

Enrolment Information Pack
UEE40411 Certificate IV in Electrical Instrumentation

Dear Student

Thank you for your interest in Nationally recognized training through Tech Skills Australia. You will find information for **UEE40411 Certificate IV in Electrical Instrumentation**. The information provided below is everything you need to know for the course enrolment. Please feel free to contact our offices to discuss course packaging.

Enrolment Procedure	<p>Fill out and sign the application form (Appendix A – Enrolment Form) provided by Tech Skills Australia and await application acceptance. Tech Skills Australia will make contact by phone or email to confirm your enrolment.</p> <p>If you are undertaking nationally recognized training delivered by a registered training organization, you will need to have a Unique Student Identifier (USI). (Attachment – Creating your USI Instructions)</p>
Orientation Procedure	<p>Students will be provided with information that will assist them in the successful completion of studies and achievement of competency prior to commencing each session. We will provide you with a Student Handbook.</p>
Course Content	<p>Tech Skills Australia will provide training and assessment that leads to the achievement of competency in</p> <p>UEE40411 Certificate IV in Electrical Instrumentation</p> <p>The course will normally be delivered over a period of 14 days from 7.30am to 4.30pm on each scheduled day. (Appendix B – Course Content based on Packaging Rules)</p>

<p>Fees and refund policy</p>	<p>Course Fee: Unfunded Course Fee - \$5,000.00 (four instalments) Enrolment deposit - \$1,500.00 (deposit secures your place in the course) On commencement of training (beginning of first week) - \$1,250.00 (balance of 1st week training/tuition) At the end of the first week - \$1,250.00 (secures 2nd week training) At the end of second week - \$1,000.00 (balance of 2nd weeks training/tuition)</p> <p>Tech Skills Australia will apply the following percentage of refund to all training cancellations:</p>
	<ul style="list-style-type: none"> • Any cancellation with 7 days or more notice will receive a full refund, less a 10% administration fee. • Any cancellation with less than 7 days' notice will receive a 50% refund on fees paid. • No refunds will be issued if cancellation has been received less than 72 hours before the commencement of the nominated course or after a course has commenced <p>Refunds will be credited to a nominated bank account within 10 working days; upon written receipt of cancellation.</p> <p>If circumstances indicate that services have not been satisfactorily rendered all fees will be refunded in full.</p>
<p>Welfare and Guidance</p>	<p>All students experiencing any difficulty or concerns about their training experience should contact the lecturer or Tech Skills Australia's Management where a range of solutions may be discussed and provided.</p>
<p>Complaints and Appeals</p>	<p>The complaints and appeals policy of Tech Skills Australia provide an avenue for students to address their complaints and appeals to Tech Skills Australia's Management and have them dealt with in a constructive and timely manner.</p>
<p>Disciplinary Procedures</p>	<p>Students who are unruly, offensive or conduct themselves in a disrespectful manner toward Tech Skills Australia's staff or fellow students will be offered one warning to desist their behaviour, after which continued behaviour will result in their enrolment being cancelled. Plagiarism will not be tolerated and if identified may result in revocation of certification following the award of any qualification issuance.</p>

<p>Access and Equity</p>	<p>Tech Skills Australia is committed to providing training and assessment services to all clients regardless of race religion sex socio-economic status, disability, language, literacy or numeracy. (Refer to www.techskillsau.com.au for – Access and Equity Policy)</p> <p>Language, Literacy and Numeracy</p> <p>All students who advise Tech Skills Australia’s staff of their special learning needs will be provided with the appropriate support and guidance with the aim of assisting the student to obtain competency in the course undertaken. This assistance provided by Tech Skills Australia Staff will be within the principles of fairness and flexibility of workplace assessment and will be offered in a discrete manner. The needs of learners are considered in the assessment process and reasonable adjustments are made to accommodate the learner. The assessment process is flexible. Based on the cohort of learners and their pre-requisites for course enrolment there is less room for TSA to be flexible as learners require good LLN skills, must have a current unrestricted Electricians licence (issued in an Australian State or</p>
	<p>territory) and meet all the requirements to have registered as an Electrician. Knowledge, skills and attributes of an electrician:</p> <ul style="list-style-type: none"> • Good vision and hand-eye coordination • Accuracy, with a keen eye for detail • Good physical fitness • Able to work independently and in a team.
<p>Student Records</p>	<p>All students have timely access to current and accurate records of their participation. Students seeking advice concerning their course participation should in the first instance contact Tech Skills Australia’s reception.</p>
<p>Legislative Compliance</p>	<p>Tech Skills Australia’s Management and staff conducts periodic reviews to ensure that it is compliant with all state and federal legislative requirements for RTO’s including but not limited to OH&S, Harassment, Discrimination, Equal Opportunity and Vocational Education and training legislation. Enrolled students may request access to Legislation via their designated Trainer / Assessor.</p>
<p>National Recognition</p>	<p>Tech Skills Australia recognises qualifications and statements of attainment issued by other Registered Training Organization under the Australian Qualifications Framework.</p>

<p>Recognition of Prior Learning /Credit transfer</p>	<p>This criterion is dependent on your previous qualifications. Please contact our offices for guidance on which procedure is applicable to you.</p> <p>Recognition of Prior Learning (RPL) is offered to all students enrolling at Tech Skills Australia. Where sufficient documentation is provided Tech Skills Australia will provide credit to enrolling students. Tech Skills Australia recognises all current competencies held by students regardless of how, where or when these competencies were learned. If a student would like to pursue RPL they can apply at enrolment.</p> <p>For Credit Transfer (CT) Tech Skills Australia will verify the authenticity of any AQF qualifications and statements of attainment issued by other RTOs and issue credits as appropriate.</p>
--	---

Unit 3, 119 Welshpool Road, Welshpool, 6106, WA

TRAINING ENROLMENT FORM

Instructions:

Fill in all sections clearly and carefully by writing in block letters. Please ensure that all fields are completed and submitted by email, mail or online www.techskillsau.com.au

Information requested on this form is for national database and tracking purposes and assists in ongoing qualification issuance as required.

All data is confidential and is not forwarded to any other party with the sole exception of the national statistical database to inform future federal funding in Vocational Training.

TSA will only commence the enrolment process once this form has been signed, your deposit for course fee has been received and we have copies of your licenses.

1. PERSON DETAILS

Title: *(Please tick)* Mr Mrs Miss Ms Dr Other

Family Name: _____

Given Names: _____

Residential Address: _____ Post Code: _____

Postal Address: _____ Post Code: _____

Phone Numbers: Home _____ Work _____ Mobile _____

Email: _____

Date of Birth _____ I certify that I am 18 years of age or older _____

Gender: _____

Emergency/Next of Kin Contact Details: Name _____ Phone: _____

Driver's License No. _____

Electrical Licence No. _____ Expiry date _____

USI No. _____ (Please refer to the attached PDF attached for instructions on how to create your USI if you do not have one)

2. PAYMENT DETAILS:

Preferred method: MasterCard Visa Direct debit (Please email proof of payment)

Card holder name: _____ Signature: _____

Card Number: _____ Expiry date: _____ CVC: _____

Direct debit details: Tech Skills Australia BSB: 036-224 Account No: 391885

3. TICK WHICH COURSE YOU ARE ENROLLED IN:

UEE42611 CIV in Hazardous Areas-Electrical	UEE40411 CIV in Electrical-Instrumentation	UEE31211 CIII in Instrumentation and Control	5 Days EEHA- Electrical Equipment for Hazardous Areas
--	--	--	---

Date of enrolment: _____

Delivery address: Unit 3, 119 Welshpool Road, Welshpool WA 6106

Duration of course: _____

Modes of delivery: _____

Training Agreement No. (Applicable to Traineeships Only) _____

4. EMPLOYMENT DETAILS

Business Name: _____

Contact Name: _____

Address: _____

Town/Suburb _____ Telephone: _____

5. LANGUAGE AND CULTURAL DELIVERY

Are you of aboriginal or Torres Strait Islander origin? No
(For persons of both Aboriginal AND Torres Strait Islander origin, mark both "Yes" boxes) Yes, Aboriginal

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

Yes, Torres Strait Islander

Were you born in Australia? _____ If not, please specify? _____

Do you speak a language other than English at home? No, English only (Go to disability section)
Yes, other – please specify

<input type="checkbox"/>
<input type="checkbox"/>

--

How well do you speak English? Not Very Well Well Not well at all

6. DISABILITY

Do you consider that you have a disability, impairment or long-term condition? (You may indicate more than one area)

<input type="checkbox"/> No	<input type="checkbox"/> Vision	<input type="checkbox"/> Hearing/Deaf	<input type="checkbox"/> Physical	<input type="checkbox"/> Medical Condition
<input type="checkbox"/> Other	<input type="checkbox"/> Intellectual	<input type="checkbox"/> Mental Illness	<input type="checkbox"/> Learning	<input type="checkbox"/> Acquired Brain Impairment

7. EDUCATION

What is your highest completed school level? _____ In which year did you complete that school level

<input type="checkbox"/> Completed year 12	<input type="checkbox"/> Completed year 11	<input type="checkbox"/> Completed year 10
<input type="checkbox"/> Completed year 9 or equivalent	<input type="checkbox"/> Completed year 8 or lower	<input type="checkbox"/> Did not go to school

Are you still attending secondary school? Yes No

Have you successfully completed any of the following qualifications?

Yes (please tick ANY applicable boxes)

No (Go to the Employment section)

- Bachelor Degree or Higher Degree
- Advanced Diploma or Associate Degree
- Diploma (or Associate Diploma)
- Certificate IV (or Advanced Certificate/Technician)

- Certificate III (or Trade Certificate)
- Certificate II
- Certificate I
- Certificates other than the above

8. EMPLOYMENT

Of the following categories, which best describes your current employment status? (Tick ONE box only)

- Full-time employee
- Part-time employee
- Self-employed – not employing others
- Employer

- Employed – unpaid worker in a family business
- Unemployed – seeking full-time work
- Unemployed – seeking part-time work
- Not employed – not seeking employment

9. STUDY REASON

Of the following categories, which best describes your main reason for undertaking this course/traineeship /apprenticeship? (Tick ONE box only)

- To get a job
- To start my own business
- To get a better job or promotion
- I wanted extra skills for my job
- For personal interest or self-development

- To develop my existing business
- To try for a different career
- It was a requirement of my job
- To get into another course of study
- Other reasons

10. CANCELLATIONS AND REFUNDS

All cancellation of attendance of a nominated course must be received in writing.

Tech Skills Australia will apply the following percentage of refund to all training cancellations:

- Any cancellation with 7 days or more notice will receive a full refund, less a 10% administration fee.
- Any cancellation with less than 7 days' notice will receive a 50% refund on fees paid.
- No refunds will be issued if cancellation has been received less than 72 hours before the commencement of the nominated course or after a course has commenced

Refunds will be credited to a nominated bank account within 10 working days; upon written receipt of cancellation.

If circumstances indicate that services have not been satisfactorily rendered all fees will be refunded in full

11. DECLARATION

I understand that information contained in these forms may be provided to State and Commonwealth agencies and research organisations and I consent to that occurring. I acknowledge all information on this form and certify that all details provided on these forms are correct.

Signed: _____ Date: _____

Appendix B - Course Content based on Packaging Rules

COURSE CONTENT:

NB. UEENEEG105A - Those holding an 'Unrestricted Electricians Licence' or equivalent issued in an Australian State or Territory meets the requirements of this unit and its prerequisite requirements.

I.E All units' annotated "Electricians licence" will be eligible for Credit (<http://training.gov.au/Training/Details/UEE40411>)

Core Competency Standard Units All Core competency standard units to be achieved		Delivery Method
UEENEEE038B	Participate in development and follow a personal competency development plan	TSA Training
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	Electricians licence
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	Electricians licence
UEENEEE104A	Solve problems in d.c. circuits	Electricians licence
UEENEEE105A	Fix and secure electrotechnology equipment	Electricians licence
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications	Electricians licence
UEENEEE117A	Implement and monitor energy sector OHS policies and procedures	TSA Training
UEENEEE124A	Compile and produce an energy sector detailed report	TSA Training
UEENEEE137A	Document and apply measures to control OHS risks associated with electrotechnology work	Electricians licence
UEENEEG006A	Solve problems in single and three phase low voltage machines	Electricians licence
UEENEEG033A	Solve problems in single and three phase low voltage electrical apparatus and circuits	Electricians licence
UEENEEG063A	Arrange circuits, control and protection for general electrical installations	Electricians licence
UEENEEG101A	Solve problems in electromagnetic devices and related circuits	Electricians licence
UEENEEG102A	Solve problems in low voltage a.c. circuits	Electricians licence

UEENEEG103A	Install low voltage wiring and accessories	Electricians licence
UEENEEG104A	Install appliances, switchgear and associated accessories for low voltage electrical installations	Electricians licence
UEENEEG105A	Verify compliance and functionality of low voltage general electrical installations	Electricians licence
UEENEEG106A	Terminate cables, cords and accessories for low voltage circuits	Electricians licence
UEENEEG107A	Select wiring systems and cables for low voltage general electrical installations	Electricians licence
UEENEEG108A	Trouble-shoot and repair faults in low voltage electrical apparatus and circuits	Electricians licence
UEENEEG109A	Develop and connect electrical control circuits	Electricians licence
UEENEEI101A	Use instrumentation drawings, specification, standards and equipment manuals	TSA Training
UEENEEI102A	Solve problems in pressure measurement components and systems	TSA Training
UEENEEI103A	Solve problems in density/level measurement components and systems	TSA Training
UEENEEI104A	Solve problems in flow measurement components and systems	TSA Training
UEENEEI105A	Solve problems in temperature measurement components and systems	TSA Training
UEENEK145A	Implement and monitor energy sector environmental and sustainable policies and procedures	TSA Training

Group B – Qualification Elective Units		Delivery Method
UEENEEI150A	Develop, enter and verify discrete control programs for programmable controllers	TSA Training
Group C – Qualification Elective Units		Delivery Method
UEENEEI151A	Develop, enter and verify word and analogue control programs for programmable logic controllers.	TSA Training
UEENEEI152A	Develop, enter and verify programs in Supervisory Control and Data Acquisition systems	TSA Training

COURSE OUTCOMES:

A) Full qualification - UEE40411 Certificate IV in Electrical Instrumentation

Graduates who are successfully competent in both theoretical and practical training *completing all units of competency* in the training package, will be awarded the UEE40411 Certificate IV in Electrical Instrumentation qualification.

B) Statement of Attainment (SOA) - UEE40411 Certificate IV in Electrical Instrumentation

This Statement is issued to a student who has successfully completed *one or more units of competency* but does not meet the requirements for a full qualification (as specified in the training package) and to Electrical Engineers.