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| **Qualification Details** | | | |
| **Training Package Code & Title:** | **UEE Electrotechnology Training Package (Release 2.0)** | | |
| **Qualification National Code &**  **Title:** | **UEE21920** **– Certificate II in Electronics** | **State**  **code:** | **BFN1** |
| **Qualification National Code &**  **Title:** | **UEE20520 – Certificate II in Computer Assembly and Repair** | **State**  **code:** | **BFP7** |
| **Qualification National Code &**  **Title:** | **UEE40720 – Certificate IV in Electronics and**  **Communications** | **State**  **code:** | **BFP4** |
| **Qualification National Code &**  **Title:** | **UEE40120 – Certificate IV in**  **Computer Systems** | **State**  **code:** | **BFL8** |
| **Qualification National Code &**  **Title:** | **UEE50520 – Diploma of Electronics and Communications Engineering** | **State**  **code:** | **BFP5** |
| **Qualification National Code &**  **Title:** | **UEE50120 – Diploma of**  **Computer Systems Engineering** | **State**  **code:** | **BFQ6** |

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| **Units of Competency (UoC) detailed in this DAP | Week/Stage/Block/Cluster** | |
| **Unit National code and title:** | **State Code:** |
| UEECS0003 - Assemble, set up and test computing devices (Old unit UEENEED102A)  UEECS0022 - Install and configure a client computer operating system and software (Only for CS – Old unit UEENEED143A)  UEEDV0012 - Set up and configure the wireless capabilities of communications and data storage devices | **OBX38**  **OBY95**  **OBZ34** |

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| **Duration of Training/location and group details** | | | | | |
| **Start date:** | **30/01/2024** | **End date:** | **18/06/2024** | **Session**  **Times:** | **Tuesday, 09:00 – 12:00**  **Tuesday, 13:00 – 16:00** |
| **Location:** | **South Metropolitan TAFE, Thornlie Campus, 8 Block, 8G27** | | | | |
| **Group Details:** | **Group 1 and 2 (Tuesday)** | | | | |
| **Mode of delivery:** | ☒ Face to face | | | | |
| **Individual study requirements:** | Adequate time is provided within a standard class session (one 3-hour session per week, for 20 weeks) to complete assigned assessments and activities.  Students not able to complete work within class time are expected to complete work outside this structured time on an equivalent basis to ensure course completion. | | | | |

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| **Pre-requisite requirements:** |
| UEECD0007 (Only for UEECS0003)  Apply Occupational Health and Safety regulations, codes, and practices in the workplace |

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| **Lecturer contact information:** |
| **Name: Saranya Chandrukannan**  **Email: Saranya.chandrukannan@smtafe.wa.edu.au** |

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| **Required resources, texts, equipment you will need** |
| **Supplied by college:**   * Computer lab containing PCs with Internet access * Screwdrivers * PC hardware peripherals (e.g. USB network cards, printers, graphics cards) * Static dissipative bags/foam (for storage) * Cables (e.g. IEC power, “display” [VGA, DVI, HDMI, etc.]) * Network routers, switches, Wi-Fi Dongle   **Supplied by student:**   * Writing material for notes (pens, paper, etc.) * USB storage device OR cloud storage (e.g. Google Drive, Microsoft OneDrive, Dropbox)   **Recommended Textbook:**  Scott Muller’s Upgrading and Repairing PCs - 22nd Edition, Que Publishing, Pearson |

**Additional Information**

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| **Occupational Health and Safety (OHS / WHS) arrangements/requirements:** |
| Learners are expected to follow health, safety and well-being requirements and must ensure they do not endanger themselves, others or equipment used in this course.  Learners may encounter simulated or actual hazards through participation in this course; these hazards should pose little to no risk of causing bodily harm if correct procedures are observed. Instructions (verbal, written or otherwise) must be diligently followed to minimize risk associated with hazards. If Learners are unsure of any hazards or risks, they should remove themselves to a safe location and report to their lecturer or nearest available staff member. |

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| **Recognition of Prior Learning (RPL) / Credit / Credit Transfer** |
| You are encouraged to speak to your Lecturer about the possibility of Recognition of Prior Learning if you believe you have any existing skills and knowledge that may be formally recognized towards the unit or qualification you are undertaking.  If you have previously completed qualifications or units speak to your Lecturer regarding the possibility of credit or credit transfer. |

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| **Assessment rules and Appeals Process** |
| If your first submission is deemed not satisfactory you will be allowed one further attempt. This is to be negotiated with your trainer/assessor. You are entitled to appeal if you are not satisfied with the assessment process or outcome.  The appeal must be lodged within two weeks of receiving the assessment information or outcome. Your lecturer can advise you of the formal process. |

The following information is to be read in conjunction with the “Current Students” section of the website.

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| **Absences** |
| If you are unable to attend any class or assessment session you must inform your lecturer as soon as possible.  If you miss an assessment due to illness, please provide your lecturer with a medical certificate to negotiate an alternate time for the assessment. |

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| **Reasonable adjustment in the assessment process:** |
| Adjustments to assessments may be made for you, providing the adjustments comply with the principles of assessment and rules of evidence If you require support for literacy and numeracy issues; support for hearing, sight or mobility issues; change to assessment times/venues; use of special or adaptive technology; considerations relating to age, gender and cultural beliefs; format of assessment materials; or presence of a scribe you need to inform your lecturer. |

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| **Student support services** |
| South Metropolitan TAFE has several services available to assist and support you while you are an enrolled student. These include:   * Disabilities support * Language literacy and numeracy * Aboriginal and Torres Strait Student Services * Assistive technology   The following support services are available to International Students:   * Comprehensive orientation * Pastoral care * Academic support * Counselling services * Referral services   To request / obtain information of possible disability / support services, speak to your lecturer to re-direct you towards the student support / disabilities officer. |

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| **Delivery and assessment schedule** | | | |
| **Week/**  **session** | **Topic** | **Link to UOC**  *(Element level only)* | **Assessments** |
| 1&2 | **Welcome and Introduction**   * Welcome and introduction by lecturer * Lecturer reviews the DAP with the students and, has each student sign the DAP to confirm their understanding of the unit’s topic sequence and the unit’s assessment requirements – Q&A. * Lecturer reviews the code of conduct with the students * Q & A   **Topics to cover:**   * Organisational health & safety procedures and adherence related to computing equipment and peripherals and ergonomic workstations * **Basic PC Operation**   + Starting up the computer   + Selecting an application   + Entering engineering information   + Saving information   + Printing information   + Computer shut down procedures   **Skills activities**   * Hands-on activity on using Microsoft Visio   **Out of class activities**  Students are required to review topics covered during this week’s lesson and prepare for the following week, by pre-reading the upcoming session topics. | UEECD0007  UEECS0022 | AT1 Commence |
| 3&4 | **Topics to cover (Session 3):**   * **Drawing Software (Visio)**   + Develop flowcharts   + Develop simple layouts   + Simple schematics and diagrams * PC Hardware Introduction * Analysis of internal PC components   **In class activities (Session 4)**   * Hands-on activity on using Microsoft Visio * Develop and complete the AT1 report   + Visio Flowchart for starting and shutting down the computer   + OHS Mind map   **Out of class activities (1 hour)**   * Students are required to review topics covered during this week’s lesson and prepare for the following week, by pre-reading the upcoming session topics. | UEECD0007  UEECS0022 | AT1 complete |
| 5&6 | **Topics to cover (Session 5)**   * Operating system Basics * PC Sub-components architecture and their functions   + PC Tower and types of form-factors   + Motherboard   + Central Processing Unit (CPU), heat-sink   + Memory (RAM) architecture * Raspberry PI introduction   **Topics to cover (Session 6)**   * Raspberry PI introduction * PC Sub-components architecture and their functions   + Graphics card   + Power supply   + Hard drive / external storage devices   + Connecting buses   + Input / output devices   **Out of class activities**   * Students are required to review topics covered during this week’s lesson and prepare for the following week, by pre-reading the upcoming session topics. | UEECD0007  UEECS0022  UEEDV0012 | * AT3 Commences * AT2 Commences   (Raspberry PI - UEEDV0012) |
| 7&8 | **Topics to cover (Session 7)**   * OH&S / WHS considerations relate to PC disassembly and assembly * Computer disassembly and assembly techniques * Correctly connecting computing devices components and peripherals.   **In class activities (Session 8)**   * Demonstrate computer disassembly and assembly * Complete the AT3 – Part A report   **In class activities**   * AT2 Practical Assessment   + Setting up Raspberry PI and configuring the Raspberry PI   **Out of class activities (1 hour)**   * Students are required to review topics covered during this week’s lesson and prepare for the following week, by pre-reading the upcoming session topics | UEECD0007  UEEDV0012 | * AT3 Continues * AT2 Continues   (Raspberry PI - UEEDV0012) |
| 9&10 | **Topics to cover (Session 9)**   * Hardware faults and troubleshooting techniques * Identify and rectify interconnection faults * PC Sub-components faults and troubleshooting techniques * Repair techniques   **In class activity (Session 10)**   * Connect computing devices components and peripherals. Check the interconnectivity issues, faults, and check for basic operation. * Complete the AT2 report and submit in Blackboard * Complete the AT3 – Part B report   **Out of class activities (1 hour)**  Students are required to review topics covered during this week’s lesson and prepare for the following week, by pre-reading the upcoming session topics. | UEECD0007  UEEDV0012 | * AT3 Continue * AT2 complete the report * AT3 complete the report |
| 11&12 | **Topics to cover (Session 11)**   * Introduction to Operating Systems * Operating System installation procedure * Type of Operating Systems * Operating System installation and configuration * Application software installation * Basic authentication and file and directory security   **In class activities (Session 12)**   * Install operating system and application software * Complete the AT3 – Part C report | UEECD0007  UEECS0022 |  |
| 13&14 | **Topics to Cover (Session 13)**   * Basic network hardware and components * Connection procedures to Wi-Fi / LAN network * Connect personal devices via Wireless * Set up of standard network configuration * Testing computer network operation * Complete work and report   **In class activities (Session 14)**   * Test computer networking operation * Create a LAN in packet tracer * Complete work and report * Complete the AT3 – Part D report   **Out of class activities (2 hour)**  Prepare for upcoming AT4 Knowledge Assessment | UEECD0007 | AT4 Complete |
| 15&16 | **Topics to Cover (Session 15 & 16)**   * OS File systems * Device drivers * Installing an OS in a Virtual Machine (VM) * Checking missing drivers and installing drivers * Compare OS minimum hardware requirements Compare OS recommended hardware requirements * Checking for hardware faults * Checking for software faults * Improve system performance * Connect and set-up hardware peripheral devices * Operating System components, file systems and system tools * Operating System Installation and Upgrade | UEECS0022 |  |
| 17 | **In class activities (3 hour)**   * AT5 Practical Assessment covering:   + Install system drivers, install application software, install hardware peripheral device hardware and drivers, improve system performance, perform basic hardware and software testing, and create documentation of work performed | UEECS0022 | AT5 Commences. |
| 18 | **In class activities (Session 18)**   * AT4 Knowledge Assessment – Exam | UEECS0003  UEEDV0012  UEECS0022 | AT5 Complete |
| 19 | **In class activities (Session 19)**  Resubmission of AT4 Report and submit in Blackboard. | UEECS0022 |  |
| 20 | **Overall feedback and re-sits (3 hours)**  If you have any re-sit opportunities for not yet satisfactory results, you may be able to re-sit in this session based on indicated areas of strength and weakness in relation to the assessment task. This will be your final attempt. |  | Re sit for AT1, AT2, AT3, AT4, AT5 - if identified by the lecturer |

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| **Assessment Tool 1** | | |
| **Title** | | **AT1 - Practical Assessment** |
| **Tasks Description** | | * Develop AT1 Assessment Report, documenting following procedure details in Visio:   + Starting a computer   + Selecting an application software (Word, Excel, Visio)   + Using the software application software   + Printing the file   + Saving the file   + Safely shutting down the PC. * Develop a mind map |
| **Where** | | Thornlie campus, Block 8, 8G27 |
| **When** | | Session 4 |
| **Duration** | | 6 hours |
| **Conditions** | | * This is an individual assessment * You must complete all the given tasks * Complete the task listed within given time, with lecturer’s guidance. * Seek lecturer’s feedback after completion of each step and before proceeding to the next step. * Participants may refer to their notes when completing this assessment and as well can refer to the Blackboard resources. * Your Lecturer will mark off all the observation checklist items, against the compliance with Occupational Health and Safety requirements, safe work methods and against the demonstration of required skills and knowledge. * The Students must report to lecturer, once the assessment reports and documented are completed. |
| **Expected Deliverables** | | * Fully completed AT1 practical Assessment report * Respective observation checklist with the student & lecturer information, student declaration, signature, and assessment date * Visio project document files. |
| **Submission Mode** | | Online submission via Blackboard LMS |
| **Assessment Tool 3** | | |
| **Title** | **AT3 - Practical Assessment** | |
| **Tasks Description** | * Disassemble, assemble personal desktop components * Install operating system and application software * Test computer operation and the network operation * Identify and rectify interconnection faults * Shut down a computer correctly * Complete work and report * Document procedures as report, save, store document, and submit in Blackboard | |
| **Where** | Thornlie campus, Block 8, 8G27 | |
| **When** | Session 14 | |
| **Duration** | 12 hours (Multiple sessions – Incremental work) | |
| **Conditions** | * This is an individual assessment * You must complete all the given tasks * Complete the task listed within given time, with lecturer’s guidance. * Seek lecturer’s feedback after completion of each step and before proceeding to the next step. * Participants may refer to their notes when completing this assessment and as well can refer to the Blackboard resources. * Your Lecturer will mark off all the observation checklist items, against the compliance with Occupational Health and Safety requirements, safe work methods and against the demonstration of required skills and knowledge. * The Students must report to lecturer, once the assessment reports and documented are completed. | |
| **Expected Deliverables** | * Fully completed AT3 practical Assessment report * Respective observation checklist with the student & lecturer information, student declaration, signature, and assessment date | |
| **Submission Mode** | Online submission via Blackboard LMS | |

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| **Assessment Tool 4** | |
| **Title** | **AT4 - Knowledge assessment** |
| **Brief Description** | This assessment will examine the required knowledge of the Student, in this unit.  The Students are expected to download this document, type the answers, and upload the completed document to the Blackboard, using the assessment submission link.  The assessment will be conducted based on the all the theory topics covered, till session 17 from session 1. |
| **Where** | Thornlie campus, Block 8, 8G27 |
| **When** | Session 18 (Commence and submit in the same session) |
| **Duration** | 3 hours |
| **Conditions** | * This is an individual assessment. Discussion with your peers is not allowed during the exam. * The Students must answer all the given questions, with satisfactory details. * Complete the entire assessment in class, under lecturer’s supervision. * The Students are allowed refer to their notes, textbook and/or access further documentation supplied in class for completing this assessment. * This assessment MUST be submitted within the given timeline. * The mobile phone must be switched off throughout the session. * The Student MUST re-sit any incorrectly answered question. The marking will be completed within 2 days, from this assessment date and the day and time for the re-sit will be advised as soon as marking is completed. |
| **Deliverables** | * AT4 - Knowledge assessment coversheet with student & lecturer information, student declaration, signature, and assessment date * AT4 - Knowledge assessment answer sheet |
| **Mode** | Online submission via Blackboard LMS |

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| **Assessment Tool 2** | |
| **Title** | **AT2 - Practical Assessment** |
| **Brief Description** | * Rasberry PI Image installation and Bluetooth configuration * Involves the skills and knowledge required to set up and configure the wireless capabilities of communications and data storage devices * It includes applying safe working practices, checking device software installation, following work instructions and procedures, and completing documentation. |
| **Where** | Thornlie campus, Block 8, 8G27 |
| **When** | Session 10 |
| **Duration** | 3 hours |
| **Conditions** | * This is an individual assessment * You must complete all the given tasks * Complete the task listed within given time, with lecturer’s guidance. * Seek lecturer’s feedback after completion of each step and before proceeding to the next step. * Participants may refer to their notes when completing this assessment and as well can refer to the Blackboard resources. * Your Lecturer will mark off all the observation checklist items, against the compliance with Occupational Health and Safety requirements, safe work methods and against the demonstration of required skills and knowledge. * The Students must report to lecturer, once the assessment reports and documented are completed. |
| **Deliverables** | * Fully completed AT2 practical Assessment report * Respective observation checklist with the student & lecturer information, student declaration, signature, and assessment date |
| **Mode** | Online submission via Blackboard LMS |

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| **Assessment Tool 5** | |
| **Title** | **AT5 – Practical & Knowledge Assessment (Specific to UEECS0022)** |
| **Brief Description** | * For this assessment you are required to install an Operating System (OS) to pre-built hardware, install system drivers, install application software, install hardware peripheral device hardware and drivers, perform basic hardware and software testing, and create documentation of work performed. You will be required to demonstrate knowledge of established OHS procedures and best practices (e.g., safe handling practices), safe work methods, OS installation, software installation, basic network setup and hardware and software troubleshooting * This assessment requires the student to demonstrate their understanding and capabilities in optimizing their workstation using in-built Operating System tools |
| **Where** | Thornlie campus, Block 8, 8G27 |
| **When** | Session 9 |
| **Duration** | 3 hours |
| **Conditions** | * This assessment is to be completed by individual students. • Student must be deemed satisfactory for all listed skills in the observational checklist document. • Student must satisfactorily answer all questions listed in the questions to support observational checklist document. • The assessment is “open book” to simulate a practical work environment; “open book” refers, but is not limited to: - Manufacturer’s hardware manuals - Reference stickers and posters - Web searches - Student typed or hand-written notes |
| **Deliverables** | * Fully completed AT5 practical Assessment report * Respective observation checklist with the student & lecturer information, student declaration, signature, and assessment date |
| **Mode** | Online submission via Blackboard LMS |

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| **Qualification Details** | | | |
| **Training Package Code & Title:** | **UEE11 Electrotechnology Training Package (Release 2.0)** | | |
| **Qualification National Code &**  **Title:** | **UEE21911** – Certificate II in Electronics | **State**  **code:** | **BFN1** |
| **Qualification National Code &**  **Title:** | **UEE20511** – Certificate II in Computer Assembly and Repair | **State**  **code:** | **BFP7** |
| **Qualification National Code &**  **Title:** | **UEE40720 – Certificate IV in Electronics and Communications** | **State**  **code:** | **BFP4** |
| **Qualification National Code &**  **Title:** | **UEE40120 – Certificate IV in Computer Systems** | **State**  **code:** | **BFL8** |
| **Qualification National Code &**  **Title:** | **UEE50520 – Diploma of Electronics and Communications engineering** | **State**  **code:** | **BFP5** |
| **Qualification National Code &**  **Title:** | **UEE50120 – Diploma of Computer Systems Engineering** | **State**  **code:** | **BFQ6** |

**Student Declaration**

I have read the delivery and assessment plan for:

Unit/s of Competency:

The delivery and assessment details have been discussed with me. I understand my role and responsibilities and agree to undertake the assessment tasks as detailed in the delivery and assessment plan.

I am aware that all assessment work I submit must be my own work and must abide by all the assessment rules set by my lecturer.

I also understand that copying directly from research sources or another student’s work without acknowledgement is plagiarism. I further understand that plagiarized work (or cheating of any kind) will not be accepted and may result in disciplinary action taken against me.

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| **#** | **Student name (please print)** | **Telephone number** | **Email address** | **Date** | **Signature** |
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