

IMPLEMENTATION GUIDELINE
FOR
NATIONAL ELECTRICITY SUPPLY
INDUSTRY TRAINING PACKAGES



ElectroComms and EnergyUtilities Qualifications Standards Body of
Australia Ltd, trading as **EE-Oz Training Standards**

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EE-Oz Training Standards National Training Package

Implementation Guideline

EE-Oz Training Standards wishes to assure the *industries*¹, for which it has responsibility for, that Registered Training Organisations (RTOs) will deliver quality training against its endorsed *National Training Packages*². It should be noted that the contents, particularly Qualification Titles and Competency Standards contained in the **EE-Oz Training Standards** Training Packages are the respective Industry's' expressed competency vocational outcomes.

The purpose of this Guideline is to provide RTOs with information about **EE-Oz Training Standard's** preferred training arrangements with respect to delivery of its National Training Packages. Ensuring quality and consistency of performance in promoting and delivering the respective Industry's Standards and Qualifications by RTOs is **EE-Oz Training Standard's** key objective.

The Australian Quality Training Framework (AQTF) places increased emphasis on monitoring and auditing the quality outputs of RTOs, not just the inputs. **EE-Oz Training Standards** supports the tenure of the AQTF, however, to engender respective Industry's confidence in RTOs, **EE-Oz Training Standards** and its State/Territory Industry Training Advisory Body (ITAB) Network will monitor and review on behalf of the Electricity, Gas and Electrotechnology/Lifts industries the performance of RTOs in delivering the National Training Packages. Where poor performance is detected action will be taken to initiate a complaint to the relevant State Training or Recognition Authority (STA), who will be asked to carry out a compliance audit in accordance with its quality assurance processes and report on the outcomes.

EE-Oz Training Standards supports the need for on-going advice to be proffered to RTOs on the Industry's preferred Training Model, to be delivered by them in developing learners' competence. To that end **EE-Oz Training Standards** will establish a cooperative advisory and consultative arrangement to facilitate such transfer of information.

EE-Oz Training Standards supports the need for industry, and in particular enterprises and RTOs to develop networks and partnerships to foster opportunities for developing models of good practices in training delivery, assessment and learner development. **EE-Oz Training Standards** has already commenced working with a range of RTOs to facilitate this outcome, and to assure industry that RTOs can meet their respective needs and deliver quality training and assessment leading to attributing competence with confidence, without added costs.

¹ *Industry responsibilities are: Electricity - generation and transmission/distribution, Gas, Lifts and Electrotechnology (communications; computer systems including information technology; data communications including networks, fire and security; electrical; electronics; electricity supply, instrumentation; refrigeration & air conditioning; and renewable energy)*

² *EE-Oz Training Standards Training Packages – Gas, Electricity Supply Industry Generation, Electricity Supply Industry Transmission and Distribution, Electrotechnology and Lifts (with Lift-Skills Australia)*

To assure Industry that quality programs are delivered by RTOs against the respective Industry Training Package(s) **EE-Oz Training Standards** recommends the following quality principles, as a guideline, be observed:

NTQC3 Endorsed Quality Delivery Principles

- Compliance with the Australian Quality Training Framework (AQTF) principles
- The currency of the Training System is Unit(s) of Competency, contained in an endorsed Training Package
- Registered Training Organisations will issue, in accordance with the Australian Qualification Framework (AQF) handbook, the respective Industry Training Package
 - Qualification(s), and/or
 - Statement(s) of Attainment against Unit(s) of Competency
- Registered Training Organisations are responsible for the whole assessment process
- Assessment process are to be valid, reliable, fair and flexible
- Use of qualified assessors is to be in accordance with the Assessment Guidelines contained in the Training Package. RTO Assessors should be competent in the relevant National Assessor Competency Standards, and either the relevant vocational competencies or have access to another person with such competencies

National Qualifications – EE-Oz Training Standards Quality Delivery Guideline Principles

- Delivery of the recommended EE-Oz Training Standards Training Program⁴ for said qualifications is the preferred method for a learner's competency development
- A wholistic approach to assessment of the Units of Competency making up a National Training Package qualification is to be carried out by RTOs ensuring critical infrequently used knowledge and skills form a key component of the assessment process
- Assessments should take into account recognised prior learning or competencies (RPL/RCC) including competence achieved in other industries
- RTOs should have quality systems of assurance, procedures and administration for attributing competent performance to a learner
- Sufficiency of evidence is critical to assuring quality training outcomes are delivered to the standard detailed in the Training Packages, and must be present when deeming competence for respective Units(s) of Competence making up a qualification
 - Evidence can include a range of inputs such as off-the-job training outcomes augmented by work performance evidence

³ NTQC – National Training Quality Council, the National Training Package endorsing body of the Australian National Training Authority (ANTA)

⁴ **EE-Oz Training Standards** recommended Training Program – The preferred **EE-Oz Training Standards** Training Model for specific sectors of the industries covered by the NUEITAB, is an on-and-off job training model which, delivers recommended knowledge and skills modules that have been mapped to units, together with work place performance evidence validated by supervisor(s), and an RTO conducted final validation assessment

EE-Oz Training Standards intends providing on-going advice to RTOs, where structured learning products such as off-and on-the-job knowledge and skills modules of training have been developed and approved by respective industry sectors, and formally mapped to the units of competency making up each of the industry Qualifications. Advice will also be proffered regarding on-the-job collection of data and validation instruments useful for assessment processes by an RTO and respective Assessor.

More information regarding **EE-Oz Training Standard's** Training Packages can be obtained directly or by the website:

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EE-Oz Training Standard's**Preferred Training Model**

The goal, outcome, or standards to be reached in becoming a competent worker is described in industry endorsed competency standards. Competency Standards for the respective **EE-Oz Training Standards** Industries are comprehensive and focus on what is expected of a learner, in the workplace, rather than on the learning process and, embodies the ability to transfer and apply skills and knowledge to new situations and environments. A model of training which is best suited to achieving the requirements set out in the Competency Standards is one that:

1. recognises that a learner's full potential is best realised when specific knowledge and skills are progressively applied in a coherent sequence, such as arranging technical educational activities to integrate with re-occurring workplace events,
2. appropriately manages workplace learning activities within the regular activities of the business,
3. structures the off-the-job technical educational activities to one which is conducive to learning, and
4. is cost effective and minimises interruptions of the business's activities.

The industry believes that the model best suited to its requirements is one based on the combination of on and off-the-job learning experiences in which learning occurs in an active way and involves appropriate management practices. The model provides coherence between the respective components while ensuring learning has occurred by the most effective and efficient means of delivering education and training, and assessing.

The key features of the industry's preferred model of training, which is supported by **EE-Oz Training Standards**, are:

1. *Off-the-job training*

- ❖ Where a proportion of competency development requires off-the-job training RTOs should ensure:
 - Where knowledge and skills modules (K&SMs) are used they are to be those that have been mapped against nationally approved **EE-Oz Training Standards**
 - Where K&S modules are undertaken by a learner a “*Statement of Results*”⁵ (progressive module completion transcript) is to be provided to the learner, and the employer, where appropriate

2. *On-the-job training*

- ❖ Evidence for the on-the-job training component should focus on trends related to the:
 1. Level of *supervision*⁶ be that direct, general or broad of the learner (*refer to Supervision Policy for more detail on Supervision levels*)
 2. Activities performed in:
 - *Preparing and Planning* in carrying out the whole job/work/function
 - *Carrying out* of the whole job/work/function
 - *Completing* the whole job/work/function
 3. Quantum and quality of exposure, repetition, practice and experience related to the whole job/work/function
- ❖ Where Work Performance Modules (WPMs) are developed to assist in clarifying the workplace Range specification they are to be those that have been mapped against nationally approved **EE-Oz Training Standards**
 - Assessments or evidence gathering techniques in relation to workplace performance should be conducted so as to be:
 - non intrusive to the workplace
 - timely
 - accurate
 -
 - able to gather sufficient evidence
 - provide for a wide and representative range of work exposure and experience relative aspects of the unit(s) of competency

The model is diagrammatically shown below.

⁵ *Statement of Results* – a proposed term used for issuing a transcript of K&S Module completions and results

⁶ *Supervision* – the person with immediate workplace responsibility for the learner, e.g. tradesperson/mentor/coach

EE-Oz Training Standards ESI Apprenticeship Training and Assessment Model

