TRAINING RESOURCE MANUAL

NATIONAL – SPECIALISED ELECTRICAL WORK

UEENECP024A
UEENECP017A

RECORD OF WORK EXPERIENCE AND TRAINING

250V
1000V
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**LEARNER’S PERSONAL DETAILS**

<table>
<thead>
<tr>
<th>Learner’s Name:</th>
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<tbody>
<tr>
<td>Address:</td>
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<td>Telephone:</td>
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<td>Fax:</td>
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<td>E-mail:</td>
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<tr>
<th>Commencement training date:</th>
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<table>
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<tr>
<th>Registration No (if applicable):</th>
<th></th>
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<table>
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<tr>
<th>Employer Name:</th>
<th></th>
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<tr>
<td>Address:</td>
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<td>Email:</td>
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**Supervisor’s Name:**

<table>
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<tr>
<th>Address:</th>
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<td>Postcode:</td>
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<tr>
<td>E-mail:</td>
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**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:

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

**UEENEEP017A** - Locate and rectify fault(s) in electrical equipment intended to operate to a connected fixed wired supply up to 250 volts following prescribed procedures (endorsed).

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:

1. Endorsements for unit UEENEEP017A Locate and rectify faults in electrical equipment intended to operate to a connected fixed wire supply up to 250 volts following prescribed procedures are:
   - **Pre-assembled types 1 and 2 cold cathode neon signs (N)**
   - **Composite equipment incorporating one or more current-using devices and/or controls (P)**
     - Note: Examples of composite equipment are a self-contained refrigeration unit, machine tools, and modular telephone booths.
   - **Control devices (Q)**
   - **Electrical water heaters (R)**
   - **Motors (S)**

These Units are included and form part of the Electrotechnology National Training Package (UEE32111 Certificate III in Appliance Service).

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:

- **UEENE024A** 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

- **UEENE017A** Locate and rectify fault(s) in electrical equipment intended to operate to a connected fixed wired supply up to volts following prescribed procedures *(endorsed)*
  
  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:

**UEENE024A**

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.

**UEENE017A**

Locate and rectify fault(s) in electrical equipment intended to operate to a connected fixed wired supply up to 250 volts following prescribed procedures (endorsed)

**UEENE01 B** – Disconnect and reconnect fixed wired electrical equipment connected to supply up to 250 volts 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 your 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) as well as the result in the Work Performance (on-the-job). 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.
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:

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

Locate and rectify fault(s) in electrical equipment intended to operate to a connected fixed wired supply up to 250 volts following prescribed procedures

Pre-assembled Neon Signs

Composite Equipment

Control Devices

Electric Water Heaters

Motors

Appliances
SAMPLE OF A COMPLETED FORM
**Lesson Title:** Locate and Rectify Faults in Electrical Equipment intended to Operate to a Connected Fixed Wire Supply up to 250 volts following prescribed procedures

**Learner's Name:**
**Employee No.:**
**Company Name:**
**Phone:**
**Fax:**
**e-mail:**

### Elements and Performance Criteria

<table>
<thead>
<tr>
<th>Prepare to identify fault(s)</th>
<th>Step 4: Tick the activities you were involved in</th>
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<tbody>
<tr>
<td>Nature of the fault(s) are confirmed in accordance with established procedures and appropriate personnel</td>
<td>✓ B 1 ✓ A 2 ✓ A 3 ✓ A 4</td>
</tr>
<tr>
<td>The work is planned to ensure OHS&amp;S policies and established procedures are followed</td>
<td>✓ A 1 ✓ A 1 ✓ A 3</td>
</tr>
<tr>
<td>Tools, equipment and testing devices needed to carry out the work obtained in accordance with established procedures for correct operation and safety</td>
<td>✓ A 1 ✓ A 2 ✓ A 3 ✓ A 4</td>
</tr>
<tr>
<td>Appropriate personnel are consulted to ensure effective work with others involved on the work</td>
<td>✓ A 1 ✓ A 2 ✓ A 3</td>
</tr>
<tr>
<td>Possible electrical equipment fault(s) are checked against job requirements and in accordance with established procedures</td>
<td>✓ A 1 ✓ B 2 ✓ A 4 ✓ A 4</td>
</tr>
<tr>
<td>Preparatory work is checked to ensure no unit is damaged or completed with requirements</td>
<td>✓ A 1 ✓ A 3 ✓ A 4 ✓ A 4</td>
</tr>
<tr>
<td>Electrical characteristics of electrical equipment are determined and recorded in accordance with established procedures</td>
<td>✓ B 1 ✓ C 2 ✓ B 4 ✓ B 4</td>
</tr>
<tr>
<td>Electrical equipment and associated circuits are identified for isolation purposes, where necessary, in accordance with established procedures</td>
<td>✓ A 1 ✓ A 3 ✓ A 4 ✓ A 4</td>
</tr>
</tbody>
</table>

**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 OHS&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 non-conformances | ✓ A 1 ✓ A 3 ✓ A 4 ✓ A 4 |
| Safety tests and circuit continuity are progressively carried out to ensure isolation, and to detect operational, electrical or other non-conformances or faults | ✓ 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 ✓ 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 established 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 expected parameters | ✓ B 1 ✓ A 2 ✓ C 3 ✓ A 4 |
| Maintenance and resources necessary to carry out the work are in accordance with established procedures and requirements | ✓ B 1 ✓ A 2 ✓ C 3 ✓ B 4 |
| Adjustments are made in accordance with prescribed procedures to ensure electrical equipment operates in accordance with intended parameters | ✓ A 1 ✓ A 2 ✓ A 3 ✓ A 4 |
| Fault(s) are notified 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 |

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**Step 1:** Enter your personal details
**Step 2:** Enter the dates for the reporting period
**Step 3:** Enter sheet number
**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 and enter data for
**Step 8:** Have your supervisor sign to confirm the accuracy of your entries

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

**AS/NZS 4386:2001 Safe working on low-voltage electrical installations**
Locate and Rectify Faults in Electrical Equipment intended to Operate to a Connected Fixed Wire Supply up to 250 volts following prescribed procedures

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.

<table>
<thead>
<tr>
<th>OH&amp;S Practice</th>
<th>Electrical characteristics of equipment</th>
<th>Tools</th>
<th>Testing devices</th>
<th>Circuit identification and isolation</th>
<th>Replacement equipment</th>
<th>Type of faults located</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period 1: Observed the identification of hazards and participated in the risk analysis and job safety analysis process</td>
<td>Period 1: Listed where equipment rating information is located</td>
<td>Period 1: Ladder, pliers, screwdrivers, wire strippers, hammer, spanners.</td>
<td>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</td>
<td>Period 1: Three phase circuit with single load connected through an automatic controller protected by a circuit breaker, Circuit breaker turned off and locked and tagged</td>
<td>No examples provided due to the specific types of equipment that relates to each unit</td>
<td>Enter the type of fault relative to the equipment being worked on</td>
<td>Enter all other items you believe are relevant that are not provided for above</td>
</tr>
<tr>
<td>Period 2: Prepared the worksite to ensure all rubbish and obstacles were removed. Check extension leads to ensure they had been recently tested</td>
<td>Period 2: Identified the location of the rating plate on equipment and recorded all details</td>
<td>Period 2: Ladder, pliers, screwdrivers, wire strippers, hammer, spanners.</td>
<td>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</td>
<td>Period 2: 240V ac: as controlled by a switch and removable fuse. Switched turned off and fused over and fuse element removed from wedge and replaced and tagged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 3: Checked tools and equipment were in working order and confirmed circuits were isolated and retreated conductors to establish they were electrical dead</td>
<td>Period 3: Identified the location of the rating plate on equipment and recorded all details</td>
<td>Period 3: General hand tools as listed above and drift, extension leads and portable Residual Current Device</td>
<td>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</td>
<td>Period 3: Three phase isolator and circuit breaker controlling multiple loads, Locatable isolator turned off locked and tagged</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Period 4: Prepared a job safety plan based on the identification of hazards and rating of the risk, consulted with others involved</td>
<td>Period 4: Identified the location of the rating plate on equipment and recorded all details</td>
<td>Period 4: General hand tools as listed above and drift, extension leads and portable Residual Current Device</td>
<td>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</td>
<td>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.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

Step 13 Supervisor to enter your name here

Step 14 Supervisor to enter further name and sign to confirm the accuracy of the entries

I confirm that...

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 consecutive number.

Sheet Number:  
Page 2 of 2
WORK EXPERIENCE RECORD FORMS
**Attach flexible cords and plugs to electrical equipment connected to a single phase 250 volt a.c. supply**

**UEENE024A**

### Learner’s Name: __________________

### Employee No: __________________

### Company Name: __________________

### Phone: __________________

### Fax: __________________

### e-mail: __________________

---

### Elements and Performance Criteria

**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 affected.

**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.

---

### 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 activity 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 numbers 1, 2, 3 or 4
  - 1. Observer 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 4686:2001
Safe working on low-voltage electrical installations.

---

**Learner’s signature:** __________________

**Supervisor’s signature:** __________________

---

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

**UEENE024A**

**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 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.

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>OH&amp;S Practice</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Condition of cords and plugs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Rating of cords and plugs</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Tools</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Testing devices</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Other</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**Supervisor’s name:**

**Supervisor’s signature:**

**Sheet Number:**

page 2 of 2

C:\GET\Electrical Teaching\Restricted Training\OnJob Record Books\Rest1ph UEE11.docx
**Locate and rectify fault(s) in electrical equipment intended to operate to a connected fixed wired supply up 250 volts following prescribed procedures**

**Endorsement Composite Equipment – UEEEEP017A**

<table>
<thead>
<tr>
<th>Task activities</th>
<th>Exposure</th>
<th>Supervision</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<th>Period 4</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dates</td>
<td>Start</td>
<td>Finish</td>
<td>Dates</td>
</tr>
</tbody>
</table>

**Learner’s Name:**

**Employee No:**

**Company Name:**

**Phone:**

**Fax:**

**e-mail:**

**Elements and Performance Criteria**

**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 OHS 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 OHS 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 ensure isolation, and to detect operational, electrical or other non-conformance of 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.

**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 activity performed place a tick in the adjacent box.

- **Exposure**
  - How long did you work on the “Activity”? Enter letters 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 numbers 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 4636:2001**

Safe working on low-voltage electrical installations.
Locate and rectify fault(s) in electrical equipment intended to operate to a connected fixed wired supply up to 250 volts following prescribed procedures

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

Range of items used in work activities

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</tr>
<tr>
<td>Type of faults located</td>
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<td>Period 3</td>
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</tbody>
</table>

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

Supervisor's name: ___________________________  Supervisor's signature: ___________________________