# Delivery and Assessment Plan (DAP) QD020102

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| **Qualification Details** | | | |
| **Training Package Code & Title** | **UEE11 – Electrotechnology Training Package (Release 1.5)** | | |
| **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** | **UEE40120 – Certificate IV in Electronics and**  **Communications** | **State code:** | **BFP4** |
| **Qualification National Code &**  **Title** | **UEE50520 – 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** | **UEE40720 – Diploma of**  **Computer Systems Engineering** | **State**  **code:** | **BFQ6** |

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| **Units of Competency (UoC) detailed in this DAP | Cluster:** | |
| **Unit National code and title** | **State Code** |
| UEECD0007 – Apply Occupational Health and Safety regulations, codes, and practices in the workplace | OCA55 |
| UEECD0016 – Document and apply measures to control OHS risks associated with electrotechnology work | OCC08 |

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| **Duration of Training/location and group details** | | | | | |
| **Start date** | **08/02/2024** | **End date:** | **22/09/2024** | **Session Times:** | **Thursday 8:45- 3:15**  **Friday: 9:00 to 12:00** |
| **Location** | Thornlie 8F59 | | | | |
| **Group Details** | Semester 1, 2024. | | | | |
| **Mode of delivery** | ☒ Face to face ☐ Combination (describe)   * Flexible ☐ Other * On-the-job | | | | |
| **Individual study requirements** | Adequate time is provided within a standard class session (one 3-hour session per week for 10 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** |
| * Granting competency in **UEECD0016** shall be made only after competency in the following units have been confirmed:   o UEECD0007 – Apply Occupational Health and Safety regulations, codes and practices in the workplace |

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| **Lecturer contact information** |
| Saranya Chandrukannan: [saranya.chandrukannan@smtafe.wa.edu.au](mailto:saranya.chandrukannan@smtafe.wa.edu.au)  Vincent Ugbeni : Vincent.Ugbeni@smtafe.wa.edu.au |

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| **Required resources, texts, equipment you will need** |
| * Provided by student:   + USB “Flash drive” (or similar) **OR** cloud storage (e.g. Google Drive, Microsoft OneDrive, Dropbox)   + Writing material for notes (pens, paper, etc.) * Provided by college:   + Lab PC with Internet access   + Blackboard Shell |

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| **Occupational Health and Safety (OHS) 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.  OHS requirements, processes, procedures and risk control measures for the work area (classroom) are presented as part of the SMTAFE induction. New and continuing students are required to participate in the induction process at the commencement of each semester.  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 in order to minimise 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. |

# Additional Information

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

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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 recognised 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 lecturer. 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. In the first instance, approach your lecturer for information about the process, or check the ‘current students’ section of the SM TAFE 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 in order to negotiate an alternate time for the assessment. |

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| **Reasonable adjustment in the assessment process:** |
| In some circumstances, adjustments to assessments may be made for you. 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 a number of 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 |

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| **Delivery and assessment schedule** | | | | |
| **Week/ session** | **Topic** | | **Link to UOC**  *(Element level only)* | **Assessments** |
| Session 01  to 05 | * Introduction to cluster   + Understanding the DAP   + Expected outcome of the unit   + Overview of assessments * Class discussion   + Occupational Health and Safety (OHS) * Workplace inspection activity | |  |  |
| * Introduction to OHS   + OHS legislation   + OHS roles   + OHS responsibilities * Workplace housekeeping * Personal Protective Equipment (PPE) | |  | - Quiz 01 |
| * The work environment   + Workplace Signage   + Workplace Emergencies   + Fires     - Firefighting equipment     - Fighting a fire | |  | - Quiz 02 |
| * Typical workplace hazards and risks   + Workplace hazards   + Risk assessments   + Controlling risks * Standard work procedures * **Class activity**   o Completing a JSA | |  | * Quiz 03 |
| * Workplace hazards and risks – Part 1   + Industrial workplace safety   + Manual handling   + Hazardous substances and dangerous goods * **Class activity**   + Lifting alone   + Lifting in a team | |  | - Quiz 04 |
|  | * Workplace hazards and risks – Part 2   + Working at heights   + Ladders   + Confined spaces * **Class demo**   + Correct ladder use | |  | - Quiz 05 |
| * Workplace hazards and risks – Part 3   + Excessive noise   + Vibration   + Thermal stress   + Ultraviolet (UV) radiation   + Lasers   + Occupational Overuse Syndrome   + Stress   + Drugs and alcohol | |  | - Quiz 06 |
| * Hazards and risks of electricity   + Voltage definitions   + Electrical hazards   + Electrical safety   + Electric shock   + First Aid - CPR | |  | - Quiz 07   * Quiz 08 |
| Session 06 | * Assessment session | |  | * Portfolio Task 01 |
| Session 07 & 08 | * Assessment session | |  | * Portfolio Task 02 * Silicosis Research Assignment |
| Session 09 | * Assessment session | |  | - Assessment 01 |
| Session 10 | * Resit Assessments | |  |  |
| **Assessment Quizzes** | | | | |
| **Title** | | Quiz 1 to 8 | | |
| **Brief Description** | | You are required to successfully complete quiz 1 to 8 | | |
| **Where** | | Thornlie 8F59 | | |
| **When** | | Sessions 1 to 5 | | |
| **Conditions** | | * This assessment is to be completed by individual students. * Student must complete all parts of the checklist provided. | | |
| **Assessment 1** | | | | |
| **Title** | | Portfolio Task 01 | | |
| **Brief Description** | | You are required to gain access permission to enter the Electronics Workshop (8G36) to perform an equipment inspection. Once you have gained access permission use the provided template to complete the inspection. | | |
| **Where** | | Thornlie 8F59 | | |
| **When** | | Session 06 & 07 | | |
| **Conditions** | | * This assessment is to be completed by individual students. * Student must complete all parts of the checklist provided. | | |
| **Assessment 2** | | | | |
| **Title** | | Portfolio Task 02 | | |
| **Brief Description** | | For this assessment you are required to fill out a JSA for the specified jobs. | | |
| **Where** | | Thornlie 8F59 | | |
| **When** | | Session 08 & 09 | | |
| **Conditions** | | * This assessment is to be completed by individual students. * Student must complete all parts as specified by instructions. | | |
| **Assessment 3** | | | | |
| **Title** | | Assessment 01 | | |
| **Brief Description** | | Read the case study carefully and answer the case study questions. Your answers should be entered in a text document and be numbered according to the question being answered. Do not include the question text from this document with your answers (i.e., don't copy and paste the questions to answer them).  For question 20 you may use any of the templates you have previously been provided for portfolio tasks. The JSA and Hazards, Risks and Controls documents should be separate files. Do not copy and paste the contents of these documents into your primary answers document.  Once you have completed all the required documents submit all three on Blackboard through the appropriate submission link. | | |
| **Where** | | Thornlie 8F59 | | |
| **When** | | Session 10 | | |
| **Conditions** | | * This assessment is to be completed by individual students. * Student must complete all questions and required documents. | | |
| **Assessment 4** | | | | |
| **Title** | | Observation OSH checklist in a Workshop environment | | |
| **Brief Description** | | Practical observation check list of OSH applied in a workshop environment during the following units UEECD0019 - UEEC0060 | | |
| **Where** | | Thornlie 8F59 | | |
| **When** | | Term 3 Week 1 to week 10 Term 4 Week 11 to Week 20 | | |
| **Conditions** | | * Students must adhere to OSH safe work policies. * Student must complete all parts as specified by instructions. | | |



**Delivery and Assessment Plan (DAP)**

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| **Qualification Details** | | | |
| **Training Package Code & Title:** |  | | |
| **Qualification Code & Title:** |  | **State code** |  |

**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 plagiarised 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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