**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** | Construction Engineering Transport | | | | **College** | | Ultimo College | |
| **Teaching Section** | Electrical Trades | | | | | | | |
| **Qualification Number and Name** | **Statement of Attainment – HV Switching** | | | | | | | |
| **Unit of Competency**  **Number and Name** | **UEPOPS430B - Control permit to work operations** | | | | | | | |
| **Application**  (was unit descriptor) | This unit deals with the skills and knowledge required to perform a switching to a switching program.  Permits may refer to Maintenance Access Permits, Electrical Access Permits, Mechanical Permits, Testing Permits, Restricted use Permits, Out of Service Declarations, Confined Space Entry Permits, Decommissioning/Recommissioning Statements and associated request forms. | | | | | | | |
| **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:  Event 1. Assessment 1 Written Test  A Written Test is to be arranged to assess the principle and knowledge related to  permit to work operations  Event 2. Assessment 2-Portfolio Assessment  Portfolio assessment on trainee’s on the job activity workbook regarding control  permit to work operations- Trainee “On Job Activity Workbook is to be arranged.  You are required to successfully complete all assessments for this unit in order to be able to demonstrate your competence. | | | | | | | |
| **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 | Assessment 1 Written Test | Week 9 | 2 Hours | | At College | |  |
| 2 | Assessment 2-Portfolio Assessment | Week 17 | Not Applicable | | At College | |  |
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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)**”.  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:  **Calculator, Drawing Equipment, Personal Protection Equipment.**  The following resources are applicable for delivery and class observation/ practical performance observation in class works.  Documentation : Occupational Health and Safety and environmental legislation, industry standards, enterprise safety and/or permit to work rules, enterprise and site procedures, enterprise permit to work documentation/form(s), and computer based software packages | | | | | | | |
| **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; *Faculty to insert Band costs*   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:** |