



STUDENT INFORMATION GUIDE

Hazardous areas – Electrical Refresher Training

About Future Skills

Future Skills is an industry owned and operated registered training organisation, specialising in post trade electrical and work health and safety training in Queensland and the Northern Territory. We have scope to deliver and assess against a range of qualifications in these areas, including the UEE42611 Certificate IV in Hazardous areas – Electrical national industry qualification. Our national training provider number is 32052 (refer to www.training.gov.au for further information).

About this Program

This is a refresher course designed for qualified electricians who hold a current electrical fitter mechanic's licence and who have successfully completed a Nationally accredited EEHA or EEHA Refresher training program within the last 3 years and who require updating their skills and knowledge in the Australian Standards and relevant hazardous areas units of competency.

Licensing Requirements:

In order to enrol in the refresher program you **MUST** hold a current electrical mechanic or electrical mechanic fitter's licence **AND** either a previously issued Certificate IV in Hazardous areas – Electrical qualification **OR** a Statement of Attainment detailing relevant units of competency relating to electrical equipment in hazardous areas.

Course Structure

This course is a refresher course only provided for qualified electricians who already hold a pre-existing hazardous areas qualification or units of competency in electrical equipment in hazardous areas. It provides an update on the Australian Standards and industry practices in the skills and knowledge to install, attend to breakdowns, maintain, test and conduct visual and detailed inspections in hazardous areas and installations, relating to gas and dust atmospheres and pressurisation.

Depending on previous units of competency held, participants who successfully complete the course will receive a current Statement of Attainment for some or all of the following units of competency:

Report on the integrity of explosion-protected equipment in a hazardous area

Attend to breakdowns in hazardous areas — gas atmospheres

Student Information Guide
Hazardous areas Refresher Program
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Attend to breakdowns in hazardous areas — dust atmospheres

Attend to breakdowns in hazardous areas — pressurisation

Install explosion-protected equipment and wiring systems — gas atmospheres

Install explosion-protected equipment and wiring systems — dust atmospheres

Install explosion-protected equipment and wiring systems — pressurisation

Maintain equipment in hazardous areas — gas atmospheres

Maintain equipment in hazardous areas — dust atmospheres

Maintain equipment in hazardous areas — pressurisation

Conduct testing of hazardous areas installations — gas atmospheres

Conduct testing of hazardous areas installations — dust atmospheres

Conduct testing of hazardous area installations — pressurisation

Conduct visual inspection of hazardous areas installations

Conduct detailed inspection of hazardous areas installations — gas atmospheres

Conduct detailed inspection of hazardous areas installations — dust atmospheres

Conduct detailed inspection of hazardous areas installations — pressurisation

Note:

Subject to the endorsements held on previous units of competency, participants will be issued with either one or all of the units relating to gas atmospheres, dust atmospheres and pressurisation. The relevant endorsements are outlined below:

Explosion Protection Techniques	
Gas Atmospheres	Ex d (flameproof), Ex e (increased safety), Ex i (intrinsic safety), Ex n (non-sparking)
Dust Atmospheres	Ex i (intrinsic safety), Ex p (pressurisation), Ex t (Protection by enclosure-dusts)
Pressurisation	Ex p (pressurisation)

Training Program

The course program is structured to provide students with two (2) days of face to face training. This is an intensive course program and participants will be expected to attend all training days and complete practical based assignments and any homework provided during this time.

A copy of the timetable is included below:

Day One	Day Two
Key changes to the hazardous areas regulatory & legal framework	Attending to breakdowns and maintenance in hazardous areas
Area classification	Compliance, Inspections and Testing
Selecting Explosion Protected Equipment	Hazardous area Installation Inspections
Installing Explosion Protection equipment and wiring systems	Practical Activities and Assessments
	Review Questions

Assessments are conducted in class. It is therefore mandatory for students to attend all of the scheduled training dates to ensure they are able to undertake the learning and practical assessments that are required.

Students will also be expected to undertake some homework and review after hours relevant to their individual learning and assessment needs and requirements.

Language, Literacy and Numeracy

In order to successfully complete this learning program you must have sufficient reading and writing skills.

For example, you will need to be able to read and interpret technical standards and manuals and to write short answer questions.

To assist all learners to achieve their goals through training, Future Skills seeks to assess each applicant's existing language, literacy and numeracy abilities and learning needs prior to the commencement of training.

This enables Future Skills to understand the skills and needs of each individual learner so we can offer suitable assistance or learning support if needed, or outline alternative pathways for learners to achieve their desired goals.

The **Australian Core Skills Framework** sets out five key areas that RTOs such as Future Skills can investigate to determine if any additional support or alternative pathways should be offered to a learner.

These five areas are: **Learning, Reading, Writing, Oral Communication** and **Numeracy**.

To help diagnose an individual learner’s core skill levels, Future Skills uses a pre course questionnaire which all students are required to complete prior to commencement of the course. A copy of the course questionnaire will be provided to you on confirmation of your enrolment in the program.

Please note: it is your responsibility to complete and return this questionnaire prior to the commencement of the course. Failure to do so will mean that Future Skills is not obliged to provide any further assistance or learning support than would ordinarily be provided to all students in a program.

For the hazardous areas units of competency from the Certificate IV in Hazardous areas – Electrical program, Future Skills has made an assessment that the following core skill levels apply. A number of generic sample activities of what a student would be expected to be able to competently do at these levels have also been included for each nominated level.

Core Skill	Sample Activities
Learning (4)	<ul style="list-style-type: none"> <input type="checkbox"/> Makes changes to work routine to meet deadlines, drawing on insights gained from previous experiences <input type="checkbox"/> Participates in and contributes to change management in the workplace
Reading (3))	<ul style="list-style-type: none"> <input type="checkbox"/> Selects and applies the procedures and strategies need to perform a range of tasks after reading appropriate texts, e.g., machinery/equipment manuals, standard operating procedures or work instructions <input type="checkbox"/> Interprets information gained from tables, charts and other graphic information <input type="checkbox"/> Reads and interprets diagrammatic/graphic texts e.g., a flow chart <input type="checkbox"/> Identifies relevant information from a range of written texts
Writing (3)	<ul style="list-style-type: none"> <input type="checkbox"/> Writes clear sequenced instructions for using routine/everyday technology e.g., machinery <input type="checkbox"/> Completes workplace records and forms accurately and legibly
Oral Communication (3)	<ul style="list-style-type: none"> <input type="checkbox"/> Listens to clear, sequenced instructions of several steps and asks clarifying questions as required
Numeracy (3)	<ul style="list-style-type: none"> <input type="checkbox"/> Describes, compares and interprets the likelihood of events occurring e.g., undertakes a risk assessment using a risk assessment tool.



Where your skills are assessed at a level lower, Future Skills may require you to undertake learning in the area prior to the course commencement. For example, you may need to review your skills in relation to essential report writing. In this case, Future Skills may refer to you complete a course in report writing or offer some reasonable additional assistance/adjustments.

Recognition of Prior Learning

As this is a refresher program, it already incorporates Recognition of Prior Learning (RPL) for the units of competency already held in areas relating to electrical equipment in hazardous areas. You will also be required to demonstrate your current competency in these units by providing a copy of your current electrical licence and evidence of your work, skills and knowledge, as an electrician in industry working in hazardous areas.

You may also apply for a full Recognition of Prior Learning (RPL) process for any of the hazardous areas competencies. You will need to provide valid, sufficient, current and authentic evidence of your skills and knowledge.

Please talk to a Future Skills trainer prior to, or at enrolment, in this program to discuss the types of evidence you can submit with such an application and the full process and procedures that this entails.

Student Guarantees

Future Skills is required to outline the nature of the guarantee given by Future Skills to prospective clients and clients to complete the training and/or assessment once they have commenced study in their chosen qualification or course.

This guarantee is outlined as follows:

Where a student commences training and/or assessment in the Future Skills course program they have enrolled within, Future Skills provides a guarantee that the course program as advertised will proceed as advertised, except in the following circumstances:

- (i) where a cancellation of a course or week of training is outside of its control e.g., where a trainer is ill and unable to take the course and a backup trainer is not available to take the course; or
- (ii) by agreement between Future Skills and the majority of students enrolled within a course to transfer dates of the whole or part of the course.

In both such cases, Future Skills will liaise directly with the students concerned and provide them with the option to transfer to a further scheduled course by Future Skills without incurring any additional transfer fees, or where the course has not already commenced, a full refund of all fees paid for the course.

Please note: Future Skills is not liable for any additional costs incurred by the student as a result of these changes.

Completion of Training

On completion of training each student is required to have completed or submit the assessment tasks and activities for the program.

A Future Skills trainer/assessor will complete marking of these assessments and where you are deemed *Competent* in all aspects of the program, you will be issued with your qualification or relevant Statements of Attainment within a twenty-one (21) day period from receipt of the final assessments.

For those students who are deemed *Not Yet Competent* on completion of training and assessment in a course program for either the whole qualification or for a unit(s) of competency, the following will apply.

Each student will be provided with two (2) assessment attempts for each assessment, either during the training program or afterwards.

For written or project based assessments students will be asked to provide additional evidence, or the trainer/assessor may make a reasonable adjustment to the assessment, such as asking additional questions to determine competency, either orally or in writing.

Where the assessment involves a practical skills based assessment, a time to undertake the second assessment attempt is to be offered within a six (6) month period at a time nominated by Future Skills.

Please note: an assessment of Not Yet Competent (NYC) is not a failure. It simply means that you will need to provide further information or further confirmation of the knowledge and skills required.

Outline of Assessment Activities

In order to complete this program you will need to demonstrate that you have the requisite knowledge and skills to perform specific work activities and tasks to the standard required for each unit of competency.

The Future Skills Hazardous areas – Electrical Refresher program includes two (2) major assessment activities, which are summarised following.

Assessment Project No. 1 – Australian Standards and Electrical Equipment in Hazardous areas

You will be required to answer a series of questions relating to industry scenarios and case studies about the installation of electrical equipment and wiring systems, undertaking maintenance and attending to breakdowns, and conducting testing and inspections in hazardous areas installations.

Assessment Project No 2 – Practical inspections

In the context of four (4) practical assessments and two (2) industry scenarios, you will be required to conduct visual and detailed inspections on a variety of explosion-protected electrical equipment in hazardous areas.



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