



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:	<i>UEE22020 Certificate II in Electrotechnology (Career Start)</i> <i>UEE30820 Certificate III in Electrotechnology (Electrician)</i>
Delivery Period:	Semester

National ID	Name of unit
UEECD0007	Apply work health and safety regulations, codes and practices in the workplace
You can access the full unit/s of competency here (insert web address to unit of competency at www.training.gov.au or equivalent link if available)	
Delivery Location/s (Campus/Room/Online):	Balga, Clarkson, Midland, East Perth. Classroom and Skills Workshop, First Aid Classroom

Student Learning Resources, text, equipment (Required/Optional)				
Student to supply:				
Mandatory PPE Requirements		Stationary Requirements		
<ul style="list-style-type: none"> Steel capped safety boots Clear safety glasses Long/ short-sleeved cotton work shirt and work pants or shorts. Safety Gloves – Cut resistant – class 2 		<ul style="list-style-type: none"> Ruler, Drawing Triangles, Protractor A non-programmable scientific calculator A4 Ruled Lecture Notebook A4 Clear Plastic Sleeve portfolio with at least 25 sleeves Coloured Pens (Red, Black, Green and Blue) Highlighter, Led Pencil, Eraser 		
Lecturer Name:	Phone:	Email:	Contact times	Campus / Room
Terry O’Grady	9207 4458	Terry.O’Grady@nmtafe.wa.edu.au	07:30 – 15:30	Clarkson

Assessment Summary

Assessment	Title and brief description	Due Date
Task 1	Portfolio	Day 1
Task 2	Skills Workshop Inspection	Day 2
Task 3	JSA and Risk Assessment - Working at heights	Day 2
Task 4	Observe Isolation Procedure	Day 2
Task 5	LV Rescue	Day 3
Task 6	Knowledge Assessment	Day 3



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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.

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

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

- | | |
|---|---|
| <input type="checkbox"/> lectures or tutorials, online tasks and forums | <input type="checkbox"/> workshop activities |
| <input type="checkbox"/> assessments (when integrated with learning) | <input checked="" type="checkbox"/> projects, assignments |
| <input checked="" type="checkbox"/> workplace experience | <input type="checkbox"/> prescribed follow-up activities |
| <input checked="" type="checkbox"/> prescribed reading and research | <input type="checkbox"/> other (please specify) |

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

Sessions (Hours)		Element number	Topic	Learning Resources*	Structured out of class activities*	
Session	Hrs				Activity	Hrs
1	3		The basic legal requirements covering work health and safety in the workplace	https://www.legislation.wa.gov.au/	Complete Portfolio questions	
2	1		The work environment	Safety Hub	As above	1
3	1		Manual Handling	Safety Hub	As above	1
4	1		Chemicals in the workplace	Safety Hub	As above	1
5	1		Working at heights	Safety Hub	As above	1
6	1		Confined spaces	Safety Hub	As above	1
7	1		Physical and psychological hazards	Safety Hub	As above	1
8	1		Working safely with electricity	Safety Hub		1
9	1		Life Support – CPR in the workplace	Safety Hub		1
8	3		Assessment Task 2 – Workshop Inspection Assessment Task 3 – Working with Ladders Assessment Task 4 – Observe Isolations		As above	1
9	2		Assessment Task 5 – LV Rescue/ CPR Summing up and review		Complete Portfolio	3
10	2		Assessment Task 6 – Knowledge Test			
Total Hours	18				Total hours out of class activities	12
Total amount of training for this unit: (sum of Session Hours + Out of Class Hours)					30	



Learning and Assessment Plan

Recognition of Prior Learning (RPL) / Credit

You may be eligible for Recognition of Prior Learning (RPL) / Credit towards your studies if you have relevant existing skills, knowledge, or formal qualifications. Please discuss available options with your lecturer.

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 from notification of the assessment result. Please see details under Academic Appeals on the NMT website.

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.