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| **Qualification details** |  | | |
| **Training Package code and title** | **UEE11 Electrotechnology Training Package (Release 1.5)** | | |
| **Qualification National Code & Title** | 22289VIC – Certificate II in Integrated Technologies | **State**  **code** | YN54 |
| **Qualification National Code & Title:** | UEE21911 – Certificate II in Electronics | **State**  **code:** | A113 |
| **Qualification National Code & Title:** | UEE20511 – Certificate II in Computer Assembly and Repair | **State**  **code:** | A103 |
| **Qualification National Code & Title:** | UEE40711 – Certificate IV in Electronics and Communications | **State**  **code:** | A137 |
| **Qualification National Code & Title:** | UEE40111 – Certificate IV in Computer Systems | **State**  **code:** | A132 |
| **Qualification National Code & Title:** | UEE50511 – Diploma of Electronics and Communications Engineering | **State**  **code:** | A160 |
| **Qualification National Code & Title:** | UEE50111 – Diploma of Computer Systems Engineering | **State**  **code:** | A155 |
| **Qualification National Code & Title** | 22289VIC – Certificate II in Integrated Technologies | **State**  **code** | YN54 |

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| **Student’s name** | Richard Pountney | | |
| **Observer/Assessor’s name** | Saranya Chandrukannan | | |
| **Unit National Code & Title** | UEECS0003 - Assemble, set up and test computing devices (Old unit UEENEED102A) | **State Code** | WC385 |
| **Date of Assessment** | Session 4 | | |
| **Duration** | 2.5 hours | | |
| **Procedure/Task** | Assessment Tool 1: Practical assessment | | |
| **Instructions to assessor** | 1. Assessor shall follow “the instructions to the assessor” and “the marking guide” as a guideline, to assess during student demonstrates practical tasks.  2. This checklist consists of those skills required to de demonstrated during practical examination, follow the OHS and safety standards, using the appropriate hardware and software for the tasks and using several different techniques in order to successfully complete the given programming tasks.  3. Assessor must observe the practical tasks of student during the class, then record and complete this checklist.  4. Assessor will ask the questions to student for the clarification during the practical tasks, as needed.  5. If the student is deemed NYS on any part of the assessment a second assessment date is to be arranged.  6. Once the student has completed the assessment and has received feedback, the assessor and student are required to sign and date this checklist. | | |

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| **During the demonstration of skills, did the student satisfactorily do the following?** | **UoC**  **Mapping** | **Practical Assessments** | | | | |
| **First Attempt** | | **Re-sit** | | **Comments** |
| 1. **Preparation of Practical assessment** | **Y** | **N** | **Y** | **N** |
| * 1. Accessed the OHS policies and procedures and safety standards. Read and understood the requirements for complying with the OHS procedures for the workspace.   • Student can identify the location of emergency stop buttons in work area.  • Student can identify the muster point in case of emergency  • Student can identify the location of the first aid box in work area  • Student can identify the location of fire extinguishers (in case of fire or emergency) | Perf  Criteria 1.1 & RSK1 |  |  |  |  |  |
| * 1. Whilst preparing for work, read and understood OHS risk control measures and procedures in relation to computer and keyboard. | Perf  Criteria 1.2 |  |  |  |  |  |
| 1.3 Instructions for practical task(s) to be performed obtained from the lecturer or directly from Blackboard. Understood the project requirements from the lecturer. Consulted and discussed with lecturer as needed. | Perf  Criteria 1.3 |  |  |  |  |  |
| 1.4 Computer is started up and desktop icons for Word, Excel and Visio are identified to access desired application, directories, and files. | Perf  Criteria 1.4 & CA3, RSK 2, RSK3 |  |  |  |  |  |
| 1.5. On-screen instructions in relation to any anomaly are followed. (Example: Virus warning, software update, if any) | Perf  Criteria 1.5 & CA6 |  |  |  |  |  |
| 1.6. Accessed the online Windows help manual to resolve any start up, access issues and anomalies, if any incurred. | Perf  Criteria 1.6 |  |  |  |  |  |
| **2. Project Demonstration Steps** | **UoC**  **Mapping** | **First Attempt** | | **Re-sit** | | **Comments** |
| **Y** | **N** | **Y** | **N** |
| 2.1 During the assessment demonstration, followed OHS risk control measures and procedures in relation to computer and keyboard. | Perf  Criteria 2.1 & CA1 |  |  |  |  |  |
| 2.2 In Word, Excel and Visio applications, the data is added, altered, or deleted as needed, in accordance with user instructions given in the AT1 Practical assessment document. | Perf  Criteria 2.2 & RSK4, CA3, CA7, CA11,  Range Statement |  |  |  |  |  |
| 2.3 Routine checks are made to ensure accuracy of information in accordance with quality requirements as given in the AT1 Practical assessment document, for every application, respectively. | Perf  Criteria 2.3 & CA3 |  |  |  |  |  |
| 2.4 Store the completed files, and the final report as per the accordance with enterprise requirements as given in the AT1 Practical assessment document. | Perf  Criteria 3.1 & CA3 |  |  |  |  |  |
| 2.5 The completed project files are printed for a formal record and submitted to lecturers, as mentioned in the AT1 Practical assessment document. | Perf  Criteria 3.2 & RSK6,CA3, CA9 |  |  |  |  |  |
| 2.6 The completed project files are E-mailed to lecturers, as mentioned in the AT1 Practical assessment document. | Perf  Criteria 3.3 & CA3, CA10 |  |  |  |  |  |
| 2.7 The assessment Files are named, arranged, saved, and backed up in accordance with enterprise requirements in Blackboard. | Perf  Criteria 4.1 & RSK5,CA3, CA8 |  |  |  |  |  |
| 2.8 Computer shutdown procedures are followed, and computer switched off. Lecturer is notified of the student’s work completion. | Perf  Criteria 4.2 & CA3, CA12 |  |  |  |  |  |
| 2.9 Applied sustainable energy principles and practices during class sessions:   * Turn off the monitor if PC is not used for more than 20 minutes (Use power management scheme). * Turn off both the CPU and monitor if PC is not used for more than 2 hours (Use power management scheme). * Make sure your monitors, printers, and other accessories are on a power strip/surge protector | Critical Aspect CA2 |  |  |  |  |  |
| 2.10 Conducted work observing the relevant Anti-Discrimination legislation, regulations, polices and workplace procedures | Critical Aspect CA4 |  |  |  |  |  |
| 2.11 Followed correct PC start up procedure | Critical Aspect CA5 |  |  |  |  |  |
| 2.12 Followed lecturer’s instruction when asked to save the WORD file as PDF instead .doc format (unplanned). Printed the Visio flowchart in A3 paper instead of default A4 setting (unplanned). | Critical Aspect CA13 |  |  |  |  |  |

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| **The student’s performance was** | | **Not yet satisfactory** |  | | **Satisfactory** | |
| **Feedback to student from Observer/Assessor** | | | | | | |
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| **Feedback from student to Observer/Assessor** | | | | | | |
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| **Student’s Signature** | **Allan D’Souza** | | | **Date** | | **01/03/2022** |
| **Observer/Assessor’s Signature** | **Murali Selvaraj** | | | **Date** | | **DD/MM/YYYY** |