



Learning and Assessment Plan

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.

Qualification national code and title:	UEE11 Electrotechnology Training Package, Ver. 1.5 UEE30811 Certificate III in Electrotechnology – Electrician Pathway No. A123
Delivery Period:	Semester 1, 2021, 18 Hours.

National ID	Name of unit
UEENEEE137A	Document and Apply Measures to Control OHS Risks Associated with Electrotechnology Work
You can access the full unit/s of competency here: UEENEEE137A link: http://training.gov.au/Training/Details/UEENEEE137A UEE30811 Qualification link: http://training.gov.au/Training/Details/UEE30811	
Delivery Location/s (Campus/Room):	Midland Campus, B Block, B50 / B41 and E Block, E105 & E100

Student Learning Resources, text, equipment (Required)				
Student to supply: PPE (Safety glasses, safety boots), writing materials, calculator & danger tag, AS/NZS 3000:2007& AS/NZS 3008.1.1:2009.				
College to supply: UEENEEE137A Resource Book				
Apprentices / Students to supply EW Training Licence Number and sign SWMS.				
Lecturer Name:	Phone:	Email:	Contact times	Campus / Room
Geoff Fielding	9374 6334	geoff.fielding@nmtafe.wa.edu.au	08.00 – 16.30	E103

Assessment Summary

Assessment	Title	Due Date
Portfolio	Written Portfolio Assessment	
Assignments	Written Assignment Multimeter Assignment	
Knowledge.	Written Assessment based on worksheets from workbook.	
Skills	Assessments are based on Isolation Theory and Isolation Practical.	
Resource Book	All worksheets and practicals <u>must</u> be completed.	
Q Tracker	Students must complete a minimum of 50% for UEENEEE137A the “on-the-job” hours in this unit, to achieve competency.	On-going

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Assessment	Title	Due Date
	A "Grade Not Yet Submitted" result may be recorded <u>until</u> such experience has been recorded. (10 hours / 20 hours)	

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 program 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.

Your training will include **structured in and out of class activities*** to be completed for this unit.

**Out of class activities* may include(☑):

- | | |
|--|--|
| <input checked="" type="checkbox"/> lectures or tutorials, online tasks and forums | <input checked="" type="checkbox"/> workshop activities |
| <input checked="" type="checkbox"/> assessments (when integrated with learning) | <input checked="" type="checkbox"/> portfolios |
| <input type="checkbox"/> workplace experience | <input type="checkbox"/> prescribed follow-up activities |
| <input type="checkbox"/> prescribed reading and research | <input checked="" type="checkbox"/> on-the-job profiling (Q Tracker) |

SESSIONS (Hours)		TOPIC (incl. Elements addressed)	RESOURCES to be supplied by student (if required)	Structured out of class activities*		
Week/ Session	Hrs			Activity	Hrs	
Day / Week 1	1	1	Introduction to UEENEEE137A- Discuss unit requirements Workshop Safety, Dander Tag Procedure pgs. 8-9.	UEENEEE137A Resource Book		
	2	3	T1: Risk management and assessment of risk. T2: Hazards and risks and control measures in working on construction sites. T6: Hazards and risks and control measures associated with harmful, devices, materials, gases, dusts and airborne contaminant. T7: Determine the degree of the risk. T8: Use control measures to eliminate or control the risk. Risk Management pgs. 12 – 16. Wiring rules, Supervision of Trainees & Apprentices, pgs. 17 -18. Job Safety Analysis pg.19. Isolation Procedure pg. 20. Section 1 W/sheet pg.21. Activity 1 pgs. 23 – 26. Show power points.	UEENEE137A Resource Book Writing materials & Calculator. PPE & Danger Tag	Complete worksheets & Q Tracker tasks	5
	3	3	Hand out Portfolio Hand out Written Assignment. Hand out Multimeter Assignment. Hand out class set of HB187-2006 & Fluke Manual Students / apprentices start Portfolio, Written Assignment and Multimeter Assignment.	UEENEK142A Resource Book Writing materials & Calculator. PPE & Danger Tag.	Complete worksheets & Q Tracker tasks	5



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Day / Week 2	4	4	<p>T3: Hazards associated with extra-low voltage, low-voltage and high-currents</p> <p>T5: Hazards and risks and control measures in working with low voltage equipment.</p> <p>T4: Hazards and risks and control measures associated with high-voltage.</p> <p>T9: Engaging in monitoring and reviewing processes to ensure control measures remain valid.</p> <p>Electrical Supplies pgs. 28 – 33. Section 2 W/sheet pg. 34. High Voltage Supplies pgs. 37 – 40. Section 3 W/Sheet pg. 41 Test Equipment pgs. 45 – 46. Section 4 W/Sheet pg. 47. Show power points and videos.</p>	UEENEEK142A Resource Book Writing materials & Calculator. PPE & Danger Tag	Complete worksheets & Q Tracker tasks	5
	5	3	<p>Sign SWMS Section 4 Activity pgs. 49 - 50. Complete Portfolio, Written Assignment and Multimeter Assignment.</p>	UEENEEK142A Resource Book Writing materials & Calculator.	Complete worksheets & Q Tracker tasks	5
Day / Week 3	6	4	<p>Submit completed Portfolio, Written Assignment and Multimeter Assignment. Submit Resource Book (for checking).</p> <p>Theory Assessment. Skills Assessment – JSA Skills Assessment – Isolation Procedure (Demonstrated)</p>			
Total Hours	18				Total hours out of class activities	20
Total amount of training for this unit: 14 hours of Training plus 4 Hours Assessments.					Total 38 Hours	

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.

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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 may qualify for (1) re-assessment per each assessment event when:

- you have made a reasonable attempt to complete the assessment satisfactorily
AND
- you have submitted the original assessment by the due date
OR
- you 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

Please note (1): As the practical's for this unit are at **240V AC**, all students **MUST** supply their **Electrical Workers license number (EW number)** and sign the 'Safe Work Method Statement' (SWMS) document

Please note (2): If you achieve **lower than 50%** for **any** assessment, you will **NOT** be entitled to a re-assessment.

Please note (3): If you fail to reach **50% (10 / 20 hours)** of authorised Q-tracker, you will receive a "**Grade Not Submitted**". At the end of the academic year, if the Q-tracker requirement is **NOT** met, your result will be converted to an "**R**".

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