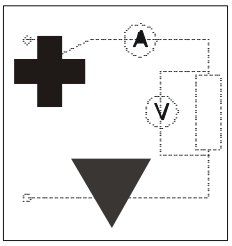
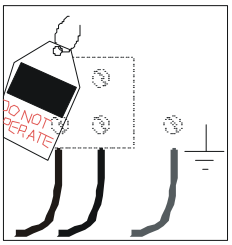
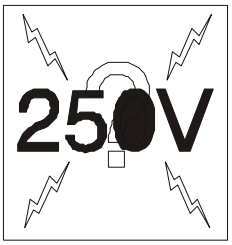
TRAINING RESOURCE MANUAL



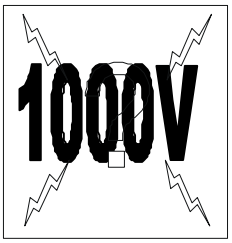
NATIONAL – RESTRICTED ELECTRICAL WORK

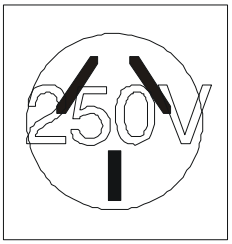


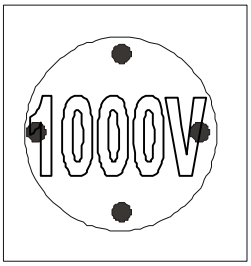
UEENEEP012A
UEENEEP013A
UEENEEP024A
UEENEEP025A
UEENEEP017A



RECORD OF WORK EXPERIENCE AND TRAINING







CONTENTS

LEARNER'S PERSONAL DETAILS

Learner's Name: _____

Address: _____

_____

Postcode: _____ Telephone: _____ Fax: _____

E-mail: _____

Commencement training date: _____

Registration No (if applicable): _____

Employer Name: _____

Address: _____

_____

Postcode: _____ Telephone: _____ Fax: _____

Email: _____

Supervisor's Name: _____

Address: _____

_____

Postcode: _____ Telephone: _____ Fax: _____

E-mail: _____

Notes:

The employer details are to be entered as the business name and address

The nominated supervisors details are to be entered separately as the individual who is appropriately qualified and licensed and who will be supervising the learner while he/ she is performing work activities.

BACKGROUND INFORMATION

A resource pack for restricted and specialised electrical work has been produced as advisory and supplementary information for learners, regulators, industry practitioner, and for Registered Training Organisations (RTOs) to use in their respective vocational education and training information and/or advice and/or delivery, assessment and administrative systems.

The Record of Work Experience and Training document is part of the Resource Pack and related to the following Units of Competence:

UEENEEP012 or 13A- Disconnect and reconnect fixed wire electrical equipment connected to supply up to 1,000V a.c. or 1,500V d.c.

UEENEEP024A - Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply

UEENEEP025A - Attach flexible cords/ cables and plugs to electrical equipment connected to a supply up to 1,000 volts a.c. or 1,500 volts d.c. Locate

UEENEEP017A - and rectify faults in low voltage composite appliances using set procedures

It will be noted that some Units of Competency have the term *endorsed* following the full title. This refers to the endorsement of apparatus, appliances, components, equipment, plant and machinery, enclosures, and the like which work can be performed on, (including any inspections, reports and risk assessments) as prescribed in regulations and/or by regulatory authorities, and to which the unit applies.

In general, the endorsements for the above units cover the following, for:

These Units are included and form part of the Electrotechnology National Training Package (UEE11).

Your training and assessment will be directly related to the Unit you Have chosen and in relation to an *endorsement* (where applicable). Before you choose a Unit and *endorsement* you should discuss which ones are applicable to your work needs with the local regulatory authority who issue restricted electrical licences, your employer and a Registered Training Organisation (RTO).

Definitions

A list of key words used in this document with there definitions can be found in Appendix A.

It is recommended you read these definitions before proceeding and seek further advice where necessary.

INFORMATION FOR LEARNERS

This document is an important and valuable tool for providing an accurate record of the workplace experiences and training you have undertaken while participating in the training program. It serves as:

- A resource which a workplace supervisor and/or qualified assessor can use to assist and advise you on your progress towards achieving competence
- One source or evidence that a qualified assessor can refer to when making a decision about attributing competence in the Unit
- A personal record of your achievements which may be used as supporting material when making application to a regulatory authority for a restricted electrical license or in the future for such things as career advancement or providing clients with assurances you have appropriate experience.

Limitations

It is important you understand what electrical work activities you can and cannot undertake as a result of completing the training associated with specialised work. You can only undertake work you have deemed competent in and qualified to practice. Limitations apply with respect to the following:

UEENEEP024A Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply

This unit does not cover the knowledge and skills necessary for work;

a) where high fault currents are possible,
b) on complex electrical apparatus and circuits,
c) in hazardous areas or on electrical equipment that is part of an explosion protection technique

UEENEEP025A Attach flexible cords/cables and plugs to electrical equipment connected to a supply up to 1,000 volts a.c. or 1,500 volts d.c.

This unit does not cover the knowledge and skills necessary for work;

a) where high fault currents are possible,
b) on complex electrical work,
c) associated with fixed wiring other than to disconnect and reconnect electrical equipment.

UEENEEP017A Locate and rectify faults in low voltage composite appliances using set procedures

This unit does not cover the knowledge and skills necessary for work;

a) where high fault currents are possible,
b) on complex electrical apparatus and circuits,
c) associated with fixed wiring other than disconnecting and reconnecting electrical equipment including locating and rectifying faults of circuits at a switchboard or to general electrical accessories (including switches socket outlets, circuit protective devices etc); or installation of or alteration to any part of the fixed electrical wiring system (defined as electrical installing work),
d) work on luminaries

Pre-requisite, entry requirements

There is a requirement for you to have prerequisite knowledge and skills before you can commence training in relation to the relevant Units of Competence. These pre- requisites are outlined as follows:

UEENEEP024A	Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt supply. Competency in the units is to be determined only after competency has been achieved in a relevant field to which the electrical work is incidental or a primary and regular ancillary function of the work to the primary work function, unless otherwise specified in a regulated Vocational Training Order/ Agreement/ Program. Such requirement is expected to include a broad application of skills and knowledge related to occupational health and safety in the selection, and knowledge, and use of, general hand and power tools, as well as manufacturing or servicing and repair of cord connected equipment.
UEENEEP025A	Attach flexible cords/cables and plugs to electrical equipment connected to a supply up to 1,000 volts a.c. or 1,500 volts d.c. UEENEEP024A – Attach flexible cords and plugs to electrical equipment for connection to a single phase 250 volt a.c. supply, and manufacturing or servicing and repair of flexible cord connected equipment.
UEENEEP017A	Locate and rectify faults in low voltage composite appliances using set procedures
UEENEEP012A	Disconnect and reconnect fixed wired electrical equipment connected to supply up to 1,000V a.c. or 1,500V d.c. consistent with relevant endorsement related to hot water servicing, pool servicing, mechanical maintenance, appliance servicing, emergency services and equipment repair.

What will my training involve?

The outcome of training requires you to be deemed and recognised as competent through an assessment process. Competent (or competency) relates to the application of knowledge and skills (in other words work activities based on technical understanding). A full definition of competence is provided in Appendix A.

For a person without any prior work experience or technical understanding he/she will typically follow a training program. This may vary depending on the characteristics and background of learners, the Training Plan provided by an RTO and the nature of the work associated with a particular Unit of Competence.

The assessment evidence of your technical understanding will be submitted as answers to written or oral questions and by assembling practical exercises (your RTO will provide this detail and the resources). Whereas, part of the assessment evidence for the application of the knowledge and skills will be from a record of your work experiences and part from a final test and/or demonstration of what you know and can do relative to the requirements outlined in a particular Unit.

If you believe you have already completed similar but appropriate training or have similar work experiences to what is outlined in your Training Plan then you can discuss the matter of an exemption with your Registered Training Provider (RTO). Refer to the definitions of Recognition of Current Competencies and Recognition of Prior Learning (RPL) in Appendix A.

FILLING OUT THE WORK EXPERIENCE RECORD

The Work Experience Record form should be completed regularly and should adequately reflect all the day-to-day activities that have occurred during the reporting cycle. You complete the form(s) yourself and have entries verified, that is, signed off by your supervisor. The supervisor should have a thorough understanding of the purpose of the work record and should know how to verify and use it correctly. If there is any doubt, the RTO and the employer/ supervisor should be consulted.

Note that there are three key indicators of progress, which are sought. Your reports must address each of these.

- **Activity** - These are the specific performances that relate to prepare to disconnect and reconnect, disconnecting and reconnecting, testing and reporting.

- **Exposure** - This provides an estimate of time involved, which in turn can be translated to the number of times you were involved with the activity.

- **Supervision** - The shows the degree of supervision provided to you and is an indicator of your supervisor's confidence with the quality and accuracy of your work.

Direct/ constant supervision

This means the personal supervision of a learner, at all times, on a direct and constant basis, within visual contact and/or earshot (audible range). Constant basis refers to the continuous supervision of tasks' being performed for the first time and until skill is demonstrated for the complexity of the task and work environment.

General intermittent supervision

This means the learner does not require constant attendance of the supervisor but required personal contact with a licensed electrical worker on a recurrent (periodic) basis when working on electrical equipment. Periodic supervision means being under instruction and direction for tasks being formed with checks and tests being made prior to commissioning and/or energising of circuit/s and/or apparatus/equipment.

Broad supervision

This means the learner does not require constant supervision but requires personal contact with a licensed electrical worker on at least a regular/ occasional basis when working on electrical equipment. Occasional supervision means being under instruction and direction with checks being carried out on completion of multi-tasks and before energising of circuit/s and/or apparatus/ equipment.

Note: The Work Record is not a Wage Sheet. It is not intended that the hours of exposure should add up to 8 in a day or 35-40 in a week.

Note: Evidence from industry suggests that there are three typical levels of supervision that are used in supervising learners. These are described below.

The number of reporting periods for which records are completed is open ended, however some indication will be provided by your RTO. This should be done in consultation with yourself and your supervisor.

Typically, a learner's work experience record would show in Period 1 involvement in most all of the activities while observing and assisting the supervisor. As the learner gains more experience he/she would be disconnecting and reconnecting under reducing levels of supervision and enter this in subsequent reporting Periods. Preparing, testing and completing status reports would occur as more experience is gained, also with reducing levels of supervision and entered accordingly.

The final reporting periods should show all activities undertaken with broad supervision on at least two occasions and the exposure representing the time taken by an experienced operative to do the work (if this does not eventuate then discuss the matter with your RTO, they will provide you with a solution). On the second page of the form you are asked to list the 'Range of Items used in Work Activities', these may include (but not limited to) such things as:

- **OH&S Practices –** Hazard identification and risk assessment and discussions with others involved
- **Electrical Characteristics of Equipment** – Rating in terms of power, voltage, frequency, phase sequence and/or rotation
- **Tools** – General hand tools such as pliers, screwdrivers and wire-strippers and power tools such as a drill. Include and specialist tools used
- **Testing Devices** – Voltmeter, continuity tester, insulation resistance tester, voltage indicator
- **Circuit Identification and Isolation** – Single or multi-phase, dedicated circuit or general power or light, where circuit isolation device is located, a switch fuse or circuit breaker. Isolation by removal of the fuse or operating the switch or circuit breaker, tag and lock.
- **Replacement Equipment** – Brand name and type of equipment item and state if it is a temporary removal and replacement of the same device or a like-for-like replacement or a substitute for the one being worked on
- **Conditions of cords and plugs** – Any deformities, cuts, chemical effects or burns
- **Rating of cords and plugs** – Electrical current carrying capacity and voltage rating, pin configuration of plugs; insulation details or cords
- **Types of faults** – short circuit, open circuit, failed component (identify) and reasons for fault

A sample of a completed Work Experience Record form is included in Appendix B and it provides a step-by-step guide to completing the form. Along with the sample is a set of blank Work Experience Records, there is one for each endorsement associated with this Unit of Competence. You may need to reproduce the one(s) you require.

RESPONSIBILITIES OF THE LEARNER

A sample of a completed Work Experience Record form is included in Appendix B and it provides a step-by-step guide to completing the form. Along with the sample is a set of blank Work Experience Records, there is one for each endorsement associated with this Unit of Competence. You may need to reproduce the one(s) you require.

During the training period, you should:

- Perform work activities in a safe and proper manner in accordance with the relevant Health and Safety Acts or regulations;
- Follow the necessary and appropriate regulations, codes, standards and policies related to electrical work;
- Perform work to instruction and within prescribed specifications;
- Cooperate with supervisor/ mentor/ coach and fellow workers;
- Seek advice whenever instructions and/or procedures are unclear;
- Work to acceptable standards of cleanliness, neatness and safety;
- Carry out activities with a minimum of waste or rework and practice sustainable energy principles and practices;
- Keep this document in a safe place. It is important that the record is not lost. The consequences for losing my result in an RTO conducting a more rigorous and extensive assessment before your experiences can be recognised;
- Attend training and use all opportunities provided by both your employer, supervisor and the RTO to gain the required underpinning knowledge and skills needed for successful training outcomes;
- Follow the instructions of teachers/ trainers and assessors as required;
- Stay “honest”. You should not ask for an item listed in the Work Record Forms to be verified, that is, “signed off”, unless you have actually performed the activity;
- Advise the appropriate people if your personal or employment details change during the training period.

RESPONSIBILITIES OF EMPLOYERS/ SUPERVISORS

Employers and the person nominated as the qualified and licensed supervisor of the learner have the following responsibilities:

- Become familiar with the content, purpose and use of this document and other documents provided by the RTO and regulatory authorities;
- Provide you with an environment conducive for acquiring the appropriate workplace experiences;
- Ensure that you are exposed to a variety of relevant job experiences, and are given the opportunity and support to progress though the activities listed in Work Record Forms;
- Verifying what you have done by "signing off" the Work Record Forms as an accurate record of your experiences. Note that this is a confirmation of what you as the Learner enters about your experiences, it is ***not*** signing to say you as the learner is competent;
- Be aware of your training and study program and assist you where possible to progress. This should include helping you relate your new knowledge to your jobs and tasks in the workplace;
- Ensure that the relevant supervisor/ mentor/ coach provides:
    - Supervision of your workplace activities relevant to your ability ;
    - Clear and concise instructions;
    - A demonstration of the correct and safe procedures necessary for each task or activity you perform;
    - An emphasis and guidance on safety and on working to sustainable energy principles and practises at all times;
    - All necessary information required to perform work activities safely, productively and to requirements and specifications.

RESPONSIBILITIES OF REGISTERED TRAINING ORGANISATIONS

You and your employer must select a Registered Training Organisation (RTO) to manage, deliver, monitor, and assess your progress against completion of a Training Plan (a training plan will be provided by the selected RTO). On successful completion of the training, the RTO will issue you with an appropriate formal recognition of you achievements. Like both you and your employer, the RTO you select has certain responsibilities:

The Registered Training Organisation should:

- Provide and discuss with you and your employer/ supervisor the requirements of the Training Plan;
- Provide you with the necessary materials, resources, feedback and other information that will assist you during the training program;
- Provide advice to you and your employer/ supervisor on your progress in the off-the-job studies and the relevance of the work experience you provide on the Work Record Forms;
- Ensure the person nominated as your workplace supervisor is appropriately qualified and is fully briefed on their role and responsibility;
- Ensure a high level of quality for your training;
- Provide information and material related to all assessment policies and procedures then carry them out and report the results to you;
- Issue a nationally recognised Qualification or Statement of Attainment.

RECORD OF ACHIEVEMENT

Your RTO will provide you with progressive reports on your progress and a final statement of your achievement. This may include the results of your achievements in the Knowledge and Skills (off-the-job) Modules as well as the result in the Work Performance (on-the-job) Module. Typically, these reports will be transcripts/documents that could be attached to this document along with the formal document that recognises your achievement as competent. In addition to this you could have the RTO enter and sign off your progress and achievements in the table on the next page.

APPENDICES

APPENDIX A

DEFINITIONS

Assessment - The process of gathering and judging evidence in order to decide whether a person has achieved a standard or objective. See also competency-based assessment

Assessment guidelines - An endorsed component of a Training Package which underpins assessment and which sets out the industry approach to valid, reliable, flexible and fair assessment. Assessment guidelines include information concerning: assessment system overview, assessor requirements, designing assessment resources, conducting assessment, sources of information on assessment.

Assessment materials - Optional component of Training Packages that complement endorsed industry assessment guidelines and could take the form of assessment exemplars or specific assessment tasks and instructions.

Assessment tool - A method for the gathering of evidence for assessment, such as a knowledge test or a checklist of practical performance.

Assessor - A person qualified to carry out assessment.

Australian National Training Authority (ANTA) - A Australian Government statutory authority with responsibility for the development of national policy, goals and objectives for the vocational education and training sector; the development, management and promotion of the National Training Framework; the administration and funding of national programs; and the collection and analysis of national statistical data on the vocational education and training system. See also ANTA Board, ANTA CEOs' Committee, ANTA Ministerial Council

Certification - The formal acknowledgement of successful achievement of a defined set of outcomes

Competency (also competence) - The ability to perform tasks and duties to the standard expected in employment.

Competency-based assessment (or CBA) - The gathering and judging of evidence in order to decide whether a person has achieved a standard of competence.

Competency-based training (or CBT) - Training which develops the skills, knowledge and attitudes required to achieve competency standards.

Competency standard - An industry-determined specification of performance which sets out the skills, knowledge and attitudes required to operate effectively in employment. Competency standards are made up of units of competency, which are themselves made up of elements of competency, together with performance criteria, a range of variables, and an evidence guide. Competency standards are an endorsed component of a training package.

Delivery and assessment strategies - Means delivery and assessment strategies for each qualification, or part thereof, within the registered training organisation's scope of registration. Delivery and assessment strategies are determined and developed by the registered training organisation with industry input into the development of the assessment strategy. Each delivery and assessment strategy should include identification of the target groups, delivery and assessment modes and strategies and pathways for learning and assessment.

Integrated assessment - An approach to assessment that covers multiple elements and/or units of competence from relevant competency standards. The integrated approach attempts to combine knowledge, understanding, problem solving, technical skills, attitudes and ethics into an assessment task with the aim of reducing the time spent on testing as well as making assessment more 'authentic '.

Learning strategy - A non-endorsed component of a training package, which provides information on how training programs may be organised in workplaces, and training institutions. This may include information on learning pathways, model training programs, and training materials.

On-the-job training - Training undertaken in the workplace as part of the productive work of the learner.

Recognition of current competencies (or RCC) - The acknowledgement of competencies currently held by a person, acquired through training, work or life experience. More commonly known as recognition of prior learning

Recognition of prior learning (or RPL) - The acknowledgement of a person's skills and knowledge acquired through previous training, work or life experience, which may be used to grant status or credit in a subject or module.

Registered training organisations - Include TAFE colleges and institutes, adult and community education providers, private providers, community organisations, schools, higher education institutions, commercial and enterprise training providers, industry bodies and other organisations meeting the registration requirements

Skill - An ability to perform a particular mental or physical activity which may be developed by training or practice. See also basic skill generic skill

Statement of attainment - Certification issued to a student for partial completion of a qualification, including, where relevant, the units of competency achieved under nationally endorsed standards. Achievements recognised by statements of attainment can accumulate towards a qualification within the Australian Qualifications Framework.

Training - The development of skills, knowledge, attitudes, competencies, etc. through instruction or practice.

Training plan - A program of training and assessment, which outlines what is required by the parties involved.

Unit of competency - A component of a competency standard. A unit of competency is a statement of a key function or role in a particular job or occupation. See also element of competency, performance criteria, range of variables

Vocational education and training (VET) - Post-compulsory education and training, excluding degree and higher level programs delivered by higher education institutions, which provides people with occupational or work-related knowledge and skills. VET also includes programs which provide the basis for subsequent vocational programs. Alternative terms used internationally include technical and vocational education and training (TVET), vocational and technical education and training (VTET), technical and vocational education (TVE), vocational and technical education (VTE), and further education and training (FET).

Workplace assessment - The gathering and judging of evidence during normal work activities in order to determine whether a required standard has been achieved. Workplace assessment usually involves observation of work in progress, checking the product(s) of a work activity, and receiving oral responses to questions posed while work is in progress.

APPENDIX B

WORK EXPERIENCE RECORD FORMS:

Disconnect and reconnect fixed wire electrical equipment connected to supply up to 1,000V a.c. or 1,500V d.c.

Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt a.c. supply

Attach flexible cords/cables and plugs to electrical equipment connected to a supply up to 1,000 volts a.c. or 1,500 volts d.c.

Locate and rectify faults in low voltage composite appliances using set procedures.

SAMPLE OF A COMPLETED FORM

Locate and Rectify Faults in Electrical Equipment Intended to Operate to a Connected Fixed Wired Supply up to 1,000 volts a.c. or 1,500 volts d.c. Following Prescribed Procedures

Learner's Name: _____

Employee No: _____

Company Name: _____

Phone: _____ **Fax:** _____

e-mail: _____

Step 1 Enter your personal details

Step 2 Enter the dates for the reporting period

Elements and Performance Criteria	Period 1 Tick activities	Period 1 Exposure	Period 1 Supervision	Period 2 Tick activities	Period 2 Exposure	Period 2 Supervision	Period 3 Tick activities	Period 3 Exposure	Period 3 Supervision	Period 4 Tick activities	Period 4 Exposure	Period 4 Supervision
Dates – Start												
Dates – Finish												
Prepare to identify fault(s)												
Nature of the fault(s) are confirmed in accordance with established procedures and appropriate personnel	✓	B	1	✓	A	2	✓	A	3	✓	A	4
The work is planned to ensure OH&S policies and established procedures are followed	✓	A	1	✓	A	1				✓	A	3
Tools, equipment and testing devices needed to carry out the ... are obtained in accordance with established pr... correct operation and safety	✓	A	1	✓	A	2	✓	A	3	✓	A	4
Appropriate personnel are consulted to ens... effectively with others involved on the work	✓	A	1	✓	A	2				✓	A	3
Possible electrical equipment fault(s) are checked against job requirements and in accordance with established procedures	✓	A	1	✓	B	2	✓	A	4	✓	A	4
Preparatory work is checked to ensure no unn... occurred and complies with requirements	✓	A	1	✓	A	3	✓	A	4	✓	A	4
Electrical characteristics of electrical equipme... are determined and recorded in accordance with established procedures	✓	B	1	✓	C	2	✓	B	4	✓	B	4
Electrical equipment and associated circuits are identified for isolation purposes, where necessary, in accordance with established procedures	✓	A	1	✓	A	3	✓	A	4	✓	A	4
Locate fault(s) in electrical equipment												
Electrical equipment and associated circuits are isolated, where necessary, in accordance with prescribed procedures	✓	B	1	✓	B	3	✓	B	4	✓	A	4
Other OH&S policies and procedures are followed	✓	A	1	✓	B	2	✓	A	4	✓	A	4
Visual checks of the electrical equipment and components are carried out in accordance with prescribed procedures to detect any abnormal or obvious damage or fault	✓	A	1	✓	A	3	✓	A	4	✓	A	4
Safety tests and circuit continuity are progressively carried out to assure isolation, and to detect operational, electrical or other non-conformances or fault(s)	✓	B	1	✓	C	2	✓	B	4	✓	B	4
Electrical equipment is dismantled and/or removed, where necessary, and components stored in accordance with established procedures to protect them against loss or damage	✓	A	1	✓	A	3	✓	A	4	✓	A	4
Fault(s) are confirmed and components to be replaced or adjusted are determined and details recorded in accordance with prescribed procedures	✓	B	1	✓	A	2	✓	C	3	✓	A	4
On-going checks of the quality of work are undertaken in accordance with established procedures	✓	A	1	✓	A	2	✓	A	3	✓	A	4
Rectify fault(s)												
Isolation of electrical equipment and associated circuits is confirmed in accordance with requirements and prescribed procedures	✓	B	1	✓	A	2	✓	C	3	✓	A	4
Materials and resources necessary to com... accordance with established procedures an... requirements		B	1	✓	A	2	✓	C	3	✓	B	4
Adjustments are made in accordance with p... necessary, to ensure electrical equipment operates in accordance with intended parameters	✓	A	1	✓	A	2	✓	A	3	✓	A	4
Fault(s) are rectified in accordance with prescribed procedures, where necessary	✓	B	1	✓	A	2	✓	B	3	✓	B	4
Approval is obtained in accordance with prescribed procedures from appropriate personnel, before any contingencies are implemented	✓	A	1	✓	A	3	✓	A	3	✓	A	4
Tests on the electrical equipment are in accordance with prescribed procedures performed to ensure safe return to service and operation of the electrical equipment	✓	A	1	✓	A	2	✓	A	3	✓	A	4
Provide status report(s)												
Status report(s) are completed and notified in accordance with established procedures	✓	A	1	✓	B	3	✓	B	3	✓	A	4

Step 4 Tick the activities you were involved in

Step 5 Enter A, B, C or D as per the Key - Exposure

Step 6 Enter 1, 2, 3 or 4 as per the Key - Supervision

Step 7 Sign for each reporting period you enter data for

Step 8 Have your supervisor sign to confirm the accuracy of your entries

Learner's signature: _____ _____ _____ _____

Supervisor's signature _____ _____ _____ _____

Step 3 Enter sheet number

Sheet Number: _____

Reporting Period:

Each period can typically range from 1 day to 1 month. This is a matter for the RTO and Learner to establish.

Key:

Tick activities
For each activities performed place a tick in the adjacent box

Exposure
How long did you work on the "Activity"?
Enter letter A, B, C or D
A. Up to 1 hours,
B. 1 hours to 4 hours,
C. 4hours to 1 day
D. 1 day or more

Supervision
What level of supervision was provided?
Enter number 1, 2, 3 or 4
1. Observe only,
2. Work under direct supervision
3. Work under general supervision,
4. Work under broad supervision

Limitations
Refer to the next page in regard to limitations of work that can be carried out

AS/NZS 4836:2001
Safe working on low-voltage electrical installations

Go to next page

E

Locate and Rectify Faults in Electrical Equipment Intended to Operate to a Connected Fixed Wired Supply up to 1,000 volts a.c. or 1,500 volts d.c. Following Prescribed Procedures

NOTE this important statement

Limitations: This unit does not cover knowledge and skills necessary for work; a) where high fault currents are possible, b) on complex electrical apparatus and circuits, c) work associated with fixed wiring other than disconnecting and reconnecting electrical equipment as listed in this unit including locating and rectifying faults of circuits at a switchboard or to general electrical accessories (including switches, socket outlets, circuit protective devices etc), d) or installation of or alteration to any part of the fixed electrical wiring system (defined as electrical installing work) and f) work on luminaires

Learner's Name: _____ *Learner's signature:* _____

Step 9 Enter your name

Step 12 Sign the completed record

Range of items used in work activities

For each of the Range of Items briefly list the types of items used in the carrying out of the related work. For example in relation to tools list the types of tools used.

OH&S Practice	Period 1 *Observed the identification of hazards and participated in the risk analysis and jab safety analys process*
	Period 2 *Prepared the worksite to ensure all rubbish and obsticales wer removed. Check extension leads to ensure they had been recently tested*
	Period 3 *Checked tools and equipment were in working order and confirmed circuits were isolated and retested conductors to establish they were electrical dead*
	Period 4 *Prepared a jobs safety plan based on the identification of hazards and rating of the risk, consulted with othere involved*
Electrical characteristics of equipment	Period 1 *Noted where equipment rating information is located*
	Period 2 *Listed the voltage, frequency and power rating on equipment as provided by my supervisor*
	Period 3 *Identified the location of the rating plate on equipment and recorded all details*
	Period 4 *Identified the location of the rating plate on equipment and recorded all details*
Tools	Period 1 *Ladder, pliers, screwdrivers, wire strippers, hammer, spanners.*
	Period 2 *Ladder, pliers, screwdrivers, wire strippers, hammer, spanners.*
	Period 3 *General hand tools as listed above and drill, extension leads and portable Residual Current Device*
	Period 4 *General hand tools as listed above and drill, extension leads and portable Residual Current Device*
Testing devices	Period 1 *Combination meter that reads voltage, low values of resistance and low values of current, insulation resistance tester, test lamps and other voltage indicators*
	Period 2 *Combination meter that reads voltage, low values of resistance and low values of current, insulation resistance tester, test lamps and other voltage indicators*
	Period 3 *Combination meter that reads voltage, low values of resistance and low values of current, insulation resistance tester, test lamps and other voltage indicators*
	Period 4 *Combination meter that reads voltage, low values of resistance and low values of current, insulation resistance tester, test lamps and other voltage indicators*
Circuit identification and isolation	Period 1 *240V ac controlled by a switch and rewirebale fuse. Switched turned off and taped over and fuse element removed from wedge and replaced and tagged*
	Period 2 *240V ac with local lockable isolator and circuit breaker controlling multiple loads. Locable isolater turned off locked and tagged*
	Period 3 *Three phase circuit with single load connected through an automatic controller protected by a circuit breaker. Circuit breaker turned off and locked and tagged*
	Period 4 *Three phase load with a manually operated stop and start button protected by fused. Elements in fuses removed and wedges replace and tagged. Start/stop turned to off.*
Replacement equipment	Period 1
	Period 2
	Period 3
	Period 4
Type of faults located	Period 1
	Period 2
	Period 3
	Period 4
Other	Period 1
	Period 2
	Period 3
	Period 4

Step 11 Enter details for each Range. **Note:** The sample entries provided are more general that what you will provide. Your entries can be directly related to those work items associated with the Unit you are seeking.

No examples provided due to the specific types of equipment that relates to each Unit

Enter the type of fault relative to the equipment being worked on.

Enter all other items you believe are relevant that are not provided for above

Step 13 Supervisor to enter your name here

Step 14 Supervisor to enter his/her name and sign to confirm the accuracy of the entries.

I confirm that _____ *has carried out the above activities on pages 1 and 2.*

Supervisor's name: _____ *Supervisor's signature:* _____

Step 10 Enter sheet number. Note: The first and second pages for the same reporting period must have the same sheet number. Reproduced pages will have the next concetutive number.

C

Sheet Number: _____

WORK EXPERIENCE RECORD FORMS

Disconnect and Reconnect Fixed Wired Electrical Equipment
Endorsement – Composite Equipment - UEENEEP012A

Learner's Name: _____

Employee No: _____

Company Name: _____

Phone: _____ **Fax:** _____

e-mail: _____

Elements and Performance Criteria	Period 1 Dates Start	Period 1 Dates Finish	Period 1 Tick activities	Period 1 Exposure	Period 1 Supervision	Period 2 Dates Start	Period 2 Dates Finish	Period 2 Tick activities	Period 2 Exposure	Period 2 Supervision	Period 3 Dates Start	Period 3 Dates Finish	Period 3 Tick activities	Period 3 Exposure	Period 3 Supervision	Period 4 Dates Start	Period 4 Dates Finish	Period 4 Tick activities	Period 4 Exposure	Period 4 Supervision
Prepare to disconnect electrical equipment																				
Disconnection is planned to ensure OH&S policies and procedures are followed																				
Appropriate personnel are consulted to ensure work is coordinated effectively with others involved on the work site																				
Electrical characteristics of equipment and electrical supply are determined and recorded with accordance with established procedures																				
The point of isolation of electrical equipment to be disconnected is to be determined																				
Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety																				
Disconnect electrical equipment																				
OH&S policies and procedures are followed																				
Electrical equipment is isolated in accordance with AS-NZS 4836:2001 and established procedures																				
Conductor connection sequence is recorded and labeled in accordance with established procedures																				
Electrical equipment is disconnected from fixed wiring without damage to other components																				
Disconnected conductors/cables are terminated in accordance with requirements to ensure they are safe and present no potential hazard																				
Prepare to reconnect electrical equipment																				
Reconnection is planned to ensure OH&S policies and procedures are followed																				
Appropriate personnel are consulted to ensure work is coordinated effectively with others involved on the work site																				
The point of isolation of the circuit to which the electrical equipment is to be connected is determined																				
Replacement electrical equipment is selected on the basis of rating and characteristics being the same as that of the original electrical equipment																				
Appropriate personnel are consulted in the event the electrical equipment is not available																				
Original and/or replacement electrical equipment is tested to ensure it is safe to connect to the electrical supply and use																				
Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety																				
Reconnect electrical equipment																				
OH&S policies and procedures are followed																				
Measures are taken to ensure circuit to which electrical equipment is to be connected remains isolated in accordance with AS/NZS - 4836:2001																				
The continuity of the protective earthing conductor is tested to determine whether it is sufficiently low																				
The resistance between the protective earthing conductor and the neutral conductor is tested to determine whether it is sufficiently low, i.e. not greater than 2ohms																				
The insulation resistance of active conductors is tested to confirm that is greater than 1 meg-ohm																				
An appropriate qualified person is engaged to rectify any non-compliance condition revealed by the testing outlined above																				
Continuity between exposed conductive parts of the equipment and the main earth or metal switchboard enclosure is confirmed																				
Electrical equipment is connected to comply with requirements																				
Connections to the equipment are checked to confirm they are correct																				
Test the reconnected electrical equipment																				
OH&S policies and procedures and established procedures for the reinstatement of the isolated circuits and electrical equipment are followed																				
Arrangements made with the appropriate personnel to test the operation of the electrical equipment																				
Operational non-conformances are identified and reported in accordance with established procedures																				
Provide status report(s)																				
Status report(s) are completed and notified in accordance with established procedures																				
Learner's signature:																				
Supervisor's signature																				

Reporting Period:

Each period can typically range from 1 day to 1 month. This is a matter for the RTO and Learner to establish.

Key:

Tick activities
For each activities performed place a tick in the adjacent box

Exposure
How long did you work on the "Activity"?
Enter letter A, B or C
A. Up to 2 hours,
B. 2 hours to 1 day,
C. 1 day or more

Supervision
What level of supervision was provided?
Enter number 1, 2, 3 or 4
1. Observe only,
2. Work under direct supervision,
3. Work under general supervision,
4. Work under broad supervision

Limitations
Refer to the next page in regard to limitations of work that can be carried out

AS/NZS 4836:2001
Safe working on low-voltage electrical installations

Sheet Number: _____

Disconnect and Reconnect Fixed Wired Electrical Equipment
Endorsement – Composite Equipment - UEENEEP012A

Limitations: **This unit does not cover knowledge and skills necessary for work; a) where high fault currents are possible b) on complex electrical apparatus and circuits c) associated with fixed wiring other than disconnecting and reconnecting electrical equipment and circuits at switchboards or to general electrical accessories (including switches, socket outlets, circuit protective devices etc) or installation of or alteration to any part of a fixed electrical wiring system d) in hazardous areas or on electrical equipment that is part of an explosion protection technique.**

Learner's Name: _____ *Learner's signature:* _____

Range of items used in work activities

For each of the Range of Items briefly list the types of items used in the carrying out of the related work. For example in relation to tools list the types of tools used.

OH&S Practice	Period 1
	Period 2
	Period 3
	Period 4
Electrical characteristics of equipment	Period 1
	Period 2
	Period 3
	Period 4
Tools	Period 1
	Period 2
	Period 3
	Period 4
Testing devices	Period 1
	Period 2
	Period 3
	Period 4
Circuit identification and isolation	Period 1
	Period 2
	Period 3
	Period 4
Replacement equipment	Period 1
	Period 2
	Period 3
	Period 4
Other	Period 1
	Period 2
	Period 3
	Period 4

I confirm that _____ *has carried out the above activities on pages 1 and 2.*

Supervisor's name: _____ ***Supervisor's signature:*** _____

Sheet Number: _____

Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt a.c. supply
UEENEEP024A

Learner's Name: _____

Employee No: _____

Company Name: _____

Phone: _____ **Fax:** _____

e-mail: _____

Elements and Performance Criteria	Period 1 Dates Start	Period 1 Finish	Period 1 Tick activities	Period 1 Exposure	Period 1 Supervision	Period 2 Dates Start	Period 2 Finish	Period 2 Tick activities	Period 2 Exposure	Period 2 Supervision	Period 3 Dates Start	Period 3 Finish	Period 3 Tick activities	Period 3 Exposure	Period 3 Supervision	Period 4 Dates Start	Period 4 Finish	Period 4 Tick activities	Period 4 Exposure	Period 4 Supervision
Plan and prepare to attach flexible cord(s) and plug(s)																				
Work is planned and prepared to ensure OH&S policies and procedures are followed, and the work is appropriately sequenced in accordance with requirements																				
Condition and ratings under which the flexible cords and plugs is to operate is determined from requirements and in consultation with appropriate personnel followed by written instruction																				
Flexible cords and plugs are selected to comply with standards and requirements for the condition and rating to be determined																				
Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements																				
Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety																				
Flexible cord(s) is prepared without damage to insulation and conductors and in accordance with requirements																				
Attach flexible cord(s) and plug(s)																				
OH&S policies and procedures are followed																				
Single insulated metal framed equipment is earthed in accordance with requirements																				
The integrity of double insulated equipment is maintained in accordance with requirements																				
Conductors are connected to terminals in accordance with requirements to ensure the required polarity is effected																				
Test equipment for operation and safety																				
Appropriate tests of the cord(s) and plug(s) connected to the electrical equipment are conducted in accordance with requirements and to establish procedures to ensure safe installation and operation																				
Provide status reports(s)																				
Status report(s) are completed and notified in accordance with established procedures																				

Learner's signature: _____ _____ _____ _____

Supervisor's signature _____ _____ _____ _____

Sheet Number: _____

Reporting Period:

Each period can typically range from 1 day to 1 month. This is a matter for the RTO and Learner to establish.

Key:

Tick activities
For each activities performed place a tick in the adjacent box

Exposure
How long did you work on the "Activity"?
Enter letter A, B or C
A. Up to 2 hours,
B. 2 hours to 1 day,
C. 1 day or more

Supervision
What level of supervision was provided?
Enter number 1, 2, 3 or 4
1. Observe only,
2. Work under direct supervision,
3. Work under general supervision,
4. Work under broad supervision

Limitations
Refer to the next page in regard to limitations of work that can be carried out

AS/NZS 4836:2001
Safe working on low-voltage electrical installations

Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt a.c. supply
UEENEEP024A

Limitations: **This unit does not cover knowledge and skills necessary for work; a) where high fault currents are possible, b) on complex electrical apparatus and circuits and c) in hazardous areas or on electrical equipment that is part of and explosion protection technique**

Learner's Name: _____ ***Learner's signature:*** _____

Range of items used in work activities

For each of the Range of Items briefly list the types of items used in the carrying out of the related work. For example in relation to tools list the types of tools used.

OH&S Practice	Period 1
	Period 2
	Period 3
	Period 4
Condition of cords and plugs	Period 1
	Period 2
	Period 3
	Period 4
Rating of cords and plugs	Period 1
	Period 2
	Period 3
	Period 4
Tools	Period 1
	Period 2
	Period 3
	Period 4
Testing devices	Period 1
	Period 2
	Period 3
	Period 4
Other	Period 1
	Period 2
	Period 3
	Period 4

I confirm that _____ *has carried out the above activities on pages 1 and 2.*

Supervisor's name: _____ ***Supervisor's signature:*** _____

Sheet Number: _____

Attach flexible cords/cables and plugs to electrical equipment connected to a supply up to 1,000 volts a.c. or 1,500 volts d.c.
UEENEEP025A

Learner's Name: _____

Employee No: _____

Company Name: _____

Phone: _____ **Fax:** _____

e-mail: _____

Elements and Performance Criteria	Period 1 Dates	Period 1 Start	Period 1 Finish	Period 1 Tick activities	Period 1 Exposure	Period 1 Supervision	Period 2 Dates	Period 2 Start	Period 2 Finish	Period 2 Tick activities	Period 2 Exposure	Period 2 Supervision	Period 3 Dates	Period 3 Start	Period 3 Finish	Period 3 Tick activities	Period 3 Exposure	Period 3 Supervision	Period 4 Dates	Period 4 Start	Period 4 Finish	Period 4 Tick activities	Period 4 Exposure	Period 4 Supervision
Plan and prepare to attach flexible cord(s)/cables(s) and plug(s)																								
Work is planned and prepared to ensure OH&S policies and procedures are followed, and the work is appropriately sequenced in accordance with requirements																								
Condition and ratings under which the flexible cord(s)/cable(s) and plug(s) is to operate is determined from requirements for the condition and rating to be determined																								
Flexible cord(s)/cable(s) and plug(s) are selected to comply with standards and requirements for the condition and rating to be determined																								
Materials necessary to complete the work are obtained in accordance with established procedures and checked against job requirements																								
Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety																								
Flexible cord(s)/cable(s) is prepared without damage to insulation and conductors and in accordance with requirements																								
Attach flexible cord(s)/cable(s) and plug(s)																								
OH&S policies and procedures are followed																								
Single insulated metal framed equipment is earthed in accordance with requirements																								
The integrity of double insulated equipment is maintained in accordance with requirements																								
Conductors are connected to terminals in accordance with requirements to ensure the required polarity is effected																								
Test equipment for operation and safety																								
Appropriate tests of the cord(s)/cable(s) and plug(s) connected to the electrical equipment are conducted in accordance with requirements and to established procedures to ensure safe installation and operation																								
Provide status report(s)																								
Status report(s) are completed and notified in accordance with established procedures																								

Learner's signature: _____ _____ _____ _____

Supervisor's signature _____ _____ _____ _____

Sheet Number: _____

Reporting Period:

Each period can typically range from 1 day to 1 month. This is a matter for the RTO and Learner to establish.

Key:

Tick activities
For each activities performed place a tick in the adjacent box

Exposure
How long did you work on the "Activity"?
Enter letter A, B or C
A. Up to 2 hours,
B. 2 hours to 1 day,
C. 1 day or more

Supervision
What level of supervision was provided?
Enter number 1, 2, 3 or 4
1. Observe only,
2. Work under direct supervision,
3. Work under general supervision,
4. Work under broad supervision

Limitations
Refer to the next page in regard to limitations of work that can be carried out

AS/NZS 4836:2001
Safe working on low-voltage electrical installations

Attach flexible cords/cables and plugs to electrical equipment connected to a supply up to 1,000 volts a.c. or 1,500 volts d.c.
UEENEEP025A

Limitations: This unit does not cover knowledge and skills necessary for work; a) where high fault currents are possible, b) on complex electrical work and c) associated with fixed wiring other than to disconnect and reconnect electrical equipment.

Learner's Name: _____ *Learner's signature:* _____

Range of items used in work activities

For each of the Range of Items briefly list the types of items used in the carrying out of the related work. For example in relation to tools list the types of tools used.

OH&S Practice	Period 1
	Period 2
	Period 3
	Period 4
Condition of cords and plugs	Period 1
	Period 2
	Period 3
	Period 4
Rating of cords and plugs	Period 1
	Period 2
	Period 3
	Period 4
Tools	Period 1
	Period 2
	Period 3
	Period 4
Testing devices	Period 1
	Period 2
	Period 3
	Period 4
Other	Period 1
	Period 2
	Period 3
	Period 4

I confirm that _____ *has carried out the above activities on pages 1 and 2.*

Supervisor's name: _____ ***Supervisor's signature:*** _____

Sheet Number: _____

Locate and rectify faults in low voltage composite appliances using set procedures – UEENEEP017A

Learner's Name: _____

Employee No: _____

Company Name: _____

Phone: _____ **Fax:** _____

e-mail: _____

Elements and Performance Criteria	Period 1 Dates Start Finish			Period 2 Dates Start Finish			Period 3 Dates Start Finish			Period 4 Dates Start Finish		
	Tick activities	Exposure	Supervision	Tick activities	Exposure	Supervision	Tick activities	Exposure	Supervision	Tick activities	Exposure	Supervision
Prepare to identify fault(s)												
Nature of the fault(s) are confirmed in accordance with established procedures and appropriate personnel												
The work is planned to ensure OH&S policies and established procedures are followed												
Tools, equipment and testing devices needed to carry out the work are obtained in accordance with established procedures and checked for correct operation and safety												
Appropriate personnel are consulted to ensure the work is co-ordinated effectively with others involved on the work site												
Possible electrical equipment fault(s) are checked against job requirements and in accordance with established procedures												
Preparatory work is checked to ensure no unnecessary damage has occurred and complies with requirements												
Electrical characteristics of electrical equipment and electrical supply are determined and recorded in accordance with established procedures												
Electrical equipment and associated circuits are identified for isolation purposes, where necessary, in accordance with established procedures												
Locate fault(s) in the electrical equipment												
Electrical equipment and associated circuits are isolated, where necessary, in accordance with prescribed procedures												
Other OH&S policies and procedures are followed												
Visual checks of the electrical equipment and components are carried out in accordance with prescribed procedures to detect any abnormal or obvious damage or fault												
Safety tests and circuit continuity are progressively carried out to assure isolation, and to detect operational, electrical or other non-conformances or fault(s)												
Electrical equipment is dismantled and/or removed, where necessary, and components stored in accordance with established procedures to protect them against loss or damage												
Fault(s) are confirmed and components to be replaced or adjusted are determined and details recorded in accordance with prescribed procedures												
On-going checks of the quality of work are undertaken in accordance with established procedures												
Rectify fault(s)												
Isolation of electrical equipment and associated circuits is confirmed in accordance with requirements and prescribed procedures												
Materials and resources necessary to complete the work are obtained in accordance with established procedures and checked against job requirements												
Adjustments are made in accordance with prescribed procedures, where necessary, to ensure electrical equipment operates in accordance with intended parameters												
Fault(s) are rectified in accordance with prescribed procedures, where necessary												
Approval is obtained in accordance with prescribed procedures from appropriate personnel, before any contingencies are implemented												
Tests on the electrical equipment are in accordance with prescribed procedures performed to ensure safe return to service and operation of the electrical equipment												
Provide status report(s)												
Status report(s) are completed and notified in accordance with established procedures												

Learner's signature: _____ _____ _____ _____

Supervisor's signature _____ _____ _____ _____

Reporting Period:

Each period can typically range from 1 day to 1 month. This is a matter for the RTO and Learner to establish.

Key:

Tick activities
For each activities performed place a tick in the adjacent box

Exposure
How long did you work on the "Activity"?
Enter letter A, B or C
A. Up to 2 hours,
B. 2 hours to 1 day,
C. 1 day or more

Supervision
What level of supervision was provided?
Enter number 1, 2, 3 or 4
1. Observe only,
2. Work under direct supervision,
3. Work under general supervision,
4. Work under broad supervision,

Limitations
Refer to the next page in regard to limitations of work that can be carried out

AS/NZS 4836:2001
Safe working on low-voltage electrical installations

Sheet Number: _____

Locate and rectify faults in low voltage composite appliances using set procedures – UEENEEP017A

Limitations: This unit does not cover knowledge and skills necessary for work; a) where high fault currents are possible, b) on complex electrical apparatus and circuits, c) associated with fixed wiring other than disconnecting and reconnecting electrical equipment including locating and rectifying faults of circuits at a switchboard or to general electrical accessories (including switches, socket outlets, circuit protective devices etc); or installation of or alteration to any part of the fixed electrical wiring system (defined as electrical installing work) and d) work on luminaires

Learner's Name: _____ *Learner's signature:* _____

Range of items used in work activities

For each of the Range of Items briefly list the types of items used in the carrying out of the related work. For example in relation to tools list the types of tools used.

OH&S Practice	Period 1
	Period 2
	Period 3
	Period 4
Electrical characteristics of equipment	Period 1
	Period 2
	Period 3
	Period 4
Tools	Period 1
	Period 2
	Period 3
	Period 4
Testing devices	Period 1
	Period 2
	Period 3
	Period 4
Circuit identification and isolation	Period 1
	Period 2
	Period 3
	Period 4
Replacement equipment	Period 1
	Period 2
	Period 3
	Period 4
Type of faults located	Period 1
	Period 2
	Period 3
	Period 4
Other	Period 1
	Period 2
	Period 3
	Period 4

I confirm that _____ *has carried out the above activities on pages 1 and 2.*

Supervisor's name: _____ *Supervisor's signature:* _____