Training & Assessment Strategy 1 – Electrical

Certificate III in Electrotechnology Electrician - UEE30811

Relates to standards:	1.1 – 1.4, 5.1 – 5.4 Standards for Registered Training Organisations (RTOs) 2015 1.1, 2.7, 2.8 ACT Standards for Delivery of Training – Skills Canberra
Applicable to:	Learners, employers, community, industry, the Australian Skills Quality Authority, Skills Canberra, Training Services NSW. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Related documents:	Attachment 1 – Qualification outline Attachment 2 – Term dates 2017 Attachment 3 – Trainer and Assessor Matrix Attachment 4 – Trainer and Assessor Competency tasks Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning Policy & Procedure 3 – Learner Support Policy & Procedure 4 – Assessment Policy & Procedure 11 – Competency & Qualification Assessment Decisions Training and Assessment Strategy 2 – Solar Training and Assessment Strategy 3 – Telecommunications
Monitor and review:	In accordance with: Policy & Procedure 18 – Quality assurance
Responsibility:	Ben Murphy – as Proprietor / Chief Executive
Questions/queries:	administration@gets.edu.au (+61) 02 6262 0077

Table of Contents

1. Training Product:.....2
2. Training and Assessment Strategy Objective:.....2
3. List of Policies and Procedures:.....3
4. Our Responsibility and Commitment:.....3
Training and assessment:.....3
Funding provider:.....3
UEE11 training package:.....3
AQF requirements.....4
5. Core and Elective Components.....4
Total number of units of competency including electives:.....4
Qualification outline:.....4
Qualification table:.....4
6. Mode of Delivery:.....6

7. Entry Requirements....7
Prior industry experience and qualifications:....7
Australian Qualifications Framework level:....7
Language Literacy and Numeracy level:....7
8. Learner types, programs and enrolment restrictions:....7
Relevant industry sectors....7
Learner types, programs and enrolment restrictions table:....7
9. Work experience and licensing requirements:....9
Licence to perform electrical work:....9
Training package requirements - Licence to practice:....9
Licensed outcome:....9
10. Duration and Scheduling....10
AQF and apprenticeship requirements:....10
Training package requirements - Representative body of work performance....10
Term dates:....10
Off-the-job training hours:....10
11. Assessment Resources, Methods and Timing:....12
12. Learning Resources:....12
13. Human Resources:....12
14. Physical Resources:....12
Training location....12
Physical resources – Facility....12
Physical resources – Electrical training room....13
Physical resources – Solar training room....14
Physical resources – Telecommunications training room....14
15. Strategies for ‘stand-alone’ single units or skill sets:....14
16. Strategies for ‘assessment only’ pathways:....14
17. Abbreviations:....14
18. Version Control:....14

1. Training Product:

Certificate III in Electrotechnology Electrician – UEE30811

2. Training and Assessment Strategy Objective:

To ensure a quality program that meets or exceeds the requirements of the;

- Australian Skills Quality Authority, and
- Skills Canberra, and
- UEE11 training package, and
- AQF requirements for qualifications at a Certificate III level

To ensure that accurate and comprehensive information is provided to prospective learners and employers, to enable them to to make informed decisions when deciding on a Registered Training Organisation and/or Training Product.

To ensure our program is tailored to meet the needs of individual learners taking into account their existing skills and knowledge, previously completed competencies and any specific needs or disabilities.

3. List of Policies and Procedures:

- Policy & Procedure 1 – Enrolment
- Policy & Procedure 2 – Credit Transfer & Recognition of Prior Learning
- Policy & Procedure 3 – Learner Support
- Policy & Procedure 4 – Assessment
- Policy & Procedure 5 – Academic Misconduct
- Policy & Procedure 6 – Alcohol & Other Drugs
- Policy & Procedure 7 – Access, Equity & Diversity
- Policy & Procedure 8 – Vulnerable People
- Policy & Procedure 9 – Work Health & Safety
- Policy & Procedure 10 – Incident, Injury & Rehabilitation
- Policy & Procedure 11 – Competency & Qualification Assessment Decisions
- Policy & Procedure 12 – Complaints & Appeals
- Policy & Procedure 13 – Privacy
- Policy & Procedure 14 – Fees
- Policy & Procedure 15 – Industry & Employer Engagement
- Policy & Procedure 16 – Trainers & Assessors
- Policy & Procedure 17 – Administration & Other Staff
- Policy & Procedure 18 – Quality Assurance
- Policy & Procedure 19 – Business & Financial Risk Management
- Policy & Procedure 20 – Changes to Qualifications or Business
- Policy & Procedure 21 – Conflict of Interest
- Policy & Procedure 22 – Marketing & Advertising
- Policy & Procedure 23 – Environmental Management

4. Our Responsibility and Commitment:

Training and assessment:

It is our responsibility to provide quality training and assessment services and to provide AQF certification documentation in compliance with the Australian Skills Quality Authority standards:

- *Standards for Registered Training Organisations (RTOs) 2015*

Funding provider:

It is our responsibility to provide quality training and assessment services in compliance with Skills Canberra standards:

- *ACT Standards for Delivery of Training – Skills Canberra*
- *ACT Standards Compliance Guide for Australian Apprenticeships Training.*

UEE11 training package:

It is our responsibility to ensure the requirements of the Certificate III in Electrotechnology Electrician – UEE30811 training package are met.

For the qualification:

- Packaging rules and completion requirements.
- Prerequisite pathways.

For individual units of competency:

- Licensing/Regulatory Information: Licence to practice

    - During Training
    - In the workplace
- Pre-Requisite Unit(s)
- Employability Skills
- Elements and Performance Criteria
- Required Skills and Knowledge
- Evidence Guide
    - Overview of Assessment
    - Critical aspects of evidence required to demonstrate competency in this unit
    - Context of and specific resources for assessment
    - Method of assessment
    - Concurrent assessment and relationship with other units
- Range Statement
- Competency Field: Literacy and numeracy skills

AQF requirements

It is our responsibility to ensure that graduates of our Certificate III program will;

- have theoretical and practical knowledge and skills for work and/or further learning.
- have factual, technical, procedural and some theoretical knowledge of a specific area of work and learning.
- have a range of cognitive, technical and communication skills to select and apply a specialised range of methods, tools, materials and information to;
    - complete routine activities.
    - provide and transmit solutions to predictable and sometimes unpredictable problems.
- apply knowledge and skills to demonstrate autonomy and judgement and to take limited responsibility in known and stable contexts within established parameters.

It is our responsibility to meet the volume of learning requirements for the qualification. Please see the Duration and Scheduling section of this document for more information.

5. Core and Elective Components

Total number of units of competency including electives:

Total number of units of competency:

- Elective option A: 20 core + 5 electives
- Elective option B: 20 core + 2 electives
- Other elective combinations: 20 core + 2 - 5 electives

Qualification outline:

Units of competency, electives, training order and nominal off-the-job training hours can be found in:

- Attachment 1: Qualification outline

Qualification table:

Units of competency, electives, training order and prerequisites can be found in following tables:

Core units in the our training order	
Unit of competency	**Prerequisites**
UEENEEE101A - Occupational Health and Safety regulations, codes and practices in the workplace	Nil

UEENEEE137A - Document and apply measures to control OHS risks associated with electrotechnology work	UEENEEE101A
UEENEEE105A - Fix and secure electrotechnology equipment	UEENEEE101A
UEENEEE102A - Fabricate, assemble and dismantle utilities industry components	UEENEEE101A
UEENEEE104A - Solve problems in d.c. circuits	UEENEEE101A
UEENEEE107A - Use drawings, diagrams, schedules, standards, codes and specifications	UEENEEE101A
UEENEEK142A - Apply environmentally and sustainable procedures in the energy sector	Nil
UEENEEG101A - Solve problems in electromagnetic devices and related circuits	UEENEEE101A, UEENEEE104A
UEENEEG102A - Solve problems in low voltage a.c. circuits	UEENEEE101A, UEENEEE104A, UEENEEG101A
UEENEEG106A - Terminate cables, cords and accessories for low voltage circuits	UEENEEE101A, UEENEEE102A, UEENEEE105A, UEENEEE107A
UEENEEG063A - Arrange circuits, control and protection for general electrical installations	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEG101A, UEENEEG102A, UEENEEG106A
UEENEEG006A - Solve problems in single and three phase low voltage machines	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEG101A, UEENEEG102A, UEENEEG106A
UEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEG101A, UEENEEG102A, UEENEEG106A
UEENEEG108A - Trouble-shoot and repair faults in low voltage electrical apparatus and circuits	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEG006A, UEENEEG033A, UEENEEG063A, UEENEEG101A, UEENEEG102A, UEENEEG106A
UEENEEG107A - Select wiring systems and cables for low voltage general electrical installations	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEG006A, UEENEEG033A, UEENEEG063A, UEENEEG101A, UEENEEG102A, UEENEEG106A
UEENEEG109A - Develop and connect electrical control circuits	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEG006A, UEENEEG063A, UEENEEG101A, UEENEEG102A, UEENEEG106A
UEENEEG103A - Install low voltage wiring and accessories	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEE137A, UEENEEG006A, UEENEEG063A, UEENEEG101A, UEENEEG102A, UEENEEG106A, UEENEEG107A, UEENEEG108A, UEENEEG109A
UEENEEG104A - Install appliances, switchgear and associated accessories for low voltage electrical installations	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEE137A, UEENEEG006A, UEENEEG033A, UEENEEG063A, UEENEEG101A, UEENEEG102A, UEENEEG103A, UEENEEG106A, UEENEEG107A, UEENEEG108A, UEENEEG109A
UEENEEC020B - Participate in electrical work and	To be assessed concurrently with UEENEEG105A

competency development activities	
UEENEEG105A - Verify compliance and functionality of low voltage general electrical installations	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEE137A, UEENEEG006A, UEENEEG033A, UEENEEG063A, UEENEEG101A, UEENEEG102A, UEENEEG103A, UEENEEG104A, UEENEEG106A, UEENEEG107A, UEENEEG108A, UEENEEG109A
UEENEEG105A Notes: UEENEEG105A is refereed to in the industry as the 'Capstone Assessment' and is programmed at the end of the Qualification. Before learners progress to the Capstone tutorials and assessments, we present their on and off-the-job assessment evidence to a Capstone Committee made up of industry professionals. The Committee recommends if an individual is suitable to progress to their final Capstone examinations or recommends that further training and assessment is required. More information is available in our Policy & Procedure 15 – Industry & Employer Engagement	

Electives option A: (Total 140 weighting points)		
Unit of competency	**Prerequisites**	**Elective weighting points**
UEENEED101A - Use computer applications relevant to a workplace	UEENEEE101A	Group A - 20 weighting points
UEENEED104A - Use engineering applications software on personal computers	UEENEEE101A	Group B - 40 weighting
UEENEEC003B - Provide quotations for installation or service jobs	Nil	Group A - 20 weighting points
UEENEEK135A - Design grid connected photovoltaic power supply systems **Note:** See Training and Assessment Strategy 2 – Solar	UEENEEE104A, UEENEEE137A, UEENEEG106A	Group B - 20 weighting points
UEENEEK148A - Install, configure and commission LV grid connected photovoltaic power systems **Note:** See Training and Assessment Strategy 2 – Solar	UEENEEK125A, UEENEEG103A	Group B - 40 weighting points

Electives option B: (Total 140 weighting points)		
Unit of competency	**Prerequisites**	**Elective weighting points**
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services **Note:** See Training and Assessment Strategy 2 – Telecommunications	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A	Group B - 120 weighting points
UEENEEC001B - Maintain documentation	Nil	Group A - 20 weighting point

6. Mode of Delivery:

The mode of delivery:

- Off-the-job face to face training and assessment one day per week for approximately three years and,
- On-the-job learning typical of an Australian Apprenticeship.

In addition:

- On-site assessments are conducted for all core units of competency.
- On-site assessments or simulated work site assessments are conducted for all elective units of competency.
- We are currently participating in a trial of My Profiling, an on-the-job evidence recording tool as requested

by Skills Canberra. The trial coexists with our current on and off-the-job training and assessment practices and does not change our current assessment processes.

7. Entry Requirements

Prior industry experience and qualifications:

There are no specific industry experience or qualifications required for this qualification.

However to enter onto a construction site in the ACT, workers are required as a minimum to hold:

- White card (CPCCOHS1001A - Work safely in the construction industry)
- Asbestos awareness (10314NAT - Course in Asbestos Awareness)

Depending on the type of construction work undertaken, other training may be required including however not limited to:

- Height safety training (RIIWHS204D - Work safely at heights)
- Confined space training (RIIWHS202D - Enter and work in confined spaces)
- Elevated Work Platform training (RIIHAN301D - Operate elevating work platform)

The above courses are separate to our training courses, for further information on Construction Occupation Licensing please contact Access Canberra www.accesscanberra.act.gov.au

Australian Qualifications Framework level:

Qualification	Level
Certificate III in Electrotechnology Electrician - UEE30811	III

Language Literacy and Numeracy level:

Qualification	Language Literacy and Numeracy level
Certificate III in Electrotechnology Electrician - UEE30811	Reading 3-5 Writing 3-5 Numeracy 3-5

All learners are assessed and graded in Language Literacy and Numeracy and support offered where applicable in accordance with Policy & Procedure 3 – Learner Support

8. Learner types, programs and enrolment restrictions:

Relevant industry sectors

Certificate III Electrotechnology Electrician – UEE30811 is a suitable qualification for learners to study towards becoming a qualified and licensed electrician in Commercial, Industrial, Maintenance and Domestic electrical work.

Learner types, programs and enrolment restrictions table:

Learner types, programs and enrolment restrictions					
Learner Type	**Program**	**Enrolment Restrictions**	**Duration**	**Qualification Outcome**	**Eligible to perform electrical work in the workplace**

Australian Apprentice	Apprentice Electrician	Must be under a contract of training, signed up through an Apprenticeship Network Provider	Four years on-the-job experience + part time technical studies (unless the learner has verified Recognition of Prior Learning)	Yes	Under supervision
	Australian School Based Apprentice Electrician			Yes, however requires full time employment after Yr 10 or Yr 12.	
Job seeker	Apprentice Electrician who has lost their employment	Eligible to attend off-the-job studies without employment for a maximum of six months	Requires recommencement of apprenticeship and the equivalent of four years on-the-job experience + part time technical studies	Yes, however requires recommencement of apprenticeship unless learner is very close to completion	No
	Pre-Apprenticeship course		18-20 days of off-the-job technical studies	No, must look for an apprenticeship	
Unrestricted Licence – Electrical	Up-skill to the latest training package	Nil	0.5-1 year part time technical studies	Yes	Yes
Undergoing gap training due to not being eligible for an Unrestricted Licence – Electrical	Electrical licence expired more than 5 years prior to renewal application	Must have an Electrical work permit – Unrestricted Permit Electrotechnology Systems	Typically 1 year on-the-job + part time technical studies	Yes	Under supervision
	Qualification was issued more that 5 years prior to licence application				
	Similar Trade – Electrical Mechanic/Fitter				
	Similar Qualification – In an electrical or related field				
	Overseas Electrician				
Specific units of Competence	Linesperson (1-7 x UoC)	Enrolled at another RTO in Certificate III in ESI – Power Systems (Various)	3 semesters part time technical studies	No	No
	Extra Low Voltage electrical worker (3-6 x UoC)	Nil	1 semester part time technical studies		
	Cert II in Electrotechnology (1-6 x UoC)	Studying a Cert 2 at another RTO	1-2 semesters part time technical studies		
	Telecommunications (1-6 x UoC)	Nil	4.5 days of off-the-job technical studies		
	Solar designer (1-7 x UoC)	Nil	3 semesters part time technical studies		
	Solar installer	Must be an	3.5 days of off-		Yes

	(2 x Uoc)	Electrician	the-job technical studies		

9. Work experience and licensing requirements:

Licence to perform electrical work:

Acts and Regulations that relate to the conducting of electrical work in the workplace include:

- ACT:
  - Construction Occupations (Licensing) Act 2004 (ACT)
  - Construction Occupations (Licensing) Regulation 2004 (ACT)
  - Construction Occupations (Licensing) (Mandatory Qualifications) Declaration 2016 (No 1) (ACT)
  - Electricity Safety Act 1971 (ACT)
  - Work Health and Safety Regulation 2011 (ACT)
- NSW:
  - Electricity (Consumer Safety) Act 2004 No 4 (NSW)
  - Work Health and Safety Regulation 2011 (NSW)
- Federal:
  - Work Health and Safety Act 2011(Cwlth)
  - Mutual Recognition Act 1992 (Cwlth)

It is our interpretation that only the following types of workers can practice electrical work typical of the Certificate III in Electrotechnology Electrician – UEE30811 in the workplace:

- Unrestricted Licence – Electrotechnology Systems
  - Construction Occupation Licence holder – Electrician – Unrestricted
- Unrestricted Permit – Electrotechnology Systems
  - Construction Occupation Licence holder – Electrician – Work permit
  - May work under supervision
- Apprentice Electrician – Under a contract of training
  - Participating in technical studies towards a Certificate III in Electrotechnology Electrician – UEE30811
  - May work under supervision

Training package requirements - Licence to practice:

During training: Competency development activities are subject to regulations directly related to licensing, occupational health and safety and where applicable contracts of training such as apprenticeships.

In the workplace: The application of the skills and knowledge described in UEE30811 units of competency require a license to practice in the workplace where work is carried out on electrical equipment or installations which are designed to operate at voltages greater than 50 V a.c. or 120 V d.c.

Other conditions may apply under State and Territory legislative and regulatory requirements.

Licensed outcome:

Graduates of Certificate III in Electrotechnology - UEE30811 may apply to the relevant state authority for an unrestricted Electrical Licence.

- In ACT: Access Canberra – Construction Occupations Licensing
- In NSW: NSW Fair Trading

10. Duration and Scheduling

AQF and apprenticeship requirements:

In order to meet the volume of learning requirements for the qualification, we require a volume of learning of four years duration through indentured training and employment typical of an Australian Apprenticeship – Electrical.

Where extensive prior work experience and knowledge can be verified and demonstrated, the learning outcomes of our Certificate III program may be achieved in a shorter period.

Training package requirements - Representative body of work performance

A representative body of work performance will be demonstrated within the time frames typically expected of the discipline, work function and industrial environment.

Term dates:

2017 Term dates and scheduling can be found in:

- Attachment 2: Term dates 2017

Off-the-job training hours:

Nominal off-the-job training hours can be found in the following tables:

Core units in the our training order Unit of competency	Nominal off-the-job training hours
UEENEEE101A - Occupational Health and Safety regulations, codes and practices in the workplace	7 hours over 1 day
UEENEEE137A - Document and apply measures to control OHS risks associated with electrotechnology work	7 hours over 1 day
UEENEEE105A - Fix and secure electrotechnology equipment	7 hours over 1 day
UEENEEE102A - Fabricate, assemble and dismantle utilities industry components	28 hours over 4 days
UEENEEE104A - Solve problems in d.c. circuits	63 hours over 9 days
UEENEEE107A - Use drawings, diagrams, schedules, standards, codes and specifications	35 hours over 5 days
UEENEEK142A - Apply environmentally and sustainable procedures in the energy sector	14 hours over 2 days
UEENEEG101A - Solve problems in electromagnetic devices and related circuits	49 hours over 7 days
UEENEEG102A - Solve problems in low voltage a.c. circuits	63 hours over 9 days
UEENEEG106A - Terminate cables, cords and accessories for low voltage circuits	21 hours over 3 days
UEENEEG063A - Arrange circuits, control and protection for general electrical installations	35 hours over 5 days
UEENEEG006A - Solve problems in single and three phase low voltage machines	49 hours over 7 days
UEENEEG033A - Solve problems in single and three phase low voltage electrical apparatus and circuits	35 hours over 5 days
UEENEEG108A - Trouble-shoot and repair faults in low voltage electrical apparatus and circuits	21 hours over 3 days
UEENEEG107A - Select wiring systems and cables for low voltage general electrical installations	56 hours over 8 days
UEENEEG109A - Develop and connect electrical control circuits	42 hours over 6 days
UEENEEG103A - Install low voltage wiring and accessories	14 hours over 2 days
UEENEEG104A - Install appliances, switchgear and associated accessories for low voltage	14 hours over 2 days

electrical installations	
UEENEEC020B - Participate in electrical work and competency development activities	3 hours over x 0.5 day
UEENEEG105A - Verify compliance and functionality of low voltage general electrical installations	49 hours over 7 days

Electives option A: (Total 140 weighting points)	**Nominal off-the-job training hours**
Unit of competency	
UEENEED101A - Use computer applications relevant to a workplace	7 hours over 1 day
UEENEED104A - Use engineering applications software on personal computers	21 hours over 3 days
UEENEEC003B - Provide quotations for installation or service jobs	14 hours over 2 days
UEENEEK135A - Design grid connected photovoltaic power supply systems **Note:** See Training and Assessment Strategy 2 – Solar	11 hours over 1.5 days
UEENEEK148A - Install, configure and commission LV grid connected photovoltaic power systems **Note:** See Training and Assessment Strategy 2 – Solar	14 hours over 2 days

Electives option B: (Total 140 weighting points)	**Nominal off-the-job training hours**
Unit of competency	
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services **Note:** See Training and Assessment Strategy 2 – Telecommunications	32 hours over 4.5 days
UEENEEC001B - Maintain documentation	3 hours over 0.5 day

On-and off the job nominal hours	**Hours**
Total hours off-the-job training and assessment	
Core units:	612
Elective option A:	67
Elective option B:	35
Total hours on-the-job one-on-one assessment	
Site visit 1 of 3	3
Site visit 2 of 3	3
Site visit 3 of 3	3
Total:	9

Total hours of additional support services	**Hours**
Programmed Language Literacy and Numeracy support days:	28
Optional after hours tutorial hours (Calculated at two per peek during term for 2.5 years)	Up to 360

Total hours on and off-the-job training and assessment for the qualification without Credit Transfer or Recognition of Prior Learning	**Hours**
Core units + Elective option A (+ LLN days x 4)	716
Core units + Elective option B (+ LLN days x 4)	684

11. Assessment Resources, Methods and Timing:

In accordance with::

- Policy & Procedure 4 – Assessment
- Policy & Procedure 11 – Competency & Qualification Assessment Decisions

12. Learning Resources:

In accordance with: Policy & Procedure 3 – Learner Support

13. Human Resources:

In accordance with:

- Attachment 3 – Trainer and Assessor Matrix
- Attachment 4 – Trainer and Assessor Competency tasks

14. Physical Resources:

Training location

Ground Floor 25-27 Darling St Mitchell ACT 2911

Physical resources – Facility

<table>
<tr>
<td>Training facility summary:
Total area 400 m^2
Electrical training room 84 m^2
Solar room 82 m^2
Telecommunications training room 50 m^2
Secure office area with serving counter 60 m^2
Meeting room and septate office space 12 m^2
Staff room 12 m^2
Waiting room 32 m^2
Lunch room 32m^2
Learner kitchenette 12 m^2
Staff/learner kitchenette 12 m^2
Outdoor eating area 12 m^2
Training material storage area Procedure 32 m^2
Office/general storage area 14 m^2
Male and Female toilets 6 m^2
Unisex disabled toilet 6 m^2</td>
<td>Learner facilities:
Library of electrical theory text books for borrowing
Magazine rack with industry specific publications
Hands on display shelves and table
Notice board x 2</td>
</tr>
<tr>
<td>Kitchenette lunch room facilities:
Kitchenettes x 2
Tables and chairs to accommodate 15
Tea, coffee and condiments provided
Chilled and filtered water or boiled water provided
Microwave, pie oven, toaster and sandwich maker
Barbecue</td>
<td>Office furniture:
Desks x 4
Desk draws x 8
Compactus
4 draw filing cabinets x 8
Cabinets x 4
Shelves x 5</td>
</tr>
<tr>
<td rowspan="2"></td>
<td>Office equipment:
Cross cut shredder x 2
Book binding machine
A3/A4 guillotine
A3 and A4 laminator
Office equipment – various
Document protectors – various</td>
</tr>
<tr>
<td>Information technology:
Desktop computers with dual monitors x 4
Class room trainer computers with dual monitors</td>
</tr>
</table>

Recycling facilities: • Paper and cardboard • Mixed recycling • Compost • Scrap copper • Scrap metal • Batteries, phones and printer cartridges • '2nd life' electrical and office equipment recycling area	and AV connections x 3 • Office laptops x 2 • Learner laptops x 16 • Server rack
	Printing and photocopying: • Colour photocopiers with finishers x 2 • Black and white photocopiers with finishers x 2 • Colour printers x 4 • Colour printer/scanner x 1

Physical resources – Electrical training room

Purpose built room: • Tables and chairs to accommodate 16 learners • Large whiteboards x 2 • Electronically printable whiteboard • Trainer computer with dual monitor, internet access, speakers and fixed AV digital projector • Storage cabinets x 3 • 14 meters of shelving	Electrical test boards and equipment: • Boards with 6 individual faults that can be introduced into the circuits x 4 • Insulation resistance testers x 3 • Resistor box test equipment x 8 • Electrical testing kit x 1 • Lock out tag out kit x 1
Electrical theory laboratory: • 24 V, 3 phase supply to 11 laboratory benches • 13 types of purpose built electrical practical boxes for laboratory experiments, 18 of each • Digital multimeter's x 20 • LCR meters x 6 • 4 channel oscilloscopes x 3 • Hand held oscilloscopes x 2 • Lux meters x 2 • Infra read thermometers x 2 • Tachometers x 3 • Variac 1 A x 1 • Variac 8 A x 1	Electrical test equipment other: • Watt, Volt Amp, kW.Hr, power factor, energy monitoring equipment: ◦ Up to 10A x 3 ◦ Up to 300A x 1 • Earth leakage tester x 1 • Fault Loop Impedance tester x 1 • RCD tester x 1
	Motors: • 3 phase AC motors suitable for operation at 24 V x 18 • Disassembled motors x 40 • 3 phase AC motor demonstration board x 1 • Variable Speed Drive x 1
Workshop: • 4 large work benches, space for 16 learners • Soldering Irons x 10 • Stick welder and screen x 1 • Welding apron, gloves and mask x 3 • Bench grinder x 2 • Bench drill x 1 • Hand and power tools x 3 boxes	Transformers: • Transformers suitable for operation at 24 V x 8 • Transformers other x 40
	Control Circuits: • Control circuit equipment - various • Control circuit display boards x 6 • PLC's - various x 7 different types/brands
Electrical wiring: • Practical demonstration equipment x 30 kits • Electrical cable and accessories x 5 shelves • Electrical cable roller/rack, various types and sizes • Roller cases of fixings and electrical accessories x 4 • Temporary power boards on stands x 2 • 600 x 600 metal boxes for switchboard practicals x 6 • Demonstration boards x 5	Computing: • Laptop computers with internet access x 16 • Soft ware includes: ◦ Programmable logic controllers ◦ Gantt chart ◦ Schematic diagram editor x 2 ◦ Drawing program x 3 ◦ Office suite

Physical resources – Solar training room

In accordance with: Training & Assessment Strategy 2 – Solar

Physical resources – Telecommunications training room

In accordance with: Training & Assessment Strategy 3 – Telecommunications

15. Strategies for 'stand-alone' single units or skill sets:

UEENEEK125A - Solve basic problems in photovoltaic energy apparatus and systems and UEENEEK148A - Install, configure and commission LV grid connected photovoltaic power systems. In accordance with:

- Training and Assessment Strategy 2 – Solar

UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services. In accordance with:

- Training and Assessment Strategy 3 – Telecommunications

16. Strategies for 'assessment only' pathways:

Assessment only pathways not used for this qualification

Recognition of Prior Learning in accordance with Policy & Procedure – 2 Credit Transfer & Recognition of Prior Learning

17. Abbreviations:

Acronyms and initialisms used:

- ACT: Australian Capital Territory
- AQF: Australian Qualifications Framework
- AVETMISS: Australian Vocational Education and Training Management Information Statistical Standard
- AQF: Australian Qualifications Framework
- CT: Credit Transfer
- GETS: Global Energy Training Solutions
- RPL: Recognition of Prior Learning
- RTO: Registered Training Organisation
- USI: Unique Student Identifier
- VET: Vocational Education and Training

18. Version Control:

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/9/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release
V2	29/02/16	Ben Murphy	Ben Murphy	Proprietor / Chief	Added section our commitment Corrected mode of delivery error

				Executive	Updated Physical resources section Added Industry sectors section Added Foundation Skills Updated Physical resources, foundation skills, delivery modes and Industry Sectors sections Added Client types Updated to 2016 documents Updated human resources Added new training facility resources Moved Foundation Skills from Policies to Procedures Added commitment to: ACT Standards for Delivery of Training – ACT Government Training Initiatives Added content from deleted Policy and Procedure 11 – Learner information Added list of policy and procedures and Abbreviations from deleted reference document Added Fees and Fee concessions exemptions and refunds: Rearranged headings and moved Fees information, client types and entry requirements to P&P11 -Access, equity & diversity Revision after staff consultation prior to release of V2.
V3	26/04/17	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Updated Attachment 2 – Term dates to 2017 Reworded some areas to improve readability Changes some future tense to present tense eg. 'will' to 'is/are' Added training location Updated physical resources to include new tenancy, expanded office and lunch room Added Solar room resources Changed name to Skills Canberra Expanded physical resources sections Changed focus to a Training and Assessment strategy. Extracted parts related to other documents and made references to those other policies Updated references numbers to renumbered P&P Added Licence to practice and Licensing outcomes sections. Added learner types and enrolment restrictions table Expanded existing headings reordered and regrouped headings and sub headings Removed specific sections on Fees and Academic appeals (covered in list of P&P) Moved Foundation Skills to P&P 3 Learner support changed Proprietor to Proprietor / Chief Executive