



STUDENT INFORMATION GUIDE

High Voltage Switching

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 four units of competency that make up the High Voltage Switching training program. Our national training provider number is 32052 (refer to www.training.gov.au for further information).

About this Program

This training program is designed to provide you with the practical skills and knowledge to be able to develop switching programs, perform switching operations, operate HV circuit breaking devices, and LV secondary circuit devices.

The course is intended for electrical workers, technicians and engineers involved with maintaining high voltage electrical equipment. It covers the legislation, theory and practical aspect to high voltage installations and maintenance.

Course Structure

The course program is made up of four (4) units of competency which are outlined below:

- UEPOPS428B Develop H.V. Switching Programs
- UEPOPS456A Perform Switching to a Switching Program
- UEPOPS349B Operate Local H.V. Switchgear
- UEPOPS357B Operate Local L.V. Switchgear

Course Structure

The course program is structured to provide students with four (4) days of face to face training and assessments as outlined below:

Day One	Day Two	Day Three	Day Four
Electrical Safety Codes of Practice & Regulations for HV HVIA Essentials Earthing Developing Switching Sheets Different types of switching HV Electrical Apparatus in Industry	HV symbols Class activities Protection effects on switching Test, prove de-energise and earth, other precautions	Writing a switching sheet Switching errors Contingency plans	Practical Assessments

All assessments are completed in class. It is therefore mandatory for students to attend all of the scheduled training dates to ensure they are able to undertake the learning and practical assessments that are required.

Language, Literacy and Numeracy

In order to successfully complete this learning program you must have sufficient language, literacy, and numeracy skills. For example, you will need to be able to read and interpret information and symbols from diagrams and switching sheets, and write short answers to questions.

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 current 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 High Voltage Switching, 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 (3)	Contribute to problem solving processes. Participate in quality improvement processes in the workplace, considering the priorities and commitments of self and other members.
Reading (3)	Review relevant legislation and regulations relevant to the job role. Interpret information gained from tables, charts and other graphic information using a range of sources. Compare and contrast technical specifications provided in a number of technical journals in order to recommend the purchase of a particular system or equipment.
Writing (3)	Write organisational procedures and time frames. Write clear and detailed instructions organised sequentially. Write a routine report.
Oral Communication (3)	Give clear sequenced instructions of several steps. Question the implications of new processes or procedures.
Numeracy (3)	Read and interpret symbols on diagrams and other documents.

Where your skill levels are assessed at a lower level, Future Skills may require you to undertake learning in the area prior to the course commencement.

Entry Requirements

There are no pre-requisite entry requirements for this program. However, the course is designed for electrical workers, technicians and engineers involved with maintaining high voltage electrical equipment.

Recognition of Prior Learning

You may apply for Recognition of Prior Learning (RPL) for any or all of the units of competency that make up the High Voltage Switching training program. 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.

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.

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.

Outline of Assessment Activities:

In order to complete this program you will need to be able to demonstrate you have the requisite knowledge and skills to perform specific work activities and tasks to the standard required for each unit of competency.

The Future Skills High Voltage Switching program includes eight (8) assessment activities, which are summarised following.

Assessment 1: Regulations and Codes of Practice

Assessment 2: HV apparatus

Assessment 3: Safety Precautions

Assessment 4: SAHVEA

Assessment 5: Writing Switching Sheets

Assessment 6: Identify Switching Sheet Errors

Assessment 7: Contingencies & Case Studies

Assessment 8: Practical HV Switching