**Student Assessment Guide (Unit of Competency) – Template (streamlined training package)**

***This template to be used for “new” endorsed streamlined training packages.***

Instructions for use: Instructions in RED should be deleted and where applicable amended from the completed document

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| **Faculty** | C.E.T. | | | | **College** | | Ultimo | |
| **Teaching Section** | Electrical Trades | | | | | | | |
| **Qualification Number and Name** | Diploma in Electrical System | | | | | | | |
| **Unit of Competency**  **Number and Name** | UEPOPS525A Coordinate and direct switching program  . | | | | | | | |
| **Application**  (was unit descriptor) | This unit deals with the skills and knowledge required to perform a switching to a switching program.  This relates to the competency standard unit as a whole, providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.  . . | | | | | | | |
| **Prerequisites** | Appropriate basic Safety training (Sea Survival  & firefighting)and basic electricity, electronics and workshop training. | | | | | | | |
| **Licensing, Legislative or Certification requirements** | 1. Compliance with permits may be required in various jurisdictions and typically relates to the operation of plant, machinery and equipment such as elevating work platforms, powder operated fixing tools, power operated tools, vehicles, road signage and traffic control and lifting equipment. Permits may also be required for some work environments such as confined spaces, working aloft, near live electrical apparatus and site rehabilitation.  2. Compliance may be required in various jurisdictions relating to currency in First Aid, confined space, lifting and risk safety measures. | | | | | | | |
| **Assessment criteria** | You will be assessed against the following criteria to establish your competence in the unit:  T1 Evidence shall show that knowledge has been acquired for safe working practices of:  Relevant environmental, occupational health and safety legislation and regulations  Enterprise procedures  Plant drawings and manufacturers manuals  Introduction to and typical arrangements of power production plant  Relevant plant and equipment, its location and operating parameters  Relevant state and territory regulations  Switchgear types and characteristics  Electrical protection types and characteristics  Electrical principles  a.c. generators types and characteristics  Transformers types and characteristics  Risk management  Leadership techniques  Plant status  Enterprise recording procedures  Switching operations and procedures  System diagrams  Systems (network)  Computers and software  **T2 Specific skills needed to achieve the Performance Criteria:**  Interpret plant drawings and manufacturers manuals  Apply relevant state and territory regulations  Apply enterprise recording procedures  Identify plant status  Communicate effectively  Acquire and analyse information relevant to system operation  Recognise abnormal plant/system operating conditions  Determine appropriate corrective actions required  Plan and prioritise work  Acquire and analyse information relevant to system operation  Recognise abnormal plant/system operating conditions  Apply leadership techniques  Determine appropriate corrective actions required.  You are required to successfully complete all assessments for this unit in order to be able to demonstrate your competence.  Before the critical aspects of evidence are considered all prerequisites must be met.  Evidence for competence in this unit shall be considered holistically. Each Element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines - UEE07'. Evidence shall also comprise:   * A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to: * Implement Occupational Health and Safety workplace procedures and practices, including the use of risk control measures as specified in the performance criteria and range statement * Apply sustainable energy principles and practices as specified in the performance criteria and range statement * Demonstrate an understanding of the essential knowledge and associated skills as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements. * Demonstrate an appropriate level of skills enabling employment * Conduct work observing the relevant Anti Discrimination legislation, regulations, polices and workplace procedures. * Demonstrated consistent performance across a representative range of contexts from the prescribed items below: * Applying OHS practices in the workplace as described in 8) and including:  1. Preparing to enter the workplace including, the use of work permits and clearances and isolation permissions.Planning estimation work effectively. 2. Understanding and following risk control safe work methods. 3. Applying work procedures and instructions as they apply to risk control measures. 4. Dealing with accidents and emergencies within the scope of responsibility. 5. Participation in consultation processes, identifying hazards and implementing and monitoring control measures.   Dealing with unplanned events | | | | | | | |
| **Assessment methods & schedule** | This information should be identical to what is listed on TAS | | | | | | | |
| Assessment event no. | Assessment Name/  Method | Assessment date | Assessment  duration | | Assessment venue | | Assessment Outcome  Satisfactory / Not yet satisfactory  or  (NC / AC /  CC / DC) |
| 1 | Portfolio Assessment | Week 9 | 2 Hours | | Bldg. K2.11 | | Satisfactory/Not yet satisfactory |
| 2 | Theory Exam | Week  17 | 2.5 hours | | Bldg. K2.11 | | Satisfactory/Not yet satisfactory |
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| **Reporting assessment outcomes** | Your Transcript of Academic Record lists all of your results in your study to date.  “This is an ungraded unit. Each assessment event will be recorded as satisfactory (S) or not satisfactory (NS). However, your academic result will be recorded and reported to you as Competent **(AC**) or Not Yet Competent **(NC)**”.  with credit **(CC)’**, ‘Competent with distinction **(DC)** or Not Yet Competent **(NC)”.**  If you have achieved competency in this unit but are unable to finish the qualification, you will receive a Transcript of Academic Record showing only the units you have completed. A **Statement of Attainment** for the unit/units you have successfully completed will also be provided. Please contact the Head Teacher to initiate this process.  Your final reported results can be accessed from the DET Student Portal [Student Portal](https://sso.det.nsw.edu.au/sso/UI/Login?realm=detnsw&goto=https://student.det.nsw.edu.au/)  **Recognition and credit transfers**: you can apply to have your previous study, work and/or life experiences recognised. Recognition of Prior Learning will be determined according to TAFE NSW Recognition Policy.  Please see [Recognition for previous learnings and experience - TAFE](https://www.tafensw.edu.au/courses/get-started-at-tafe-nsw/recognition-of-prior-learning) for further information. | | | | | | | |
| **Resources required for assessments** | You are required to bring in the following for the assessments:  [Principal References  It is advised that students have access to the following reference books as the main references:   * + Marine Electrical Technology by Elstan A Gernander   + Ship Electrical Systems by Rene Borstlap, Hans ten Katen   + Marine Auxiliary Machineries by HD Mc George   + Electrical Machines (UEENEEG153+UETTDRIS73A) Resources   + PLC & SCADA Resources * Australian Standards * AS 3004 * Australian Maritime Safety Authory Standards * Relevant Australian Navy Procedures   You will also be provided with   * Access to a simulated environment containing information similar to that which you may encounter in a workplace. * Access to computer systems for real time assessments sufficient to enable participation in the assessment process.   Other Resources  To complete this unit successfully you should bring the following equipment to class with you:   * pens, pencils, notepaper, soft rubber eraser * scientific calculator Casio fx-100AU PLUS   USB memory Stick | | | | | | | |
| **Assessment feedback, review or appeals** | Your teacher will provide feedback no later than three (3) weeks after all assessment activities have been conducted.  If you would like to request a review of your results or if you have any concerns about your results, contact your teacher or head teacher.  You will have three (3) weeks from the date you receive your results in which to make an appeal and request a review.  You will receive a response within **ten working days** after receipt of the request.  Your Head Teacher will address the appeal in accordance with Assessment Guidelines for TAFE NSW. | | | | | | | |
| **Assessment guidelines** | * **Repeat Assessment** If you are assessed as not yet satistactory in an assessment task, repeat assessment task costs are listed as per the following; *2018\_Repeat\_Unit\_Fees (90010861)*   You must submit assessment work and attended scheduled assessments on the required dates.   * **If you miss an assessment** you must discuss the issue of the missed assessment with your teacher within seven days, or at your first class attendance after the assessment, whichever occurs first. * **If you miss an exam**, or arrive late by more than 30 minutes after the commencement of the exam, due to illness or circumstances beyond your control, you should contact the teacher of this unit. * **For final examinations in Category A or B** (exams that are centrally set and timetabled) you have 10 working days. Your teacher will inform you about the revised examination date which may not be until the following year. * **If you engage in cheating** such as copying, colluding with another person, using unauthorised notes, or allowing another person to copy your work, you will be liable for disciplinary action as per [Student Discipline Policy - TAFE NSW](https://www.tafensw.edu.au/get-started-at-tafe-nsw/tafe-policies/policies?category=discipline-and-behaviour) Whatever the form of assessment, it is essential that the work you are assessed on is your own. To validate the authenticity of your submitted work it may be checked used anti plagiarism software in addition it may be stored for future plagiarism checking.   TAFE NSW provides learners with every reasonable opportunity to have their work assessed and where possible each case of learner absence from an assessment will be considered on an individual basis. However, where there are no extenuating circumstances, the following penalties apply:   * where the results of the unit are recorded in marks, when the assessment is up to seven days late the result achieved by the learner is reduced by 15% * when the assessment is more than seven days late, the result recorded is recorded as “not yet competent” * for non-attendance at an assessment on a negotiated date, the result is recorded as “not yet competent”.   You can view information related to assessment in *Every Student’s Guide to Assessment in TAFE NSW,* which is available from [Every Student's Guide to Assessment](http://www.tafensw.edu.au/courses/assessment). | | | | | | | |
| **Assessment: reasonable adjustments** | If you are a student with a disability it is important for you to indicate this on your enrolment form and make contact with the Teacher / Consultant for Students with a Disability in your Institute for further information. If possible, this should happen before you enrol. They will provide you with appropriate information about the range of units available. Teachers and teacher consultants will arrange for students with a disability to be given reasonable adjustment in assessment on an individual needs basis.  Teachers may make reasonable allowances for the learners, based on the evidence provided, in accordance with the [Assessment Policy - TAFE NSW](https://www.tafensw.edu.au/get-started-at-tafe-nsw/tafe-policies/policies?category=assessment) This may relate to the timeframe for submitting/attempting the assessment task or to an alternative form of assessment evidence to be used for assessing the learner’s level of achievement. | | | | | | | |

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| **Teacher Contact Details** | **Unit Teacher/s** | **Location:**  **Email:**  **Phone:** |
| **Head Teacher** | **Location:**  **Email:**  **Phone:** |