

Training & Assessment Strategy 3 – Telecommunications

UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services

UEENEEF104A - Install and modify performance data communication copper cabling

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, and the ACT Building and Construction Industry Training Fund Authority. Global Energy Training Solutions management, trainers/assessors, administration staff, contractors, volunteers and visitors.
Related documents:	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 ACMA cabling provider rules, Pathways to cabling registration – November 2016 update ACT Building and Construction Industry Training Fund, Training Plan 2017
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 Certificate III Level criteria.....	4
AQF Certificate III Level volume of learning.....	4
5. Prerequisites and use as electives.....	4
Pre-requisites.....	4
For use as electives in Certificate III in Electro technology Electrician - UEE30811.....	5

6. Mode of Delivery:.....	5
7. Entry Requirements.....	5
Prior industry experience and qualifications:.....	5
Australian Qualifications Framework level:.....	5
Language Literacy and Numeracy level:.....	6
8. Learner types, programs and enrolment restrictions:.....	6
Relevant industry sectors.....	6
Learner types, programs and enrolment restrictions table:.....	6
9. Licensing requirements:.....	6
Licence to practice:.....	6
ACMA Cabler Provider Rules (CPR) Open registration outcome:.....	7
10. Duration and Scheduling.....	7
Off-the-job training hours:.....	7
11. Fees.....	7
12. Assessment Resources, Methods and Timing:.....	8
13. Learning Resources:.....	8
14. Human Resources:.....	8
15. Physical Resources:.....	8
Training location.....	8
Physical resources - Facility.....	8
Physical resources – Telecommunications training room.....	9
16. Strategies for ‘stand-alone’ single units or skill sets:.....	9
17. Strategies for ‘assessment only’ pathways:.....	9
18. Abbreviations:.....	10
19. Version Control:.....	10

1. Training Product:

Units of competency:

- UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services
- UEENEEF104A - Install and modify performance data communication copper cabling

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.*

It is our responsibility to provide quality training and assessment services in compliance with the ACT Building and Construction Industry Training Fund Authority, Training Plan 2017

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 Certificate III Level criteria

It is our responsibility to ensure learners achieving a Statement of Attainment for;

- UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services
- UEENEEF104A - Install and modify performance data communication copper cabling

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.

AQF Certificate III Level volume of learning

UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services

- Requires:
 - 4.5 days off the job training (or Recognition of Prior Learning equivalent)
 - Successful completion of theory, practical and simulated work place assessments.
 - Demonstrated skills mastery with pre-requisites units of Competency as outlined below.

UEENEEF104A - Install and modify performance data communication copper cabling

- Requires:
 - 3 days off the job training (or Recognition of Prior Learning equivalent)
 - Successful completion of theory, practical and simulated work place assessments.
 - Demonstrated skills mastery with pre-requisite units of Competency as outlined below.

5. Prerequisites and use as electives

Pre-requisites

Unit of Competencies required for Licence	Pre-requisites
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A,

	UEENEEE107A
UEENEEF104A - Install and modify performance data communication copper cabling	UEENEEE101A, UEENEEE102A, UEENEEE104A, UEENEEE105A, UEENEEE107A, UEENEEF102A

For use as electives in Certificate III in Electro technology Electrician - UEE30811

Unit of Competency	Elective weighting points
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services	120 weighting points
UEENEEF104A - Install and modify performance data communication copper cabling	40 weighting points

6. Mode of Delivery:

The mode of delivery:

- Off-the-job face to face training and assessment in accordance with duration and scheduling below.

In addition:

- Simulated work site assessments are conducted for each unit of competency.

7. Entry Requirements

Prior industry experience and qualifications:

There are no specific industry experience or qualifications required for units of competency.

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:

Units of Competency	Level
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services	III
UEENEEF104A - Install and modify performance data communication copper cabling	III

Language Literacy and Numeracy level:

Units of Competency	Language Literacy and Numeracy level
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services	Reading 3, Writing 3, Numeracy 3
UEENEEF104A - Install and modify performance data communication copper cabling	Reading 3, Writing 3, Numeracy 3

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

Customer cabling for domestic and commercial telecommunications industry installers and maintainers.

Learner types, programs and enrolment restrictions table:

Learner types, programs and enrolment restrictions						
Learner Type	Program	Enrolment Restrictions	Duration	Qualification Outcome	Cabler registration	Eligible to perform in the workplace
Telecommunications technician UEENEEF102A	ACMA	Licensed Electrician, Apprentice Electrician or a learner who has met all prerequisites	4.5 days of off-the-job technical studies	No	ACMA Cabler Provider Rules (CPR) Open registration ¹	Under supervision of a CPR registered cabler
Telecommunications technician UEENEEF104A	Structure d/Coax	Licensed Electrician, Apprentice Electrician or a learner who has met all prerequisites	3 days of off-the-job technical studies	No	Structured and coaxial cabling competency endorsement for Open CPR registered cablers ¹	Under supervision of a CPR registered cabler

¹In accordance with: ACMA Cabler Provider Rules (CPR) Open registration outcome section below.

9. Licensing requirements:

Licence to practice:

Knowledge and skill that safeguards matters of health, safety, network integrity and addresses matters of interoperability where customer equipment and standard telephone service are involved'. Therefore, skills and knowledge described in this unit may only be practised under the requirements set out in ACMA 'Open' Cabling Provider Rule.

Practice of this competency standard unit is also subject to regulations directly related to occupational health and safe and contracts of training where they apply.

Note:

1. Compliance with permits may be required in various jurisdictions and typically relates to the operation of plant, machinery and equipment such as elevating work platforms, powder operated fixing tools, power operated tools, vehicles, road signage and traffic control and lifting equipment. Permits may also be required for some work environments such as confined spaces, working aloft, near live electrical apparatus and site rehabilitation.

2. Compliance may be required in various jurisdictions relating to currency in First Aid, confined space, lifting and risk safety measures. Core and elective components

ACMA Cabler Provider Rules (CPR) Open registration outcome:

ACMA cabling provider rules, Pathways to cabling registration

- http://www.acma.gov.au/~media/Technical%20Regulation%20Development/Information/pdf/Pathways_to_cabler_registration.pdf

Learners who achieve:

- UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services

May apply for the Australian Communications and Media Authority – ACMA Cabler Provider Rules (CPR) Open registration, provided that the meet the following requirements:

- Achieve a minimum of 80% pass mark for the ACMA mandated 50 question test
- Provide sufficient evidence of 360 hours actual on-the-job cabling experience. The 360 hours is additional to any experience that was gained during the training to acquire the competencies for registration.

Open CPR Registered Cablers who achieve;

- UEENEEF104A - Install and modify performance data communication copper cabling

May apply for the Australian Communications and Media Authority – ACMA Cabler Provider Rules Competency endorsement for Structured and Coaxial cabling.

10. Duration and Scheduling

Off-the-job training hours:

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

Unit of competency	Nominal off-the-job training hours
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services	32 hours over 4.5 days
UEENEEF104A - Install and modify performance data communication copper cabling	21 hours over 3 days

11. Fees

Unit of competency	Fees	Fees when selected as elective in Certificate III in Electrotechnology Electrician
UEENEEF102A - Install and maintain cabling for multiple access to telecommunication services	\$780	No additional fees
UEENEEF104A - Install and modify performance data communication copper cabling	\$680	\$680
Total:	\$1,460	\$680

Note: Fee subsidies from the ACT Building and Construction Industry Training Fund Authority may apply for eligible ACT Building and Construction industry workers.

12. Assessment Resources, Methods and Timing:

In accordance with::

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

13. Learning Resources:

In accordance with: Policy & Procedure 3 – Learner Support

14. Human Resources:

In accordance with:

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

15. Physical Resources:

Training location

Ground Floor 25-27 Darling St Mitchell ACT 2911

Physical resources - Facility

<p>Training facility summary:</p> <ul style="list-style-type: none"> • Total area 400 m² • Electrical training room 84 m² • Solar room 82 m² • Telecommunications training room 50 m² • Secure office area with serving counter 60 m² • Meeting room and septate office space 12 m² • Staff room 12 m² • Waiting room 32 m² • Lunch room 32m² • Learner kitchenette 12 m² • Staff/learner kitchenette 12 m² • Outdoor eating area 12 m² • Training material storage area 32 m² • Office/general storage area 14 m² • Male and Female toilets 6 m² • Unisex disabled toilet 6 m² 	<p>Learner facilities:</p> <ul style="list-style-type: none"> • Library of electrical theory text books for borrowing • Magazine rack with industry specific publications • Hands on display shelves and table • Notice board x 2
	<p>Office furniture:</p> <ul style="list-style-type: none"> • Desks x 4 • Desk draws x 8 • Compactus • 4 draw filing cabinets x 8 • Cabinets x 4 • Shelves x 5
	<p>Office equipment:</p> <ul style="list-style-type: none"> • Cross cut shredder x 2 • Book binding machine • A3/A4 guillotine • A3 and A4 laminator • Office equipment – various • Document protectors – various
	<p>Information technology:</p>
<p>Kitchenette lunch room facilities:</p> <ul style="list-style-type: none"> • 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 	

<ul style="list-style-type: none"> maker Barbecue 	<ul style="list-style-type: none"> Desktop computers with dual monitors x 4 Class room trainer computers with dual monitors and AV connections x 3 Office laptops x 2 Learner laptops x 16 Server rack
<p>Recycling facilities:</p> <ul style="list-style-type: none"> Paper and cardboard Mixed recycling Compost Scrap copper Scrap metal Batteries, phones and printer cartridges '2nd life' electrical and office equipment recycling area 	<p>Printing and photocopying:</p> <ul style="list-style-type: none"> 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 – Telecommunications training room

<p>Purpose built room:</p> <ul style="list-style-type: none"> Tables and chairs to accommodate 14 learners Large whiteboard Moveable white board Trainer computer with dual monitor, internet access, speakers and fixed AV digital projector Built in storage cabinets 	<p>Workshop:</p> <ul style="list-style-type: none"> Stations for installing telecommunications equipment on boards x 12 Telecommunications cable and accessories x 2 cupboards
<p>Speciality termination tools:</p> <ul style="list-style-type: none"> IDC tools x 12 110 tools x 6 Cable stripper x 20 Coax hex crimp x 8 Coax compression crimp x 8 Coax reamer x 5 Fibre optic 3 hole stripper x 8 Kevlar scissors x 8 Fibre cleavers x 3 Fibre optic inspection tool x 2 	<p>Demonstration equipment:</p> <ul style="list-style-type: none"> Practical demonstration equipment x 10 kits Main data frame telephone display board Free to air coaxial cabling display board
<p>Testing equipment:</p> <ul style="list-style-type: none"> Fluke TDX Telephone and structured cabling testing boards with faults x 3 Butinski phone x 1 Wire mapper x 8 Time Domain Reflectometer Fibre optic light source and power meter Fibre optic cable identifier x 3 Optical Time Domain Reflectometer Coax identifier TV for free to air signal strength measurement 	<p>Server racks x 2:</p> <ul style="list-style-type: none"> Interconnected with cable tray Fibre optic break out trays and patch panels x 4 Cat 5e patch panel x 2 Cat 6 patch panel x 2 Cat 6a shielded cable patch panel x 2 <p>Telecommunications cable:</p> <ul style="list-style-type: none"> Phone cable: <ul style="list-style-type: none"> 4, 10, 20, 50 pair internal and external Structured cable: <ul style="list-style-type: none"> Cat 5e, Cat 6, Cat 6a shielded Coaxial cable: <ul style="list-style-type: none"> RG45 shielded Fibre optic cable: <ul style="list-style-type: none"> Single, 60, 120 fibre

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

In accordance with this Training and Assessment Strategy

17. Strategies for 'assessment only' pathways:

Assessment only pathways not used for these units of competency.

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

18. 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

19. Version Control:

Version	Date of release	Author	Authorised by	Position	Reason for change
V1	29/09/2015	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Initial release as part of TAS 1 Electrical
V2	29/02/2016	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Version 2 release as part of TAS 1 Electrical
V3	26/04/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Released as separate Training and Assessment Strategy Added, updated and reworded content
V3.1	03/07/2017	Ben Murphy	Ben Murphy	Proprietor / Chief Executive	Added: UEENEEF102A Reworded: AQF Certificate III Level criteria Added: AQF Certificate III Level volume of learning Changed: 'Licensed outcome' to 'ACMA Cabler Provider Rules (CPR) Open registration outcome' and reworded Added: reference to Training Fund Authority commitment