement of academic record being issued. Please contact the Student Experience Team relevant to your portfolio area.

## Absences

If you are unable to attend any class or assessment session you must inform your lecturer as soon as possible.

If you miss an assessment due to illness, please provide your lecturer with a medical certificate in order to negotiate an alternate time for the assessment.

## Plagiarism

Plagiarism is using another person's ideas and words without clearly acknowledging the source of the information. It is not acceptable to submit an assessment that is based on another person's work and claim it as your own. If you submit an assessment that is significantly or recognizably the same or similar in content as submitted by another student (current or past) you may have to submit another assessment.

## Assessment Resit/Resubmission

You shall be permitted to have at least two attempts to demonstrate competency against a unit of competency or cluster of units of competency.

To qualify for re-assessment:

* you must have made a reasonable attempt to complete the assessment satisfactorily

AND

* you must have submitted the original assessment by the due date

OR

* you must have attended and participated in the original assessment event

In the case of a re-assessment opportunity, your lecturer will give you a due date for your second attempt. Should you not achieve a Satisfactory result on the second attempt, you will need to re-enrol (R) in the unit.

In certain situations a re-assessment is not possible; please refer to your assessment instructions.