STUDENT INFORMATION BOOKLET

ELECTROTECHNOLOGY
Information Moodle

If you wish to know more or wish to use the web links in this booklet you or your employer may wish to log onto our information Moodle site.

Enrolment Details

At the end of the enrolment procedure you will be supplied with a username and password. It is highly recommended that you change the password given to something that is secure and that you can remember at a later stage.

Unique Student Identifier (USI)

From the 1st of January 2015, all students doing nationally recognised training need to have a Unique Student Identifier (USI). The USI is linked to the National Vocational Education and Training (VET) Data Collection, and this means an individual's nationally recognised training and qualifications gained anywhere in Australia, from different training organisations, will be kept all together. To obtain a USI search for www.usi.gov.au.

Why do I need a username and email address?

Delivery of learning material and assessments will be blended, which is a mix of face to face and online. Communication between your teacher and yourself will be encouraged by email. To be able to do this you must be financial, and have your user name and password to access the TAFE Illawarra Institute system though the TAFE portal.

Some of these resources will be:
- Your email account
- Lesson content and assessments via Moodle an online learning site
- Australian standards via the TAFE library
- Access to the DET wire and Wi-Fi network for resources

All information and messages will be sent via your DET email account. You can, if you wish redirect your DET mail to another email account of your choosing via the DET portal.

Please note for security reasons your password must be changed at regular intervals, it will send you messages for this to be done.

If you forget your password, it can be reset for you at either the customer service centre or the Library. However you will need some sort of photographic identification to do this.

Username: ................................................ Password: ................................................
RPL Policy

If you have undertaken previous studies or have had practical experience in the electrical trade area you may be eligible for recognition of prior learning. For more information regarding this, please consult the institute’s web page. [http://www.illawarra.tafensw.edu.au/course-and-careers/recognition](http://www.illawarra.tafensw.edu.au/course-and-careers/recognition)

Discipline

Everybody is entitled to an environment to be able to study, learn and develop skills in a safe and healthy adult educational and social environment. For this to happen you have responsibilities and rights as a student. For more information regarding this, please consult the institute’s website [http://www.illawarra.tafensw.edu.au/support-for-students/student-information](http://www.illawarra.tafensw.edu.au/support-for-students/student-information)

Workplace Evidence

As part of your TAFE course you need to gather workplace evidence. If you do not gather this evidence, you will be deemed not competent “NC” and, thus you will not be able to complete the course.

**Failure to do this workplace evidence gathering will mean two things:**

1. You will receive a “Not Competent” grade on your transcript.
2. The Apprenticeship and Traineeship Act 2001 has been breached and the Apprenticeship contract can be terminated by the administrator, State Training Services.

Instead of paper based/diary formats the Illawarra institute uses a web-based electronic format to gather this evidence called eProfiling.

What eProfiling does is “converts” what you have done in the field and allocates these work hours to units of competency (Subjects or Modules) that you are doing at TAFE.

Gathering this workplace evidence requires a two part process to take place, after you have registered:

- Each week you go online and fill out a “card” of what you did that week. You then submit this electronically.
- Your employer automatically receives an email that you have submitted a “Card”, ready to be “Verified”. He/she then goes online and verifies this “Card” as correct, and then submits it. You only receive recognition for work done once your employer/supervisor verifies your card.
eProfiling Enrolment Instructions

Before registering online, it is best to have the following information available:

- Qualification name and code
- Elective Work Area
- Employer details (including ABN, address, etc.)
- RTO details (name and campus location, ABN, address, etc.)
- Active personal email address that you can access during the registration process (email address needs to be verified)
- Apprenticeship start date as stated on training contract

If your employer is not registered with eProfiling they need to fill out and submit a registration form.

eProfiling is an electronic method of gathering workplace evidence that is required for your TAFE studies.

To register you need to:

- Using a search engine locate “www.eprofiling.com.au”
- Click on “log in”
- Click on “Self-Registration”
- Supply all the required information about yourself

What is a “Host Employer”? Most apprentices are employed two ways

Method 1

<table>
<thead>
<tr>
<th>Employer:</th>
<th>Warren Wirejerker Electrical Pty Ltd.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor:</td>
<td>Warren Wiggs</td>
</tr>
</tbody>
</table>

Method 2

<table>
<thead>
<tr>
<th>Employer:</th>
<th>ABC Group Trainer Pty Ltd</th>
</tr>
</thead>
<tbody>
<tr>
<td>Host Employer:</td>
<td>Flash as Electrical Pty Ltd</td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Harry Hornblower</td>
</tr>
</tbody>
</table>
PLEASE NOTE:
DO NOT book holidays and be away on TAFE attendance dates. On most days there will be practical work or assessments to be completed. Do not expect to be given additional time to complete these outstanding items.
Assessment Policy

Task or Practical Skills Assessment
An opportunity will be given during the assessment to rectify any non-conformance to Australia Standards, Industry standard work practices and WHS Regulations. If not correctly rectified the result will be recorded as a fail. There is NO resit for failed Skills Assessment. If a Knowledge Assessment has been failed on the resit or a Practical Skills Assessment has been failed, the student will be required to re-enrol in the unit and repeat all content and assessment at commercial fee rates.

Links to additional information regarding assessment
Please download and read the following information
Every Student's Guide to Assessment in TAFE NSW

Ramifications of Not Passing Units
If a student receives a “NC” for a Unit of Competence, it could be due to either a failure of an Assessment event or insufficient workplace evidence logged on eProfiling. If an “NC” is due to a failure the student will have to re-enrol in the unit in their own time and at a commercial price.

As the majority of units have prerequisites, receiving an “NC”, due to a failure, may restrict the student from advancing to the next semester or stage of the course until they have received a “AC” in that unit.

Mandatory Clothing and PPE
The following items are required in all classrooms, as per Classroom Rules and Signage. These items are required every day you attendance TAFE. Students not having these items will be excluded from class and given the opportunity to comply. Non-compliance will result in notifying the employer and recommended they be sent back to work.

- Safety footwear complying with AS/NZS 2210.2.
- Cotton drill trousers and an appropriate work shirt. Clothing shall be of a robust nature, in accordance with safe working practices, AS/NZS 4836:2011, “managing electrical risks in the workplace” Code of practice and Safety for electrical workers as per Department of Fair Trading.
- Safety eyewear complying with AS/NZS 1337 will be required for classes where signage indicates e.g. workshops.
Every Day Equipment Requirements

Every day of attendance you will be required to bring with you to class the following. Failure to do so, you may be excluded from class and given the opportunity to comply. Non-compliance will result in notifying the employer and recommended they be sent back to work.

- Your own hand tools would be preferred, however TAFE can supply you with them if required.
- All Textbooks
- Adequate paper to write class notes on.
- Pens, pencils (2B), highlighters, compass, protractor and ruler
- 2 or 4 ring folder for notes and handouts
- Scientific calculator with similar functions to Casio fx-82 or Sharp EL 531
- A USB thumb drive (minimum of 4GB) with your full name on it.
- A laptop or tablet will be an advantage but not compulsory.

Attendance Times

<table>
<thead>
<tr>
<th>Class Times</th>
<th>Morning Classes</th>
<th>Morning Break</th>
<th>Support Session</th>
<th>Afternoon Break</th>
<th>Afternoon Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>8:00 am</td>
<td>11:00 am</td>
<td>11:30 am</td>
<td>1:30 pm</td>
<td>2:00 pm</td>
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<tr>
<td>Morning Break</td>
<td>11:00 am</td>
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<td>Support Session</td>
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<td>Afternoon Break</td>
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<td>Afternoon Classes</td>
<td>2:00 pm</td>
<td>5:00 pm</td>
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Student Attendance

- It is the responsibility of the student to arrive to class on time. The door will be locked 10 minutes after the class starting.
- The teacher has the right to refuse admission to a late student until a suitable break occurs to avoid disruption to the class.
- If a student is not able to attend a class for any reason, an email is to be sent to the teacher prior to class informing of the absence.
- Students should not leave class unless the teacher gives permission to do so.
- Teachers have the right to exclude from the class any student who fails to comply with the required standards of behaviour, dress or lack of PPE.
- Mobile phones, iPod and suchlike are to be switched off during class times, unless expressly allowed for the research of class resources online. The teacher has the right to exclude students that interrupt class by their use. Mobile phones can be left on “silent” for exceptional reasons after the permission of the teacher has been sought.
- Students are not permitted in classrooms outside of class times.
- Consumption of Food or drinks is prohibited inside classrooms or workshops.
- Employers will be notified of any absences by phone or email.

Expectations

- Before each sessions you will be expected to do some preliminary work or research. This is designed to assist you in the upcoming work in the session and it is expected that this be completed before the beginning of the session.
- In most cases there will be some work for you to do before the next session.
- Assignments are to be completed on time.
- Weekly Moodle Quizzes completed with a 100% result before the next session.
- Up-to-date with eProfiling (no more than 5 cards behind).
- Employer and student to be notified by email every 5 weeks of the following:
  - Moodle Knowledge Assessment result
  - Written Knowledge Assessment result
  - Number of outstanding eProfiling cards
  - Percentage progress of each unit with regard to eProfiling.
Transport

You may be able to a rebate on your car registration

Car registration rebate information

Rebate form

Student Travel Concessions:

Private Transport
Travel and Accommodation Assistance is around $28 per day and the rate for travel expenses is around 12 cents per kilometre.

State training services main page

Travel and accommodation assistance guidelines

VTAS form

Public Transport
A fare concession on most public transport services is available to eligible apprentices and trainees who hold an Indentured Apprentice

Student Support

All of the services below plus more can be accessed via the Careers and Counselling Service section of the institute’s main web page http://www.illawarra.tafensw.edu.au/support-for-students/careers-and-counselling-service

- Counselling and Career advice
  Moss Vale Counsellor 02 4868 0162 (Part-time)
  Goulburn Counsellor 02 4823 1864
- Careers Connect
- International Student Coordinators, Multicultural Coordinators and Teacher Consultants for Disabilities, Counselling and Aboriginal Coordinators
- Literacy, numeracy and language support
- Student E services (enrolment, results online)
So You Want to Work in the Electrotechnology Sector?

Congratulations on your decision to want to work in the Electrotechnology sector. Like all trades there are a number of requirements that you must meet in order to reach your goal, like completing an apprenticeship (4 years) as well as completing an approved course (3 years).

Trade training has always been a mix of on-the-job training with your employer and off-the-job training with TAFE. In most cases your employer will show you the practical day to day aspects of the trade, while at TAFE we will give you much of the accompanying theory to explain how things work and why. Together, with these two different facets of your training, the aim is to produce competent tradesmen who know what they're doing and why they're doing it.

However, unlike many other trades, the electrical trade has one major difference. The thing that we work with every day, electricity, cannot be seen, touched, or handled. As a result we rely on abstract theoretical concepts and mathematical models to explain the way that electricity behaves in all sorts of situations. Unfortunately we find that some apprentices struggle with the theories, concepts and maths in their TAFE course.

The purpose of this guide is to help you by clearly outlining what you need to do to complete your course successfully. If you follow the advice in this guide you should progress through the course easily. However, if you do less than is required, you may find the course difficult and overwhelming.

Just keep in mind that it is your future, your livelihood and ultimately your responsibility to do whatever must be done to reach your goal.
Differences Between School and TAFE

For the majority of apprentices their most recent experience with formal study would be completing either the School or Higher School Certificate. While there are many similarities between studying at school and at TAFE, there are also some very significant differences.

One of the major differences is that at school you are issued a Certificate regardless of whether you have passed or failed your subjects. In fact you could fail every subject in your HSC and you will still get a Certificate from the Board of Studies.

This is not the case at TAFE. The Electrical Trade course is a competency based course. This means that to be issued with your TAFE Certificate you MUST PASS EVERY UNIT (at TAFE subjects are called units) in the three year course. This puts responsibility on you to make sure that you perform to the required standard.

At TAFE, all too often, we see apprentices complete their apprenticeship, but not their TAFE course due to failed units. This places them in a difficult situation where they are unable to work as tradesmen and they are also unable to qualify for an electrician’s licence as they do not hold a recognised TAFE qualification.

Course Requirements

Be clear that completing the course is a big undertaking that requires a serious effort of your part if you are to succeed. It is a long course spanning three years and it covers many different theoretical and practical aspects of the trade.

While you are required to attend TAFE for one day per week, for the vast majority of students, this time is not enough to successfully get through the course. You need to put in extra time away from TAFE if you want to give yourself a fair chance. It’s not really any different to having to do work at home for your HSC or for a university course.

As a general guide the MINIMUM additional time that you should be putting in is ½ an hour at home for every one hour at TAFE per week. This equates to a minimum of 4 hours per week.

Recently, many current students were surveyed and the findings were not surprising. Those that were failing assessments or struggling were putting in 0 - 2 hours per week, while those who were progressing without difficulty were putting in 5 – 8 hours per week. You don’t have
to be an Einstein to see that there is a clear correlation between your efforts and your results. If you fail an assessment, then that’s a fair warning that you’re not doing enough.

**How People Learn**

The way that people take in and learn new information has been understood for a very long time. Understanding the process can help you better prepare yourself for success.

In very simple terms, when it comes to recalling facts and knowledge, two parts of the brain involved, short term memory and long term memory. New information generally goes to the part of the brain that stores short term memory. The new information sits here for some time ranging from a day or two to maybe a week or two. If that new information is not used or not seen as relevant, the brain rejects it as being unimportant, and you forget it.

The trick is to get your brain to transfer newly learned information from the short term memory section of your brain to the long term memory part, where you can recall and use the new information, weeks, months or years down the track. The trick to doing this is called reinforcement.

**Use It or Lose It**

Reinforcing new learning means revisiting that new information while it is still fresh in your short term memory and using it as much as possible. It’s how you learned your times tables when you were a child. Most people know that 6x6=36 because it has been reinforced so many times, that it becomes an automatic response. You don’t even need to think about it, you just know it. It’s possible to produce this same type of automatic response to almost any information if you train your brain well enough.

When you think about it, it makes sense. Athletes get good at a task by forcing themselves to undergo repetitive training over long periods of time. They heighten their senses, and build up their muscles. At the end of the day your brain is just another organ in your body, and just like an athlete can build up their muscles, so too a student can build up and exercise their brain through the use of reinforcement techniques.

The saying “Use It or Lose It” definitely applies here.
A Well Planned Lesson

The reinforcement process starts with a well-planned and delivered lesson. It's what your teachers have been trained to do. Your teacher will usually present new material verbally. They will also incorporate visual material such as diagrams on the board or images from a data projector. They may summarise the main points of the lesson on the board so that students can copy these down as notes for later study. They may also use handouts or get you to refer to a textbook. If there are calculations involved they will solve some samples on the board. Throughout this process they will be asking you questions so you can try out your new information to see if you are on track.

Many lessons will involve a practical component where the new information can be demonstrated through an experiment and almost all lessons will require you to complete review questions so that your understanding can be checked. A well planned and delivered lesson will already have reinforced the new information at least 4-5 times before you leave the room. After that the rest is up to you.

If you leave the classroom understanding the new material, that's great. However it can almost be guaranteed that if you do nothing to further reinforce this new knowledge, that within 2-3 weeks you will forget most of it and within a month or two you will forget all of it.

Studying At Home

Studying at home is all about reinforcing your newly acquired knowledge. You’ve already gone to the trouble of learning the new information, so why would you now risk losing it all by doing nothing to reinforce it?

So what should you be doing in your minimum 4 hours per week at home? Well here are a few suggestions to reinforce your newly acquired knowledge.

The most important thing is to keep up with the lessons and not fall behind. From week to week you should ensure that you have, as a bare minimum;

- Completed all tasks in your student workbook including
  - Student exercises
  - Practicals including observation questions
  - Review questions
- Read through the Student Workbook summary notes for each week’s lesson
- Read through the relevant pages and summaries of your textbook
- Completed exercises in the textbook
- Read through any handouts or class notes taken from the board
If you've already completed everything, then use your time at home to re-read everything again and analyse the calculations you completed in class. The more times you do this the better.

And don’t forget the internet. It’s a fantastic resource of information. Any topic you are studying will get thousands of hits on the net. Look at You Tube also for videos on any topic you can think of. There really is no excuse for saying you couldn’t find any information on a topic. Remember, the more times you go over the material the better. Sometimes though, it’s not always plain sailing. If you’ve done your best and there is still something that you don’t quite understand, then that’s perfectly fine. You will need to flag that point and raise it with your teacher at the next lesson and ask him/her to clarify the issue for you. The worst thing that you can do is to say and do nothing.

Just remember, you are an apprentice, and people expect you to ask questions. You are being paid to learn, which is a pretty good deal, so make the most of it. Once your time is up people will expect you to know what you’re doing. You’ll look like more of a goose if you start asking questions as a tradesman, than as an apprentice.

**So What Does This All Mean?**

At the end of the day you are the one who has to pass the course. To do this you have to take responsibility for your own learning. Your course is a part of your job and you are being paid to perform. After all, you did decide that you wanted to be an electrician. Your TAFE course is just one aspect of reaching that goal.

There’s nothing too hard about it either. Of the thousands of qualified electrician’s out there, every single one of them has successfully completed the course and the course really hasn’t changed much in the past 40 years.

How easy or how hard it is, really is up to you. If you decide that it’s important, then following the advice in this survival guide will be a step in the right direction to becoming a better student and eventually a competent electrician.