



STUDENT INFORMATION GUIDE

UEE42611 Certificate IV in Hazardous areas – Electrical Distance Learning Gap Program

About Future Skills

Future Skills is an industry owned and operated registered training organisation, specialising in post trade electrical and work health and safety training in Queensland and the Northern Territory. We have scope to deliver and assess against a range of qualifications in these areas, including the Electrical Equipment in Hazardous areas (EEHA) course and the UEE42611 Certificate IV in Hazardous areas – Electrical national industry qualification. Our national training provider number is 32052 (refer to www.training.gov.au for further information).

About this Program

This distance learning program is designed to provide you with the practical skills and knowledge to be able to supervise the selection, installation, commissioning, maintenance and testing of explosion-protected equipment and systems for control and monitoring of plant and processes for those people who have previously completed (within 3 years) the Electrical Equipment in Hazardous areas (EEHA) training course.

Licensing Requirements:

In order to enrol in the full Certificate IV program you **MUST** hold a current electrical mechanic or electrical mechanic fitter's licence.

Engineers who have received a Statement of Completion for the EEHA course who enrol and complete this program are entitled to receive a Statement of Attainment for the completion of the four (4) units of competency relating to supervisory responsibilities for a hazardous areas installation.

Course Structure

The objective of the full post trade qualification is to provide existing licensed electricians with the skills and knowledge to **supervise** the installation, attendance to breakdowns and maintenance, testing and conduct of visual and detailed inspections in hazardous areas and installations relating to gas and dust atmospheres and pressurisation.

Student Information Guide
UEE42611 Certificate IV in Hazardous Areas
Distance Learning Program
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To achieve the full qualification, there are seventeen (17) units of competency which all have a pre-requisite of an electrical licence and competency. Students will be given credit transfer or recognition of prior learning (RPL) for these remaining units where they provide sufficient evidence of their currency, such as a current electrical licence and the application of their skills and knowledge as an electrician within industry.

Training and assessment for the gap training course will focus on the following units of competency:

- UEENEEE038B Participate in development and follow a personal competency development plan
- UEENEEE117A Implement and monitor energy sector OHS policies and procedures
- UEENEEE124A Compile and produce an energy sector detailed report
- UEENEEK145A Implement and monitor energy sector environmental and sustainable policies and procedures

Training Program

This is a distance learning program only where students are provided with a number of learning resources and are then expected to complete a number of key written assessments.

Once a student has enrolled in the distance learning program, they must complete and submit all assessments within a three (3) month period. An extension may be granted in exceptional circumstances where a student submits an application in writing prior to the three (3) month expiry period.

Language, Literacy and Numeracy

In order to successfully complete this learning program you must have sufficient reading and writing skills.

For example, you will need to be able to read and interpret technical standards and manuals and to write short answer questions and detailed energy sector reports.

To assist all learners to achieve their goals through training, Future Skills seeks to assess each applicant's existing language, literacy and numeracy abilities and learning needs prior to the commencement of training.

This enables Future Skills to understand the skills and needs of each individual learner so we can offer suitable assistance or learning support if needed, or outline alternative pathways for learners to achieve their desired goals.

The **Australian Core Skills Framework** sets out five key areas that RTOs such as Future Skills can investigate to determine if any additional support or alternative pathways should be offered to a learner.

These five areas are: **Learning, Reading, Writing, Oral Communication** and **Numeracy**.

To help diagnose an individual learner's core skill levels, Future Skills uses a pre course questionnaire which all students are required to complete prior to commencement of the course. A copy of the course questionnaire will be provided to you on confirmation of your enrolment in the program.

Please note: it is your responsibility to complete and return this questionnaire prior to the commencement of the course. Failure to do so will mean that Future Skills is not obliged to provide any further assistance or learning support than would ordinarily be provided to all students in a program.

For the Certificate IV in Hazardous areas – Electrical program, Future Skills has made an assessment that the following core skill levels apply. A number of generic sample activities of what a student would be expected to be able to competently do at these levels have also been included for each nominated level.

Core Skill	Sample Activities
Learning (4)	<ul style="list-style-type: none"> <input type="checkbox"/> Makes changes to work routine to meet deadlines, drawing on insights gained from previous experiences <input type="checkbox"/> Takes a leadership role in professional/technical networks or project teams <input type="checkbox"/> Participates in and contributes to change management in the workplace
Reading (3))	<ul style="list-style-type: none"> <input type="checkbox"/> Selects and applies the procedures and strategies need to perform a range of tasks after reading appropriate texts, e.g., machinery/equipment manuals, standard operating procedures or work instructions <input type="checkbox"/> Interprets information gained from tables, charts and other graphic information <input type="checkbox"/> Reads and interprets diagrammatic/graphic texts e.g., a flow chart <input type="checkbox"/> Identifies relevant information from a range of written texts
Writing (3)	<ul style="list-style-type: none"> <input type="checkbox"/> Writes clear sequenced instructions for using routine/everyday technology e.g., machinery <input type="checkbox"/> Writes a routine report e.g., an accident or incident report <input type="checkbox"/> Completes workplace records and forms accurately and legibly
Oral Communication (3)	<ul style="list-style-type: none"> <input type="checkbox"/> Delivers a short prepared talk to co-workers and responds to audience questions <input type="checkbox"/> Listens to clear, sequenced instructions of several steps and asks clarifying questions as required <input type="checkbox"/> Presents information to a small group on a particular topic and responds to questions
Numeracy (3)	<ul style="list-style-type: none"> <input type="checkbox"/> Uses appropriate technological devices to measure and record data and interpret the results

	<ul style="list-style-type: none"><input type="checkbox"/> Uses rate of application to work out the quantities required for a routine task<input type="checkbox"/> Extracts, interprets and understands:<ul style="list-style-type: none"><input type="checkbox"/> Fractions, decimals and percentages<input type="checkbox"/> Ratio, rates and proportions<input type="checkbox"/> Numbers expressed as powers e.g., 2^3 or 3.6×10^3<input type="checkbox"/> Statistical data in complex tables and spread sheets, graphs, measures of central tendency e.g., mean, median, mode
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Where your skills are assessed at a level lower, Future Skills may require you to undertake learning in the area prior to the course commencement. For example, you may need to review your skills in relation to essential report writing. In this case, Future Skills may refer to you complete a course in report writing or offer some reasonable additional assistance/adjustments.

Recognition of Prior Learning

As part of our program, you will receive Recognition of Prior Learning (RPL) for a number of electrical units of competency which you would have previously gained as part of completing your electrical trade qualification. You will be required to demonstrate your current competency in these units by providing a copy of your current electrical licence and evidence of your work, skills and knowledge, as an electrician in industry.

You may also apply for Recognition of Prior Learning (RPL) for any of the gap training units relating to supervision in a hazardous area. You will need to provide valid, sufficient, current and authentic evidence of your skills and knowledge.

Please talk to a Future Skills trainer prior to, or at enrolment, in this program to discuss the types of evidence you can submit with such an application and the full process and procedures that this entails.

Student Guarantees

Future Skills is required to outline the nature of the guarantee given by Future Skills to prospective clients and clients to complete the training and/or assessment once they have commenced study in their chosen qualification or course.

This guarantee is outlined as follows:

Where a student commences training and/or assessment in the Future Skills course program they have enrolled within, Future Skills provides a guarantee that the course program as advertised will proceed as advertised, except in the following circumstances:

- (i) where a cancellation of a course or week of training is outside of its control e.g., where a trainer is ill and unable to take the course and a backup trainer is not available to take the course; or
- (ii) by agreement between Future Skills and the majority of students enrolled within a course to transfer dates of the whole or part of the course.

In both such cases, Future Skills will liaise directly with the students concerned and provide them with the option to transfer to a further scheduled course by Future Skills without incurring any additional transfer fees, or where the course has not already commenced, a full refund of all fees paid for the course.

Please note: Future Skills is not liable for any additional costs incurred by the student as a result of these changes.

Completion of Training

On completion of training each student is required to have completed or submit the assessment tasks and activities for the program.

A Future Skills trainer/assessor will complete marking of these assessments and where you are deemed *Competent* in all aspects of the program, you will be issued with your qualification or relevant Statements of Attainment within a twenty-one (21) day period from receipt of the final assessments.

For those students who are deemed *Not Yet Competent* on completion of training and assessment in a course program for either the whole qualification or for a unit(s) of competency, the following will apply.

Each student will be provided with two (2) assessment attempts for each assessment, either during the training program or afterwards.

For written or project based assessments students will be asked to provide additional evidence, or the trainer/assessor may make a reasonable adjustment to the assessment, such as asking additional questions to determine competency, either orally or in writing.

Where the assessment involves a practical skills based assessment, a time to undertake the second assessment attempt is to be offered within a six (6) month period at a time nominated by Future Skills.

Please note: an assessment of Not Yet Competent (NYC) is not a failure. It simply means that you will need to provide further information or further confirmation of the knowledge and skills required.