

UEENEEC020B - Participate in electrical work and competency development activities

	Case Study	YouTube playlist	PPTs
1. Comply with electrical industry/enterprise work policies and procedures			
1.1 Industry/enterprise policies and procedures for all work activities are identified and obtained	4	2	
1.2 Clarification on how particular work is to be carried out and the procedures involved is sought from the immediate supervisor/appropriate person			
1.3 Unexpected situations are dealt with safely and in accordance with industry/enterprise policies and procedures, and with the approval of an authorised person			
2. Monitor and respond to a personal competency development plan			
2.1 All aspects of the competency development plan are confirmed in consultation with appropriate persons		3, 4	
2.2 All components of the competency development plan are followed diligently			
2.3 Opportunities to practise skills and apply knowledge relative to a particular competency are pursued		1	
2.4 Assistance is sought from appropriate persons to overcome difficulties in developing skills and applying knowledge relevant to a particular competency			
2.5 Progress in competency development is self-monitored against the competency development plan and industry/enterprise policies and procedures		1	14, 15
2.6 Modifications to the personal competency development plan are made in consultation with appropriate persons		1	
2.7 Obligations are met for periodic and timely reporting of competency development activities		1	
2.8 Periodic competency development activities report is validated by an appropriate person in accordance with industry/enterprise policies and procedures		1	
Essential skills and knowledge			
T1 Responsibilities under a competency development plan:			
Competency Development (Training) Plans encompassing: <ul style="list-style-type: none"> • state/territories requirements (acts/regulations) • competency development (training) contracts • competency development (training) period • purpose of competency development (training) plans • process in developing competency development (training) plans • parties involved in the competency development (training) plan 	2, 5	4	14, 15, 19, 21, 22, 42, 43, 44, 45, 46, 47
Qualification Structure encompassing: <ul style="list-style-type: none"> • scope of work • Training Packages - electrotechnology • competency standard units (CSUs) • structure of Qualification • off-Job Requirements • on-Job Requirements 			5, 6, 7, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 45, 48, 49, 50
Responsibilities of Parties to the contract encompassing: <ul style="list-style-type: none"> • employer responsibilities • learner responsibilities • RTO responsibilities • State Training Authorities (STA) 			
Electrotechnology Industry Career Opportunities encompassing: <ul style="list-style-type: none"> • industry areas • qualification levels • career paths 			4, 11, 12, 13
Industry customs and practices encompassing: <ul style="list-style-type: none"> • industry bodies – employer and employee representatives • regulatory bodies – including licensing/registration, OHS, IR, training authorities – apprentice/trainee regulation • vocational and technical education system – Australian Qualification Framework (AQF), credentials, Australian Qualification Training Framework (AQTF) 	5		21, 25, 26, 27, 28, 29

Monitoring of Workplace Evidence encompassing: <ul style="list-style-type: none"> • workplace exposure and practices and relationship with competency standard units • methods of collecting workplace evidence • monitoring period cycle • requirements of workplace evidence • actions taken for unsatisfactory progression • role of state training authority (STA) • apprentice/learner responsibilities • employer responsibilities 			
RTO Policies encompassing: apprentice/Learner Responsibilities teachers/Trainers Responsibilities absenteeism off-Job component assessment specifications on-Job component assessment specifications qualification completion requirements and award advanced standing and/or RPL result review procedures	4		
Apprentice/Learner Discipline Policy encompassing: <ul style="list-style-type: none"> • apprentices/Learners rights • apprentice/Learner responsibilities • breaches of discipline • types of penalties Apprentice/Learner Responsibilities 			
Attendance at the Vocational and Technical Education Centre encompassing: <ul style="list-style-type: none"> • importance of attendance • record management of attendance • attendance cards • advice to employer of absences 			
Fire and Emergencies at the Vocational and Technical Education Centre encompassing: <ul style="list-style-type: none"> • designated fire and emergency exists • procedures in the event of a fire • evacuation procedures • assembly points importance of attendance 	4		
Occupational Health and Safety at the Vocational and Technical Education Centre encompassing: <ul style="list-style-type: none"> • eye protection • foot protection • protective clothing • personal injuries • mobile phones and personal belonging • dress regulations • rotating machinery, designated fire and emergency exists 			
Entry Requirements encompassing: <ul style="list-style-type: none"> • numeracy requirements • literacy requirements • vocational and technical education centre support mechanisms • testing and appropriate action by learner Eye protection 			
Vocational and Technical Education Centre Tour encompassing: <ul style="list-style-type: none"> • vocational and technical education centre layout • building layout • tour of building and vocational and technical education centre 			
T2 Methods of monitoring and reporting competency development activities encompassing:			

<ul style="list-style-type: none"> • RTOs responsibility to receive and monitor workplace activities of the apprentice/learner • Industry requirements for monitoring workplace evidence • Acceptable methods for monitoring and reporting workplace activities • Apprentice's/Learner's responsibility to participate in the reporting of workplace activities • RTOs requirements in periodically evaluating development of apprentices/learners from the workplace activities information gathered, and providing feedback and advice on areas requiring improvement • Employers responsibilities to participate in monitoring, reporting and confirming workplace activities, and assisting in overcoming areas requiring development by the apprentice/learner • Options for appeal or assistance from RTO or State Training Authority (STA) 			21, 22
T3 Enterprise work activities policies and procedures encompassing:			
<ul style="list-style-type: none"> • Need for policies and procedures • Scope for an industry/enterprise to establish work activity policies and procedures - policies and procedure related to safety, effective work outcomes, customer relations, conflict resolution and competency development. • Following work activities procedures 	4		23, 24