



national electrical and communications association

**Education
& Careers**



NECA Education & Careers

2020 Student Manual



necaeducation.com.au

About Us

Welcome to NECA Education & Careers! We're so excited to show you #howfaryoucango in your career. Whether it's a pre apprenticeship, an apprenticeship or getting your hands dirty in one of our training courses we're sure your passion will be ignited.

This year is going to see...

- We're moving to online assessments for select units in our online learning hub
- Our new second data room is now on the go
- Our innovative Bright Spark program continues
- And if you're an apprentice, we offer a 5% reduction on your tuition fees if your employer is a NECA Member.

We're here to help you, whether it's training needs, workplace performance or to have a yarn about work or life just chat to your teacher, class mentor or Student Services.

Good luck and make the most of your time here.

Keep this book handy, as it has information you need plus it has a notes section so you can keep on top of everything.

Cheers,

The Team @ NECA Education & Careers

Would you believe we're nearly 30?

Neither can we... We were established in 1992 to give future electricians a career and provide training that was developed for the industry, by the industry! Over that time we have trained over 16,000 students and employed over 2500 apprentices.

NECA Education & Careers is not your 'run-of-the-mill' Trade School or Group Training Organisation. It is a business that thrives on delivering great customer service to everyone who walks through our doors.

We let companies focus on getting the job done by providing them with fabulous apprentices and trainees and doing all the 'boring HR stuff' (which we love).

We educate students to be the best they can be. In work, their personal life and the wider community. We know you can attend trade school anywhere, we don't pretend to know everything and we own up when we make mistakes. What we also know is that we are different. We are a family, we all connect to our purpose and we are dedicated to making you part of our family too.

Contents

Vision, mission & values	3
What to expect from us	4
Getting in and out of here	5
We're here for you	7
Get the most out of your time here	9
Here's what we'll do for you	10
Safety	11
Who to contact	14
Starting with us	17
What you need to know about your course with us	20
Other useful information (Apprentices Only)	29



Vision

Our vision is to advance people through excellence in education and careers.

Mission

We exist to develop and enhance skills and exceed customer expectations through the quality of our people and our innovative service offerings.

Values

Safety: Safety is always our top priority.

Delivering WOW through service: At NECA Education & Careers, anything worth doing is worth doing with WOW.

Being passionate and determined: We value passion, determination, perseverance and the sense of urgency.

Embracing and driving change: Part of being in a growing organisation is that change is constant.

Building open and honest relationships with communication: Be a good listener as well as a good communicator.

Never settling: There is always room for improvement in everything we do.

Building a positive team: We achieve more when we're working together.

Creating fun and being a little bit different: At NECA Education & Careers we encourage fun to be had and to play a little outside of the lines. We won't take ourselves too seriously.

Pursuing growth and learning: We constantly challenge and stretch ourselves.

Having confidence without attitude: We are confident and have self-belief but we are always respectful of others.

Being adventurous, creative and open-minded: We are bold and daring. Safety is never compromised.

What to expect from us

Our team believes that any person who walks through our doors has the right to feel safe, know they are supported and be provided with skills to walk out of our trade school competent, confident and ready for the challenges ahead.

Safe

Safety whether it be physical or emotional is always our number 1 priority.

We understand safety isn't just signing Safe Working Method Sheet (SWMS) and it's important for our students to understand good work practices, what the implications can be if the work practices are not followed and have the confidence to speak up when they know something isn't safe.

We see emotional safety in the same light, as young adults it is vital our students understand the benefits of good emotional health, the steps they can take to access help and the importance of removing the stigma of mental health issues in the industry.

Supported

As leaders in the mentoring and education of young men and women, we all have a responsibility to support our students to navigate life whether it be with their schooling, personal life or employment.

We recognize that having a supportive environment where there is open communication means our students feel confident in asking for extra assistance when it is needed.

We provide extra learning support throughout your course. Our Learning Support Teacher can help you as needed.

Skilled

We pride ourselves in providing our students with every opportunity to be the best they can be.

The team ensures every student that walks through our doors has access to a quality education delivered by qualified teachers with extensive industry experience and a passion for sharing knowledge and skills. We do not settle in the 'here and now' but look to improve and expand with the industry and ever its ever growing technologies.

Getting in and out of here

We live at 1024 Lygon Street, Carlton North.

To get here, grab public transport or drive in:

- Hop on Tram 1 or 6 and jump off at the corner of Pigdon and Lygon Streets.
- Parking: While we would all love a spot right out the front, please don't park in the staff car park. If you are driving in, parking is available on Park Street

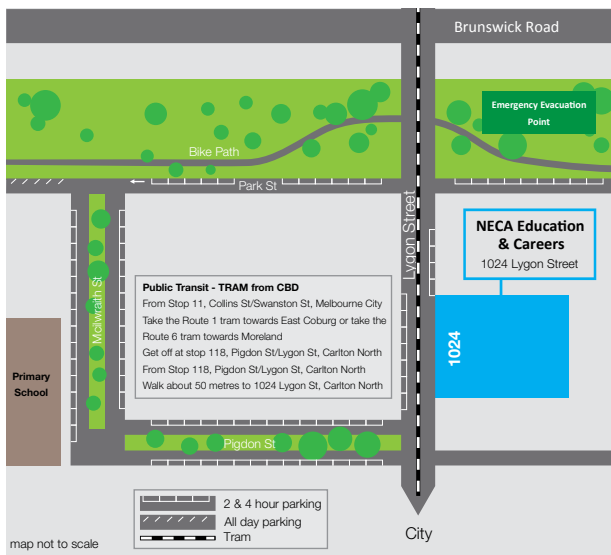
otherwise there are plenty of 2 and 4 hour parking spaces within walking distance. Please check the signs before you leave (parking inspectors love walking around here!).

Remember we have neighbours here too! Take your rubbish with you, keep the noise down and be careful of children, as we are near a Primary School ☺

Emergency

Okay so if you need to get out of here, we have 4 exits; 2 at the front and 2 at the rear. If the alarm goes off, (run!!! No not really). Get your stuff together and wait for instructions from your teacher or floor warden. Make sure you stay together, we don't need to lose anyone.

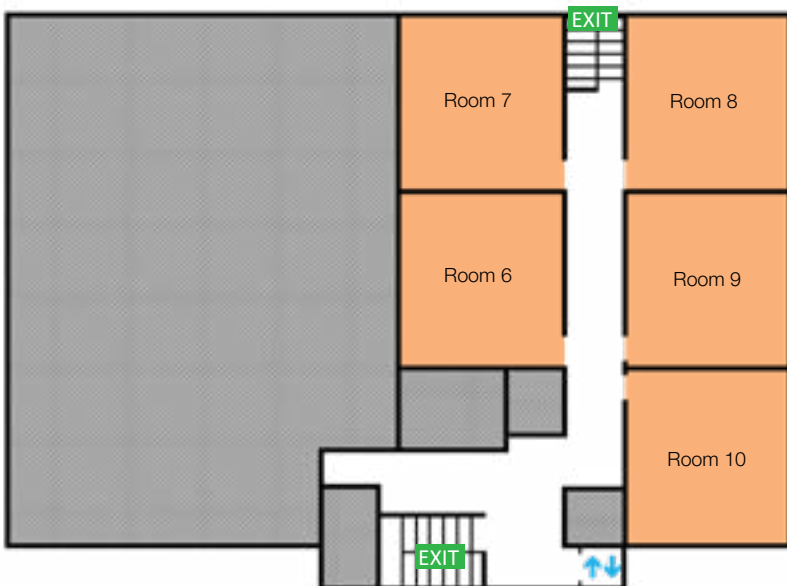
Emergency Assembly Point – Linear Park (Park Street).



Ground Level



Upper Level



We`re here for you

**If you need anything
throughout your training, go
and see Student Services
at reception.**

While we're open from 8:30am-4:30pm,
we know you're here outside these time so
there is always someone there for you.

We can help you with heaps but the main
things are:

- Updating contact details
- Tutoring/Coaching
- Resits
- Training Schedules
- Books and PPE
- Credit Transfers
- Statement of Results
- Invoices
- Payments
- Answering any questions you have...
no question is a dumb question!

Support/Coaching

Every day from 3:30pm-4:00pm our
teachers are here if you have any questions
or require extra support with your school
work! Make the most out of it... ask
questions, sound them out... this is your
time to get any assistance you need.





The Let's Connect initiative has been introduced in the Trade School to mentor, guide and help you through difficult times or situations you may face during your time here (all our mentors are Mental Health First Aid certified).

We know we have the fortunate position of being able to mentor and guide many in the electrical industry and wider community, in particular apprentices; who can shape the future and help build a healthy workplace.

Each pre-apprenticeship and apprenticeship class in the trade school has a mentor to ensure that there is someone they can go to for help, info or to simply talk to.

Let's Connect covers a variety of issues that apprentices may face including:

- Bullying and harassment
- Drug/alcohol issues
- Mental health (Depression, Anxiety etc.)
- Difficulties at Work/School
- Suicide
- Relationships (partners, family, friends)
- Financial stress
- Gambling

Get the **most** out of your **time** here

Be accountable for your learning – it's a fantastic opportunity so grab it with both hands.

- Come to school
- Be on time and schedule your leave accordingly
- Do the work
- Don't copy off your friends... learn the stuff yourself
- Have fun!!

After all... no licence... no trade.

Treat others as you want to be treated – we're all here for the same reason

We're all here to learn:

- Zero tolerance to bullying and harassment
- No theft
- Switch off your phone and put it away unless you are given permission by your teacher to use it.

Look after the classrooms/equipment cause it's your stuff too!

Be on time... or you will miss something.

Take advantage of all services available:

- Welfare
- 3.30pm-4.00pm – extra coaching & teacher feedback

- Resits
- Career advice
- Upskill sessions

Do not come to school under the influence

Keep us up-to-date on what's going on

- Holidays
- Change of address
- Injury/illness
- Employee details

Act like an adult, so we can treat you like one!

For those who don't, you will be spoken to about corrective behaviour/disciplinary actions in accordance with the "Student Code of Conduct & Corrective Behaviour policy". Please refer to Policy Guide booklet for further details.

Here`s what we`ll do for you...

1. Give you a safe and supportive environment
 - Support you
 - We will always be here for you to discuss training needs, on-the-job questions or to have a general chat about work or life, or both
2. Make your learning experience fun
3. State of the art facilities... as long as you look after them 😊
4. Give you ongoing feedback
5. Provide WOW customer service
6. Respect will be returned
7. We will be on time
8. Have industry experts
9. Provide opportunities for you to get the knowledge and skills so you can get your A grade licence
10. Provide specialist training for various pathways no matter where you are in your careers #howfarcanyougo!
 - Licensing and registration
 - Safety
 - Business & Management
 - Data & Communications
 - Energy Efficiency & Renewables
 - Electrical Specialisation
11. And we`ll always keep your details private.

#No.1 Priority Safety

Avoid working live!

Learn to test yourself and always disconnect the electricity supply before starting work. There should be no reason to work live. Don't be pressured into working live and don't trust what others tell you.

PPE

We take your safety seriously! That means you need to wear the correct Personal Protective Equipment (PPE). ☺



Apprentices/Pre-Apps

Theory, Practical and Workshop Classes

All students attending theory, practical and workshop classes **MUST** wear:

- Sturdy work pants/cotton drill work shorts
i.e. employer-provided uniform
- Shirt/t-shirt
- Clear safety glasses
- Safety boots or safety shoes.

Workshop Classes – Sheet Metal

It is **mandatory** while undertaking practical classes **where sheet metal is used** that the appropriate personal protective equipment is worn.

This consists of:

- Long work pants or jeans (dress and casual pants are unacceptable)
- Long sleeve shirt
- Safety toe-capped boots or shoes
- Clear safety glasses
- Cut resistant gloves when working with sheet metal.

First Aid

All incidents must be reported to your teacher or Student Services straight away. We have a first aid room (near room 11) and first aid kits are located throughout the building.

Standard Operating Procedures for the Workshop and Classrooms

We'll take you on a tour of the workshop and classrooms and show you all our equipment/tools and how to use it correctly and safely (and yes you get to have a go 😊).

Working Under Supervision

Requirements have been developed by Energy Safe Victoria (ESV) to assist supervising electricians and electrical contractors in providing supervision to electrical apprentices.

The level of guidance required by an apprentice may be expected to gradually diminish from direct supervision through general instruction to a broad direction over the stages of the apprenticeship, as competency is attained and demonstrated by the apprentice. The level of competency directly relates to the type of work being carried out.

Throughout these requirements, an electrical apprentice is a person under a contract of training that will result in a Certificate III Electrotechnology. The reference to first, second, third and fourth stages relate to attaining the required level of competency and progression at the Registered Training Organisations, and are not specifically calendar years.

Types of Supervision

Below is what is required for each level of supervision.

Direct supervision (1st & 2nd Year*)

The supervising electrician shall provide specific and constant guidance to the apprentice, closely liaising with and monitoring the apprentice, and continually reviewing the work practices and the standard of the apprentice's work. The electrician shall be readily available in the immediate work area, within audible range (earshot) and where possible within the visual range of the apprentice.

General Supervision (2nd & 3rd Year*)

The apprentice does not require specific constant guidance from the supervising electrician whilst performing familiar tasks. However the apprentice will still require tangible face-to-face contact at regular intervals throughout the day.

The supervising electrician shall provide the apprentice with instruction and direction for the tasks to be performed. They shall periodically check and test the work being performed and provide the apprentice with additional guidance and assistance as required.

Broad Supervision (3rd & 4th Year*)

The apprentice at this level of supervision must be able to demonstrate electrical knowledge relevant to the task. As such, the apprentice will not require constant guidance from the supervising electrician whilst performing **familiar tasks**. The supervising electrician shall consult with the apprentice in regard to the tasks being performed, and provide instruction and direction as required. The supervising electrician shall provide periodic

face-to-face contact throughout the day, to check the work being carried out by the apprentice complies with electrical and safety requirements. The apprentice may only isolate, test or commission circuits and equipment, whilst under the **direct** supervision of the supervising electrician.

Refer to www.esv.gov.au for more information.

*This is a guide only and depends on the task being performed.

Who to Contact

Energy Safe Victoria (ESV)

1800 800 158

info@energysafe.vic.gov.au

www.esv.vic.gov.au

Future Energy Skills

(03) 9654 1299

enquiries@futureenergyskills.com.au

www.futureenergyskills.com.au

Victorian Registration and Qualification Authority (VRQA)

(03) 9637 2806

vrqa@edumail.vic.gov.au

www.vrqa.vic.gov.au

Australian Apprenticeship Support Network – Australian Apprenticeships

13 38 73

www.australianapprenticeships.gov.au/

australian-apprenticeship-support-network

Australian Cable Registration Service (ACRS)

1300 667 771

enquiries@acrs.com.au

www.acrs.com.au

National Electrical and Communications Association (NECA)

(03) 9645 5533

necavic@neca.asn.au

www.neca.asn.au/vic

Clean Energy Council

(03) 9929 4100

www.cleanenergycouncil.org.au

Did you Know?

Trade Apprentice Registration Discount

Are you using your car for work? If you're an apprentice, you might be able to get a reduction on your rego. Visit www.vicroads.vic.gov.au for more information.

Trade Support Loan (Apprentices Only)

Do you need help with tools, a car, text books, or school fees? you can get up to \$20k over the span of your apprenticeship... speak to your apprenticeship centre now or visit www.australianapprenticeships.gov.au

Middy's Scholarship

The Middy's Scholarship Program awards \$90,000 worth of electrical industry training. The Middy's Scholarship Program is available to A grade electricians, 4th year electrical apprentices and data installers (with CAT6 endorsement). Visit www.middys.com.au/scholarship for more information.

Government Funding

There are government funded places available for our Pre- App and Apprenticeship courses. It does depend on a range of criteria, check out www.necaeducation.com.au/funding-eligibility

NECA Member Reduction

From 1 January 2019, apprentices employed by NECA Victoria members and enrolled in the UEE30811 Certificate III in Electrotechnology Electrician, BSB41515 Certificate IV in Project Management Practice and BSB51415 Diploma of Project Management qualifications are entitled to a 5% reduction in their student fees for this course. Speak to Student Services team for more information or check out the T&Cs: www.necaeducation.com.au/terms-cond





Starting with us

What is a Pre-Training Review and why is it important?

The purpose of the Pre-Training Review is to provide you with all the info you need to make an informed decision about the course you are enrolling into and whether or not it is suitable and more suitable for you.

It is one of the most important sessions you will attend when deciding on a course and our Student Services team will be there to answer any questions you have.

Remember... this session is only to gather all the information... There is no pressure to commit to a course until you are sure with your choice. 😊

What you can expect from a Pre-Training Review and information session:

Course Information

You will be provided with the detailed information about the course.

That will include:

- Academic structure
- Delivery modes and method
- Learning goals and resources
- Pathways into careers

We know it's a lot of information to take in... Don't panic. There is a course flyer in your information session pack or you can visit our website: www.necaeducation.com.au/downloads for more information.

Language, Literacy & Numeracy (LLN) Assessment

Each course or qualification needs different know-hows when it comes to language, literacy and numeracy. It is assessed in line with the Australian Core Skills Framework (ACSF).

This assessment will help us identify:

- The areas you may require additional support in; or

- If you need to do further study prior to choosing a course you interested in; and
- How can we support you to make the right choice.

Credit Transfer

Credit transfer is where we look at your previous formal study and credit any units that have been successfully completed. If you want this to happen assist our friendly Student Services team and give us a copy of your Statement of Attainment or official transcript. If the application is approved, you will not be scheduled or charged for the units granted for credit transfer.

Recognition of Prior Learning (RPL)

RPL is where we formally assess the skills and knowledge you have achieved through previous studies, work and life experiences. You will need to provide evidence showing where the prior learning and/or experience may be relevant and undertake an assessment to demonstrate your skills at a cost of \$750 per unit.

Refer to our Policy Guide booklet for more details.

Unique Student Identifier (USI)

You're required to have a Unique Student

Identifier when studying a nationally recognised qualification. Why you might ask? Your USI links to an online account that contains all your training records and results (transcript) that you have completed from 1 January 2015 onwards.

When applying for a job or enrolling in further study, you will often need to provide your training records and results (transcript). One of the main benefits of the USI is the ability to provide you with easy access to your training records and results (transcript) throughout your life. You can access your USI account online from your computer, tablet or smart phone anytime.

Without your USI we are unable to process your enrolment.

For more information check out the Policy Guide booklet.

Victorian Student Number (VSN)

VSN is a student identification number that is assigned by the Department of Education and Early Childhood Development to all students enrolled in Victorian Government and non-government schools, and students up to the age of 25 in Vocational Education and Training Organisations.

Why do we need it?

It is unique to each student and helps the Department to collect information in order to make improvements to the education system, to identify areas that require further improvement, to analyse trends and to identify future needs.

Subsidies and Funding

We are approved to access funding under the Skills First Program.

What does that mean?

If eligible, the Federal and/or Victorian Government may partially or fully subsidise the cost of your training. 😊

However, be aware... There are strict eligibility criteria for the Skills First Program.

At our Pre-Training Review and information session, we will let you know if you are eligible for a government subsidy, if there are any fees payable, and provide you with all the details regarding how accessing a government subsidy will impact your future access to government subsidies and funding.

Refer to our Policy Guide booklet for more details.

Training Plans

Pay attention, because this is important. Everybody doing a qualification gets a training plan. It's a document that outlines:

- The qualification you've been enrolled into
- The units of competency you'll be learning; and
- When they are delivered and assessed.

This is your basic schedule of training, and how long it should take you to finish.

If you're an apprentice, we all have to sign your Training Plan - you, your employer and us. Then we'll give your employer a copy, and we'll keep one too. And at the end of your training, we'll all sign our copy again to confirm you're finished.

What you need to know about your course with us

Fees, payments & refunds

If you're a pre-app or apprentice we invoice per calendar year (refer to statement of fees).

For any other courses, you would have paid at the time of booking in. 😊

Apprenticeship and pre-apprenticeship payments

You have 14 days from your first day of school to pay your first instalment.

Refer to the Policy Guide booklet for full payment terms.

We get that it can be hard to make payments, do not hesitate (or get the \$100 late fee)... speak to Student Services before your payment is due, as we can help you with a direct debit payment plan.

Concession

Evidence of concession (Health Care Card), must be provided within 10 business days of the course starting, and the Card date must be valid on or before the course start date.

We accept cash, EFT, MasterCard and Visa (Note: All credit card payment will incur in 1.5% surcharge). Payment can be made by:

- Direct deposit into our company bank account, as per direct deposit details:
Name: NECA Education & Careers Ltd
Bank: CBA
BSB Number: 063 166
Account Number: 00302029
Reference: Student Full Name
- In person at the Student Services
- Over the phone calling Student Services on 9381 1922.

Please note: If you will be paying by direct deposit, please ensure that your full name is added to the payment description, this will enable us to identify your payment).

- Payment Plan – upon approval, a payment plan can be agreed to subject to you signing a payment plan and committing to direct debit payment. Please contact Student Services before or on your first day of class.

Please note: that if a third party is paying for a course, the name of the student/s must be clearly identified at the time of payment.

Refunds

We understand that circumstances change, refunds are possible but you need to ask in writing and its subject to approval as per the Refund Policy (see Policy Guide booklet).

Schedules

Here is an example of a training schedule (You'll receive a copy in via snail mail and email). It has the same information as your training plan but it's heaps easier to read!

The screenshot shows a 'Group Schedule - Apprentice' document. It contains a table with the following columns: Unit of Competency, Duration, Start Date, End Date, and Teacher. The table lists various units of competency and their corresponding dates and teachers. The document is titled 'Group Schedule - Apprentice' and includes a sub-header 'Unit of Competency'.

Class times

If you're a pre-app or apprentice you will start at 7.30am and finish at 4:00pm.

We also give you breaks! You get morning smoko, lunch and afternoon smoko.

Between 3:30-4pm your teacher is available – use this! Ask questions, clarify anything you're having trouble with.

For all other courses, check your confirmation email or our website.

Attendance

As soon as your enrolment has been confirmed, you will receive your class schedule and invoice in the mail.

It is important that you attend all of the days listed because this is how you are going to learn everything you need to know in order to complete your qualification.

If you're going on holidays or booking in time off at work please keep in the back of your mind when we have our holidays (that's 3 times a year!) as they do not exempt you from attending your normal school day. This also includes RDOs!

When you're not in attendance at school we let your employer know because in most cases you won't get paid for the day.

Lateness and absenteeism

We are well aware that life happens and for some reason you may not be able to attend school sometimes. If this happens, or if you are running late please make sure you contact Student Services on 9381 1922 or studentservices@necaeducation.com.au and let them know! If lateness or absenteeism is too frequent you will be dealt with in accordance with Corrective Behaviour Policy. We try our best to support you and expect you to attend school as per your training schedule.

Please refer to the "Student Code of Behaviour & Corrective Action Policy" in the Policy Guide booklet.

Unexpected Circumstances

If you are going to miss school unexpectedly due to unforeseen circumstances (illness, family emergency etc.) advise Student Services via email ASAP.

Assessments & Exams

Types of Assessment

Classroom Assessment – This will be completed in class and worked on progressively throughout the unit... the teacher will collect these at the end of every day because if you take it home and lose it, you'll have to do the whole unit again! For this assessment you need to complete all the questions but they will be talked through in class and the teacher will mark them at the end of every day so by the next class you know where you're at or if you need a bit more help with something. Paper-based classroom assessments are done in class and worked on progressively throughout the unit. Your teacher will collect the booklets at the end of every day and, for lots of reasons, you aren't allowed to remove your assessment booklet from the classroom.

Commencing in 2020, we are phasing in some of our assessment processes from paper to online methods. New apprentices will receive notification of when these changes will impact them. No third-year

apprentices in 2020 will be affected by this implementation and will continue with paper-based assessments. NECA Education & Careers will supply devices to pre-apprentices to use during their training and assessment.

If you're using a laptop/computer for assessments, each section can only be accessed by a code that your teacher will release when the class is ready to commence the assessment, test or exam.

Codes are not to be shared with other students, and students are advised not to reattempt any assessments until instructed to do so by their teacher.

Your training will still involve lots of hands-on, practical experience and Practical Assessments that go towards your competence in a unit.

Exams and Pracs – These will be done throughout the unit or at the end... they will test what you've learnt and check to make sure you remember it. These are completed under test conditions.

No matter which type of assessment you are completing, your teacher will give you feedback on the assessments you are doing, so you'll know if you're going okay or if you might need some more study, practice or help.

What is Competency Based training?

This training is designed to allow you to demonstrate your ability to do something... The Key is... you either can or cannot (yet) do the thing you are learning about.

Every day after class there are 30 minutes available with the teacher. Ask questions, clarify anything you're having trouble with... if there are things missing in your classroom assessment you will receive feedback from your teacher and you will be given the opportunity to catch up in this time.

Types of results

You're going to hear the terms 'competent' and 'not yet competent' during your time at school a lot...

What these mean:

Competent (C)— You've completed and passed all the assessment requirements for the unit.

Not Yet Competent (NYC) — There are answers to questions/projects left blank in your assessment or maybe you haven't got all the answers correct... Before you are marked NYC, you will receive feedback from your teacher.

% based Mark — You'll get this for the exam... you need to get a minimum of 65% to pass the unit... employers have asked for this to be included so they

can see how much of the unit you are remembering.

P.S.: Once the assessment has been marked NYC and you have received a confirmation email from Student Services, you are no longer able to complete it in class.

Resits

If you get an email from Student Services letting you know that you've been marked NYC... you will need to book in a resit.

The email will tell you exactly what you need to do and how long it will take and if there will be a fee involved. Practical resits can be completed on RDOs and Theory resits can be done every other Monday.

You must prepare for your resits. Read over your materials and check any incorrectly answered questions you need to do again.

If you have any questions about what you need to do or how to book them in just chat to your teacher or student services.

You have 3 months to complete any Resits for a unit with a Not Yet Competent status. After that you will be marked "Not Competent" (NC = fail) and you will need to redo the whole unit again. Make sure you book your first resit as soon as you receive an NYC notification — you might need more than one reattempt!

Tutoring

We have different types of tutoring available... it really depends on what your needs are.

Structured Tutoring – This is available Monday to Thursday after 4:00pm. This tutoring is 1-on-1 with a teacher and costs \$100 per hour which must be paid for at the time of booking. Make sure that when you turn up you have all your stuff and you know the areas you need some extra help on. All monies will be forfeited for cancellations without 24 hours' notice.

After Class – Your teacher will be in the classroom for 30 minutes after every class for any further info or support you need. You can use this time to talk through a concept, get them to explain it in a different way if you don't get it or catch up on classroom assessment tasks you missed or have gaps in.

Learning Support Teacher – is available to help co-ordinate any special assistance you need.

Plagiarism, Cheating & Collusion

Every student at NECA Education & Careers must sign a declaration for each assessment submitted, confirming the work they have submitted is their own and has not been copied.

Plagiarism is taking and using someone else's thoughts, writings or inventions and representing them as your own.

Cheating is employed to create an unfair advantage, usually in one's own interest, and often at the expense of others.

Collusion is when two or more students work together in the preparation and production of work (unless the teacher approves group work) which is then submitted by each individual in identical, or very similar form and/or is represented by each to be the product of their own individual efforts.

The following list outlines some of the activities that can be considered one of the above:

- Presenting any work of another individual as your own
- Handing in assessments similar to or copied from another student
- Having another person write an assessment or part of an assessment for you
- Modifying or paraphrasing someone else's ideas or writings and submitting them as your own
- Submitting an assignment previously handed in for a previous class or assessment.

Consequences of Plagiarism, Cheating and Collusion

Plagiarism, cheating and collusion are serious acts and may result in exclusion from a unit or a whole course. If you have any doubts about including the work of other authors in your assessments, please chat with your teacher.

Consequences for this behaviour will be in accordance with the Range of Corrective Actions as described in the Student Code of Conduct & Corrective Behaviour Policy.

Workbook and Materials

Yes you need them!

If you're completing a short course, this is all detailed in your confirmation email.

If you're an apprentice, you will need to purchase a range of equipment, regs and standards as per the tables on the following pages.

Pre-Apprentices

Textbook/Equipment	Cost & Availability
Cut resistant safety gloves	\$11 from Student Services
Safety Glasses	\$6 from Student Services
Non programmable calculator	Available for purchase from various retailers
Work boots/Safety shoes	Available for purchase from various retailers
Protractor & Ruler	Available for purchase from various retailers
4 colour pen	Available for purchase from various retailers
A4 notebooks	Available for purchase from various retailers

Apprentices

Year				Textbook / Equipment	Cost & Availability
1 st	2 nd	3 rd	4 th		
✓	✓	✓	✓	Cut resistant safety gloves	\$11 from Student Services
✓	✓	✓	✓	Safety Glasses	\$6 from Student Services
✓	✓	✓	✓	Non programmable calculator	Available for purchase from various retailers
✓	✓	✓	✓	AS/NZS3000:2018 Wiring Rules	\$150 from Student Services
✓	✓	✓	✓	Work boots/Safety shoes	Available for purchase from various retailers
✓	✓	✓	✓	Electrical Wiring Practice 8th Edition by McGraw Hill and Electrical Principles for the Electrical Trades 7th Edition by McGraw Hill	\$297 (Invoiced with school fees)
	✓	✓	✓	A/NZS4836:2011 Safe Working on Low Voltage Electrical Installations	\$120 from Student Services
	✓	✓	✓	AS/NZS3008.1.1:2017 Electrical Installations – Selection of Cables	\$165 from Student Services
	✓	✓	✓	AS/NZS3017:2007 Electrical Installations – Verification Guidelines	\$120 from Student Services
		✓	✓	Service and Installation Rules 2014	\$30 from Student Services
✓	✓	✓	✓	Protractor & Ruler	Available for purchase from various retailers
✓	✓	✓	✓	4 Colour Pen	Available for purchase from various retailers
✓	✓	✓	✓	A4 Note books	Available for purchase from various retailers

Prices are inclusive of GST and are subject to change.

Bring Your Own Device

Year				Textbook/Equipment	Cost & Availability
1 st	2 nd	3 rd	4 th		
✓	✓	✓	✓	A screen size of at least 10" (an iPad is not suitable)	Current supported version of operating system for device
✓	✓	✓	✓	Up-to-date security such as antivirus and operating system updates	Web browser capable
✓	✓	✓	✓	Adobe Reader/other PDF reader	Battery with minimum 6 hours operating life

For more information, please go to www.necaeducation.com.au/student-docs

LEA Tutorials

Textbook/Equipment	Cost & Availability
Insulated gloves to 650 volts plus outer explosion-proof gloves that provide mechanical protection. Inners are optional but recommended.	Available for purchase from various retailers
AS/NZS3000:2018 Wiring Rules	\$150 from Student Services
Work boots / Safety shoes	Available for purchase from various retailers
A/NZS4836:2001 Safe Working on Low Voltage Electrical Installations	\$120 from Student Services
AS/NZS3008.1.1:2009 Electrical Installations – Selection of Cables	\$165 from Student Services
AS/NZS3017 Electrical Installations – Verification Guidelines	\$120 from Student Services
AS/NZS3012:2010 Electrical Installations Construction & Demolition Sites	\$120 from Student Services
Electricity Safety (Installations) Regulations 2010	Free download from Energy Safe Victoria

Profiling (Apprentices Only)

Profiling is a diary of everything you do on the job. It keeps a record for the duration of your apprenticeship so at the end of your apprenticeship you can show Energy Safe Victoria (ESV) that you have completed a range of tasks on the job and actively worked as an apprentice for the required period of your apprenticeship contract.

Your employer will need to verify that you have undertaken the work as stated. If you have finished school, that doesn't mean you have finished with your profiling cards! You will need to complete these for the duration of your apprenticeship, otherwise you won't be able to apply for your A grade.

Certificate or Statement of Attainment

Statement of Attainment (SOA) indicates that you are competent in one or more units of competency, but not in the full range of units required for a qualification. SOA stand in their own right to show that you holds particular skills, and you can also be used as credit toward full qualifications if you wish to finish a qualification in the future.

You're entitled at no additional cost, to a formal SOA on withdrawal, cancellation or transfer, prior to completing the qualification, provided you have paid in

full for the tuition of the qualification you were enrolled in.

A certificate is only issued to all graduates who have completed a qualification that leads to the award of an AQF qualification. For more information, check out the Policy Guide.

During the Last Day of School (Apprentices Only)

Part of the final unit includes making sure all your:

- Profiling is up to date
- Assessments are completed
- Once all of the above is done, you will get your LEA authorisation. Please DO NOT book your LEA Exam until you have your LEA Authorisation.

Early Completions (Apprentices Only)

The maximum period of reduction against a four-year contract of training (48 months), that ESV does and will accept is up to six months (42 months) under Early Release from an apprenticeship.

Irrespective of any reduction applied by the VRQA (Skills Victoria), we confirm, the earliest ESV will consider as early release from a training contract is up to a period of six months maximum for an

Other useful information

(Apprentices Only)

Electrician's Licence. This is under the approval of the Director of Energy Safety. A four-year contract of training is required by the Electricity Safety (Licensing & Registration) Regulations 2010.

Therefore, any applicant for an Electrician's Licence must be able to satisfy at least 42 months' training contract completion, as recorded in the training records held by the VRQA.

A student may request early release, for a period up to 6 months from the conclusion of their contract of training, as long as the following occurs:

- Awarded Certificate III, Electrotechnology, Electrician
- Fully signed out by the VRQA (Skills Victoria) to a COMPLETED status on the DELTA system, as well as the LEA and all profiling requirements
- Letter from employer supporting application and 12 months wiring and installation work experience must include acknowledgement of the early release, and together with Apprenticeship Field Officer, Employer and Training Provider, all should be comfortable the student is eligible for the early release period, however, this will only be considered up to six months

from the actual completion date for the period of a total 48 months of the apprenticeship.

Speak to Student Services for more information.

Cancelling an apprenticeship

An apprenticeship training contract has a probationary period (usually three months). During this probationary period, either you or the employer can cancel the contract. After the probation, both the employer and you must agree before an apprenticeship training contract can be cancelled.

To mutually cancel, both of you must complete the relevant forms and submit them together to your Australian Apprenticeship Support Network Provider and advise Student Services about the same.

Suspending an apprenticeship

An apprenticeship training contract can be suspended with mutual agreement for a fixed period of time. The duration of the suspension will vary depending on the reason for the suspension that might include:

- a shortage of work (suspension may be granted for three-month periods)
- illness or injury (whether or not it is work-related)

- travel overseas
- maternity leave
- other reasons.

You (the apprentice) will need complete a 'Request to cancel a training contract form' (available on our website under downloads) and submit to your Australian Apprenticeship Support Network Provider and advise Student Services about the same.

Students are not permitted to attend school during a suspension.

Varying a training contract

To vary a training contract, an Application to Vary the Training Contract form must be completed by you and your employer with mutual agreement and submitted to an Apprenticeship Network Provider.

You (the apprentice) will need complete the 'Application to Vary the Training Contract form' (available on our website under downloads) and submit to Australian Apprenticeship Support Network Provider and advise Student Services about the same.

Unemployed Apprentices

In instances of unemployment, as an apprentice you can continue your schooling for the following periods:

- Until completion of the qualification (subject to tuition fees being paid) and/or
- For three (3) months, or to the end of the enrolment period for which tuition fees have been paid (whichever is the greater).

If you successfully complete the 'off-the-job training' (trade school) while continuing to be unemployed, the words "achieved through Australian Apprenticeship arrangements" will be omitted from your certificate and VRQA will not recognise this as completion of an apprenticeship in Victoria. Hence you will not be able to apply for your A Grade.

Who can help?

Register on the Apprenticeship Employment Network website: <https://aen.org.au/find-an-apprenticeship-employer>. This website is an out-of-trade register that provides an opportunity for unemployed apprentices to post their resume and apply for jobs online, as well as for employers to advertise apprenticeship vacancies.

Registering could facilitate an opportunity for re-employment and continuation of your apprenticeship under a Training Contract.

Getting your Cablars Registration

Once you have completed the communications unit (UEENEEF102A) you will be given the required documentation to apply for your Open Registration card. Because you will have completed Structured and Coax training as well you will be able to apply for both the Structured and Coax endorsements as well!

All you need to do is complete the form, attach the required documentation and pay the application fee to ACRS or any other licensing body.

For more information, go to www.vrqa.vic.gov.au/apprtrain/Pages/appdefault.aspx.



what you need to know about finishing school

So your about to finish school...congrats!
There are still a few things you need to do to get your A grade licence.

Profiling

You need to make sure your profiling is up-to-date even when you finish school...you need this to be able to get authorisation to sit your LEA exams.

LEA Exams

At the end of your apprenticeship you will need to sit your LEA exams. If you're up-to-date with your profiling you can get authorisation to sit your LEAs. You will have to pass these exams to be able to apply for a licence.

The LEA is a combination of three separate assessments, sat at three different times:

Safe Working Practice for Electricians Assessment (SWP) – 40 minutes

SWP tests your ability to safely disconnect then reconnect a piece of electrical equipment.

Licensed Electrician Theory Assessment (LET) – 2 hours 15 minutes

The theory tests a broad range of knowledge.

Licensed Electrician Practical Assessment (LEP) – 4 hours

The LEP is a practical test in four parts: wiring a meter box and switchboard, MEN

system testing, identifying visual defects and testing an installation.

All assessments have a minimum pass mark of 75%. SWP and LET can be completed in your 3rd year of your apprenticeship.

LEA Tutorials

Before going for your exams brush up on your knowledge. We have tutorials to prepare you for the licensing assessment plus you can book your exams through us all in one go. Book via our website:

www.necaeducation.com.au/leatutorials

	Tutorial	Assessment	Total
LET	\$480	\$102	\$582
LEP	\$450	\$265	\$715
SWP	\$210	\$156	\$366

Types of Licences

Supervised Worker's Licence

A Supervised Worker's Licence entitles the holder (in accordance with any further conditions on the licence) to carry out all electrical installation work in Victoria under the effective supervision of a licensed electrician. This licence is issued for a maximum of three years and may not be renewed.

Criteria

- Completed a four-year contract of

training as an apprentice electrician, that included at least 12 months experience in electrical installation work;

- Partially completed the Certificate III in Electrotechnology Electrician or equivalent; and
- Satisfactorily completed the Safe Working Practice for Electricians Assessment.

Electrician's Licence

An electrician's licence entitles the holder to carry out all types of electrical installation work in Victoria without supervision.

To get your Electrician's Licence, you will need to provide ESV with copies of the following:

- Satisfactorily completed the Licensed Electrician's Assessment (LEA) conducted by a body approved by the ESV.
- Completed a four-year contract of training as an apprentice electrician that included at least 12 months experience carrying out electrical installation work with written confirmation by the employer.
- Hold a Certificate III in Electrotechnology Electrician.

How to get your A grade

Once you've hit your normal completion date you may apply for a licence if you have:

- Satisfactorily completed the Licensed Electrician's Assessment (LEA) through Future Energy Skills. They can be contacted on (03) 9654 1299; and
- Completed a four year electrical apprenticeship that included at least 12 months experience carrying out electrical installation work with written confirmation by your employer; and
- Hold a Certificate III in Electrotechnology Electrician.

Licensed Electrician's Assessment

You can complete Safe Work Practice (SWP) first, followed by the Practical (LEP) and Theory (LET) components.

SWP and LET can be completed in your 3rd year of your apprenticeship.

Pre-requisites are:

SWP

Competent in all units required for Certificate III in Electrotechnology (UEE30811). Ensure your profiling is current and has been verified by your employer.

LEP/LET

Competent in all units required for Certificate III in Electrotechnology (UEE30811). Ensure your profiling is current and has been verified by your employer.

Completion Form and Certificate

When you have completed your apprenticeship and have satisfactorily fulfilled your profiling requirements, you and your employer will receive a completion form from your us. Sign and return the form to your trade school. You will then be issued your Certificate III in Electrotechnology Electrician and VRQA will be notified so they can release a completion letter.

And don't forget to apply to the VRQA for your Trade Papers.

www.vrqa.vic.gov.au/apprenticeships/Pages/trade-papers.aspx

Applying for your licence

Once you have received your VRQA completion letter, download an application form from the ESV website and then lodge the following:

- Certificate III in Electrotechnology Electrician
- Evidence of 12 months experience in carrying out electrical installation work (for example: Letter from employer)
- LEA Results
- Application fee

to ESV over the counter at:
Licensing Section
Energy Safe Victoria
Level 5, Building 2
4 Riverside Quay Southbank



**Education
& Careers**

national electrical and communications association

For more information, contact NECA Education & Careers

1024 Lygon Street, North Carlton VIC 3054

T (03) 9381 1922 **E** info@necaeducation.com.au

