

Powerline TRAINING

STUDENT HANDBOOK




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Welcome to Powerline Training RTO

Attention all Students and Trainees/Clients

RE: Training Information Handbook

Welcome to the latest edition of Powerline Training RTO Training Information Handbook.

It includes policies and procedures relating to all areas of Powerline Training's RTO training and assessment plus relevant forms, reports, surveys and declarations. Please take the time to read all the content carefully.

Powerline Training is a Registered Training Organisation (RTO) that operates a quality assured service approach to the delivery of Training and Assessment of competencies from Nationally Endorsed Training Packages; nationally recognised qualifications are issued under the regulations prescribed in the Standards for the National VET Regulator for Registered Training Organisations.

For any other enquiries please do not hesitate to contact the RTO Administrator, *Ph: 03 5773 4323 or 0409 192 066* or email us at *peter@powerlinetraining.com.au*

We trust that you will enjoy your training experiences at Powerline Training RTO and that together, as your partner in training; we can make a positive and substantial contribution to your overall learning outcomes with our delivery of best practice services.

This document is designed to give you a comprehensive understanding of the purpose and functions of the RTO. It will also describe the roles and responsibilities of staff, as well as the responsibilities of students and Trainees/Clients. In addition, the handbook will provide you with information about the Powerline Training services as well as information about the training courses that the RTO is endorsed to deliver.

Powerline Training wishes you every success in your training experiences and we hope that you can achieve your nominated outcomes and goals.

Peter Fisher
Manager Director
Powerline Training Pty Ltd

About Powerline Training – Who are we?

Powerline Training Pty Ltd is a registered training organisation offering training and assessment services to the electrical supply industry network asset owners and service providers in the field of high voltage overhead transmission lines

Powerline training prides itself on offering its clients and their employee's quality training courses in nationally accredited qualifications and competencies.

Our Commitment

Powerline Training RTO offers a range of training and assessment services that it is endorsed to deliver as a part of its scope of registration under the National Training Framework and under the Standards for Registered Training Organisations (RTO's) 2015. All staff members of the RTO will operate under a set of ethical, professional and customer services practices that are fundamental to the provision of best practice training and assessment in all areas that we are endorsed to deliver. Our aim is:

- To provide training and assessment services to all clients and their employees that is industry based and meets all endorsed requirements for Certification and Accreditation purposes, relevant to the appropriate Training Package and/or accredited course;
- To ensure that all clients and their employees needs are catered for in relation to training and assessment. All aspects of our training programs follow the clear objectives set out under the strict guidelines of the National Training Framework. Course delivery and review is continually monitored, based on relevant changes within industry and sound educational principles. Powerline Training RTO is absolutely committed to continually improving and updating its training programs;
- To create an environment that achieves effective learning for all client employees through:
 - the provision of adequate facilities
 - the utilisation of appropriate methods and materials
 - continuous monitoring and assessment of client employee's performance and progress
- Ensure that all training staff are:
 - suitably qualified
 - experienced
 - professional
 - specialist in their respective areas of expertise
 - provided with training and professional development, as required
- To maintain high professional standards in the delivery of training and assessment services through the implementation of policies and management practices which safeguard the interests and welfare of clients and their employees

RTO Offices and Service Information

Powerline Training RTO currently operates out of the state of Victoria. Should require further information on our services please contact or email our Powerline Training Office:

Victoria

44 Yarck Village Place, Yarck Victoria Australia 3719

Phone: 03 5773 4323 Mobile: 0409 192 066

Email contact address is: admin@powerlinetraining.com.au

RTO Staff and Roles:

- **Compliance Reference Group** - Oversee the strategic and policy direction of the RTO for the Powerline Training Business. To ensure that the RTO remains credible and functional, both internally and externally in compliance with the Standards for Registered Training Organisations (RTO's) 2015 and industry stakeholders
- **Powerline Training Manager** - Overall responsibility for RTO. To ensure that the RTO complies with the Standards for Registered Training Organisations across all its operations
- **RTO Administrator** – responsible for coordinating the day-to-day running of the RTO level and assisting with RTO related project work
- **Trainers and Assessors** – responsible for the training and assessment of all participating Trainees/Clients. All Powerline Training' Trainers and Assessors have attained their Certificate IV in Training and Assessment and are content experts in their respective areas of expertise. In addition, they all participate in development seminars either provided by Powerline Training or sanctioned by the Industry and Skills Council Advisory Committee where training and assessment processes relevant to this Training Package are discussed and reinforced and continuously improved to ensure programs meet changing regulatory and legislative requirements and to maintain quality standards

General Information, Terms and Conditions

Nationally Recognised Training Programs

The National Recognised Training (NRT) logo confirms that Powerline Training RTO training has official recognition as a provider of quality, competency-based training founded on nationally agreed principles and standards. This applies to all nationally recognised training packages that it is endorsed to run

Competency-Based Training

Competency based training focuses on providing training that enables client's employees to acquire the skills and knowledge required to be able to perform specific tasks in the workplace. This kind of "hands-on" training matches training and vocational qualifications with the needs of industry and employers. A client employee is considered competent when he/she can perform the relevant duties within an occupation to the standard expected by industry.

What is a Training Package?

A Training Package is a nationally endorsed set of competency standards, assessment guidelines and qualifications. The Training Package is the foundation of Vocational Education and Training for the workforce. It supports a wide range of learning pathways, including workplace and school-based training, as well as other flexible combinations of on and off-the-job training and assessment.

Powerline Training is a Registered Training Organisation that is endorsed to provide training and assessment services for the attainment of a range of Industry Specific Certificates.

Powerline Training is a Registered Training Organisation that is endorsed to provide training and assessment services in;

- UET30512 Certificate III in ESI — Power Systems – Transmission Overhead
- UETTD RTP31A – Maintain energised transmission lines using high voltage live work stick method
- UETTD RTP32A Maintain energised transmission lines using high voltage live work barehand method
- UETTD RRF01B Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus
- UETTD RRF03B – Perform EWP rescue
- UETTD RRF04B – Perform tower rescue
- UETTD RRF05B Perform rescue from switchyard structures at heights
- UETTD RRF08B – Perform EWP controlled descent escape
- RIIWHS204D Work safely at heights

Refer to Appendix 2 for an overview of UET30512 Certificate III in ESI — Power Systems – Transmission Overhead qualification and individual competencies.

National Quality Council

To assist national recognition and transferability of qualifications, the National Quality Council (NQC) has issued individual codes for all qualifications and units of competency.

Each Training Package and competency standard, including each unit of competency, is identified by a specific code. This provides easy identification and a reference point of all national courses and assists the mutual recognition of your achievements across Australia.

Registrations and Admissions

In most instances, client employees will be asked or invited to enrol in a course.

All applicants will be provided with information about Skills Recognition and will be encouraged to apply.

Applicants will be admitted to a course:

- When they have provided evidence of having met any pre-requisite course requirements; and
- When they have registered; and
- Supplied a USI Unique Student Identifier Number.

Fees and Pricing

- Powerline Training RTO does not require fees prior to the commencement of a course. All clients are invoiced after training has been delivered. Invoices will be issued at negotiated periods after the commencement of training
- Powerline Training RTO reserves the right to cancel or postpone courses to a later alternative date. All participants will be offered a transfer to the next available course
- Course dates and fees are subject to change

If for some reason, you are unable to continue your Training Course please ensure you inform your employer and Powerline Training so alternative arrangements can be made

Training Course Rules and Regulations

The following rules and regulations will be maintained by RTO trainers and assessors regarding client's employee's attendance at training programs. As a trainee or participant, you must:

- Attend each of your classes every day and arrive on time for all classes;
- Treat other trainees, participants and staff with respect;
- Not use bad or offensive language at any time;
- Not bring drugs (other than those prescribed by a medical practitioner) or alcohol onto the premises or be under the influence while attending the course; and
- Ensure that mobile phones/pagers are switched off during lesson time.

Absenteeism

Powerline Training RTO trainers and assessors will monitor the attendance of all clients' employees. This means that you will be asked to sign a daily attendance form that will be submitted to the appropriate administrative personnel for entry into the RTO database.

Client's employees are strongly encouraged to make every attempt to be present for the whole training course. Any absence from training will make it more difficult for you to re-enter the course later and successfully complete your assessments.

If you cannot attend classes because of illness or another reason, you will be counselled by the trainer. It is important for any client employee to get your employer, a family member or partner to contact your Powerline Training' trainer as soon as possible if you will be unavailable to attend ANY training session/class, preferably before it starts. If you are experiencing any difficulties at all, your trainer is there to help you and offer guidance, but only if you keep us informed.

If you are absent for more than two days without getting in touch with the RTO, we will attempt to make contact firstly with your employer and secondly with you to help you deal with any issues that you may have so that you can continue to attend and meet the program's achievement requirements.

If your Trainer or assessor is unable to perform his/her duties, a replacement will be found to prevent disruption to services.

Course Withdrawal

Should you wish to withdraw from the course, you MUST present a signed letter to the trainer or Powerline Training's Manager stating your wish to withdraw.

You will also be withdrawn from a course if you have not attended for more than 3 consecutive days and have not contacted your trainer.

Provisions for Training and Assessment Services

Access and Equity Policy – for Enrolment and Training

Powerline Training will adhere always to the principles and practices of equity in education and training.

The RTO Chief Officer, Powerline Training is responsible for ensuring access and equity principles and practices are applied by all staff within the organisation when dealing with:

- Clients
- Client employees
- The Community

Client's employees will be individually interviewed and assessed on their eligibility for the service being provided. Selection will comply with equal opportunity legislation. No Client employee will be denied access to services where he/she is deemed eligible, and where Powerline Training RTO has the appropriate services to provide that service.

Note: Access and Equity may also be part of your employer's company policy please ensure you have spoken with your employer in respect to this

Qualified and Professional Staff

Powerline Training RTO offers training and assessment services to client employees from all backgrounds regardless of cultural differences, including those from Non-English-speaking backgrounds, Aboriginal or Torres Strait Islanders. Our organisation ensures that teaching staff are not only suitably qualified, but also sensitive to the cultural and learning needs of client's employees.

All staff at Powerline Training RTO are selected based on merit, i.e. on individuals' abilities, skills, qualifications, knowledge, experience, characteristics and personal qualities that are relevant to the duties of a trainer or assessor within our organisation. As a minimum, all trainers and assessors have a TAE Certificate IV in Assessment and Workplace Training, and specialist knowledge and expertise in training that they deliver.

The most eligible and suitable employees from Powerline Training, and where appropriate, contractors, meet the requirements of the Standards for Registered Training Organisations (RTO's) 2015 and are selected to supervise, train and assess our client's employees.

All trainers and assessors will work to ensure that the time spent by client employees undertaking training, is relevant, successful and enjoyable. They will apply their individual skills, knowledge, expertise and practical experience to ensure that they provide a safe and effective training or assessment experience that is designed to assist each client employee to achieve competence in the program that they are undertaking to complete.

Partner in Training

Powerline Training as an RTO is committed to act as a partner in training to all participants throughout their training. All RTO staff will assist by providing advice about "on-the-job" training, developing individual training plans and arranging "off-the-job training", if required. The RTO is also responsible for issuing the qualification(s) /Statement(s) of Attainment to client employees.

Powerline Training RTO will:

- Carry out assessment;
- Verify assessment and maintain records of assessments against competency standards;
- Issue the Certificate(s) of Qualification or Statement(s) of Attainment;
- Assist Trainees/Clients with developing their Training Plan;
- Organise and deliver "off-the-job training", if necessary;
- Verify the client employee current skills;
- Advise on training strategies in the workplace;
- Find solutions for any specific training problems; and
- Support the workplace assessment process.

Developing a Training Plan

A Training Plan is a schedule of training and assessment that sets out the training requirements, including the competency standards, to be achieved and the delivery/assessment arrangements that need to be provided for each client employee. A plan must be completed for all client employees, as it sets out how you can make effective progress.

It may be necessary to seek the assistance of an outside source (another RTO); in developing the training plan, there could be an agreement for the employer to provide all the training and assessment conducted in the workplace; there may also be an agreement between the employer and the employee that some aspects of his/her "off-the-job training" is outsourced to another organisation, i.e. a TAFE or any other Registered Training Organisation that is accredited to deliver the required training.

To develop an effective training plan, the following procedure will take place:

1. Review all the competencies required;
2. Note those competencies that the client employee can already achieve and can thus be assessed for immediately. Arrange the time to carry out this assessment;
3. Select any additional Units of Competency that need to be completed;
4. Decide which competencies, if any, are to be done via "off-the-job" training;
5. Break down training into small manageable segments;
6. Prioritise the order of the required training; and
7. Note dates for review of each competency and amend the training plan as necessary.

In some states the training plan forms part of the Training Contract that must be registered with the relevant State Training Authority; Contact them for further advice on this issue.

** (see Appendix 1, at the end of this document)

Training Course/Program Enrolment and Induction

An enrolment and induction program are provided to all client employees prior to entering training. The content of this induction depends upon the nature of the program being undertaken. Where appropriate, an introductory interview will be held with the interested applicant to discuss entry requirements and enrolment procedures. Once the applicant has a full understanding of the training program, any pre-requisite can be established.

Selected Powerline Training RTO trainers will conduct the client employee Induction process and will be able to advise the client employee in any related areas. If you have not had any previous experience with the Vocational Education Training (VET) framework, and are not familiar with the concept please ask, at any time, if you require any extra assistance.

At induction, you will receive information on your selected training program and about your responsibilities such as:

- Delivery methods;
- Advice regarding applying for Recognition of Prior Learning (RPL);
- Your Trainer/assessor's role and responsibilities;
- How to complete an enrolment form;
- Introduction to the Units of Competency to be undertaken;
- Qualifications to be received;
- Grievance Procedures;
- Privacy Act and access to file records;
- Training Plan details;
- Client employee responsibility

You will be asked to sign a statement on the enrolment form that you have been informed of these procedures and that you are aware that the information/details on this form will only be used for national statistics on client employees.

While all RTO Trainers and assessors, even those not involved in the formal induction process, have an important role in supporting and problem-solving when any client employee needs extra assistance, it is important to note that each client employee remains accountable for his/her own actions.

Recognition Processes (RPL/RCC and Skills Recognition)

This process refers to the assessment procedure (Recognition of Prior Learning, Recognition of Current Competence and Skills Recognition) that enables a client employee to achieve recognition of competencies currently held. Powerline Training has an obligation to recognise your current competence regardless of how when or where the training/learning occurred. If you think that you have the skills and knowledge required to achieve competency against either:

- An endorsed industry or enterprise standard of a Training Package; or
- Competency outcomes as specified in the Australian Qualification Framework (AQF).

Then you can expect to be granted Recognition of Prior Learning/ Current Competency. You can also have the level of skills and knowledge that you have already achieved through a combination of education, formal and informal training, work experience or general life experience assessed and recognised; evidence required may take a variety of forms and could include:

- Certificates
- Testimonials from Clients
- References from past employers
- Work samples

An assessor must ensure that any of the evidence that you might submit is authentic, valid, reliable, current and sufficient.

If you request participation in this process, you will be given an Information Sheet and an Application Form PLT-FM-23 and allocated a Training / Assessor to assist you with this process; once you have completed the appropriate forms, the application will be evaluated and, if appropriate, arrangements will be made to proceed with the process. Your allocated assessor will take on a coaching / mentoring role during this process. Credit Transfer for units already previously obtained elsewhere may also apply. (See below).

If you require any further information or support, contact the Powerline Training Manager on Ph: 03 5773 4323 or 0409 192 066 or email peter@powerlinetraining.com.

Credit Transfer

This refers to the agreed value for the achievement or partial achievement of a qualification, in relation to gaining subsequent further qualifications, and allows a client's employee to be exempt from undertaking a component or components of a qualification, based on acceptance that he/she has already previously completed this part through previous successful training. The exemption will reduce client's employees overall learning time required to successfully achieve the further qualification.

Recognition of Qualifications

Because Powerline Training is a Registered Training Organisation (RTO), all Nationally Recognised courses are recognised as equivalent to the same courses conducted by any other Registered Training Organisation (including TAFE). Accordingly, Powerline Training accepts all equivalent accredited qualifications and Statements of Attainment gained from any other Registered Training Organisation without the need to repeat that study, or provide additional evidence, thus enabling a client's employees to receive national recognition for any of his/her previous achievements.

Certificates and Qualifications

Certificates displaying the appropriate qualification will be issued to all client's employees who complete a nationally accredited training program and successfully meet the required outcomes of a qualification or unit of competency; this would be either a Statement of Attainment for the completion of a specific unit or units of competency, or a Certificate for full completion of an AQF Qualification. If you are unable to achieve the full qualification i.e. only a part of the full qualification was offered at the time, you will be issued a Statement of Attainment. This will include results of the competencies that you undertook and achieved and can be added to later if appropriate.

All qualifications will record your name, date of completion, and the full title of the Qualification acquired. All client employees will also receive a Statement of Results listing the competencies achieved. The recognised training logo appears on all nationally endorsed training programs that Powerline Training RTO is endorsed to deliver. The certificate indicates that the course qualification is recognised throughout Australia.

Client employees are advised to keep their Certificates in a safe place, as it is an important document that records your achievements, and may need to be shown to employers, prospective employers, or future trainers.

Client Privacy

Powerline Training RTO strictly adheres to the Privacy Act (2014), in relation to the management of client's employee's information and privacy. The main purpose of this act is to establish a national scheme for the collection, use, storage, correction, disclosure and transfer of personal information.

The Act has special protection for sensitive and personal information such as:

- Personal information that can identify a person, such as name, address or a photograph etc.
- Sensitive information i.e. information about a person's racial or ethnic origin, political opinions, religious beliefs, membership of a trade union, professional or trade association, sexual preference, criminal record and health information

All clients and their employees have the right to know why Powerline Training RTO collects your personal information, what it holds, how the information will be used and who else may have access to this information. You can ask to see the information that has been collected about you, and you are also able to make changes to or correct any errors to that information.

This policy aims to ensure that all reasonable steps are taken by Powerline Training RTO to protect any personal information that it holds about you from unauthorised access, modification or disclosure. It also undertakes not to use or disclose personal information about any client except in the limited circumstances set out in the policy. It also requires that Powerline Training RTO will make sure that personal information collected, used or disclosed is accurate and up-to-date.

All enquiries from clients and their employees regarding the Privacy Policy of Powerline Training RTO must be directed to the RTO Manager. Similarly, any requests from a Client or their employee for access to their personal information, to make updates, changes or corrections, must also be directed to the above personnel. All Powerline Training' staff will ensure that all aspects of this policy are maintained throughout the RTO.

Powerline Training' RTO has developed its policy in line with the above requirements and has outlined its revised practices in the Privacy of client and their employees Information Policy.

Assessment

Powerline Training is a Registered Training Organisation (RTO) that has demonstrable experience and skill in providing and facilitating assessments, which meet the endorsed components of the RTO's scope.

Powerline Training RTO is committed to ensuring valid and reliable assessment of achievements against industry competency standards and all assessment undertaken by Powerline Training RTO remains consistent with the Standards for Registered Training Organisations (RTO's) 2015.

Assessment Principles

Powerline Training RTO ensures that all assessment conducted within the RTO scope will be reliable, flexible, fair and valid.

Reliability – Evidence presented for assessment is consistently interpreted and assessment results are comparable irrespective of the assessor conducting the assessment

Flexibility – Assessment is flexible to the individual learner by:

- Reflecting the learners needs
- Assessing competencies held by the learner no matter how or where they have been acquired
- Drawing from arrange of assessment methods and using those that are appropriate to the context, the unit of competency and associated assessment requirements, and the individual

Fairness – The individual learner's needs are considered in the assessment process.

Where appropriate, reasonable adjustments are applied by the RTO to consider the individual learners need.

The RTO informs the learner about the assessment process and provides the learner with the opportunity to challenge the result of the assessment and be reassessed if necessary.

Validity – Any assessment decision of the RTO is justified, based on the evidence of performance of the individual learner.

Validity requires:

- Assessment against the unit/s of competency and the associated assessment requirements covers the broad range of skills and knowledge that are essential to competent performance
- Assessment of knowledge and skills is integrated with their practical application
- Assessment to be based on evidence that demonstrates that a learner could demonstrate these skills and knowledge in other similar situations
- Judgement of competence is based on evidence of learner performance that is aligned to the unit/s of competency and associated assessment requirements

Assessment Procedures

- Assessment procedures will be fully explained to all clients and their employees throughout all training, you will be regularly reminded of the ongoing availability of assessment.
- Opportunities for RPL/RCC and Credit Transfer are also discussed, as are any available flexible methods of assessment
- The appeals and reassessment process are also outlined, during the course.
- The assessment requirements of the Unit(s) of Competency are outlined and the arrangements for the workplace/training environment are arranged.
- All evidence-gathering methods remain reliable, flexible, fair and valid.
- Post-assessment guidance is always available to all client employees.
- A fair and impartial appeals process is always available.

Powerline Training RTO assessment reporting system will indicate the Units of Competency that each individual client employee has attained and ensure that the personnel conducting assessment utilise appropriate methods for recording, storing and accessing all client employees' assessment outcomes.

Conducting Assessment

Powerline Training RTO ensures that staff conducting assessment processes will always meet the assessment requirements as stipulated by the Standards for Registered Training Organisations (RTO's) 2015 and:

- The assessment guidelines of nationally accredited Training Packages;
- The assessment requirements of an accredited course; and
- Powerline Training Human Resources requirements.

To gain accreditation for training undertaken in any unit(s) of competence, all client employees will be assessed to determine that they have gained the required skills and knowledge of that unit. When designing assessment courses, Powerline Training RTO ensures that all aspects of competence in any unit (course) that you are undertaking is covered, including:

- Task skills – performance of individual tasks;
- Task management skills – managing several different tasks within the job;
- Contingency management skills – those skills that can be used to respond to problems, breakdowns and changes in routine; and
- Job/role environment skills – those skills that deal with the responsibilities and expectations of the workplace.

The assessor will use a variety of different assessment methods, depending on which unit you are being assessed for. Evidence-gathering methods commonly utilised by Powerline Training RTO include, but are in no way limited to:

- | | |
|--|------------------------|
| • Demonstration | • Questioning |
| • Observation of workplace performance | • Role-play |
| • Simulation | • Oral presentation |
| • Graphic presentation | • Projects/assignments |
| • Audio/visual display | • Written tests |
| • Skills portfolio | • Work samples |

There are also differing types of assessment processes used during training:

- Self-assessment whereby you, as a client employee, use the Training and Assessment booklets to assess your own skills and knowledge during the learning process;
- Interim assessment (checkpoints) to assess your progression at any point during the training course; and
- Final assessment by an accredited assessor. This may take place towards the end of the course or following the end of the course.

Note: Some assessments are conducted in the workplace and take place over a three-month period following the completion of the training component. It is usually undertaken by a peer or supervisor and is used to check that you can consistently implement the skills and knowledge that you have gained from the training session(s) in the actual workplace on an ongoing basis.

Each trainer and assessor will have a comprehensive understanding of what information needs to be collected from training and assessment activities. Once this information has been gathered and recorded correctly it will then be entered into the appropriate database, ensuring that your individual achievements are recorded and remain current and accurate.

Assessment of Special Skills Requirements

Where a pre-requisite for training requires a level of literacy and numeracy or other entry skills, an assessment will be undertaken. This initial assessment is designed to be a non-threatening experience. Powerline Training has special skills in this area will conduct this assessment. The assessment will help to establish entry to a course/training program or to employment and will help identify where special training and support resources may need to be utilised during the program.

Only a trainer, who is experienced in conducting these sorts of assessments, will assess literacy and numeracy; should a client's employee need any training or assistance in this area, he/she will be provided with advice and support about ways to address these needs.

Re-Assessment

The standards set by the National VET Regulator (NVR) state that as a client employee, you must meet all the assessment criteria before you can gain competency in any unit of an accredited course. If you do not meet all the criteria, you will then be given at least one opportunity to re-sit the assessment. This type of situation will be dealt with on an individual basis and details of any re-assessment will be worked out between the assessor and/or trainer and the client employee. The assessor will discuss any issues relating to reassessment with the client employee in a clear, concise manner, and will provide reassurance and support, where needed, for the client's employee to complete all assessment tasks. However, the assessor is NOT able to prompt or assist client employee with answers during the actual reassessment process.

Assessment Appeals

Powerline Training ensures that client employees have access to fair and equitable training and assessment processes and provides an avenue for client's employees to appeal against decisions which may affect their progress. All appeal issues will be treated seriously, and every effort will be made by RTO staff to resolve any client employee appeal issues "in house". To this end, a member of the RTO staff will be identified to all client employees as the reference person for such matters. In addition, the Appeals Process will be made known to clients and their employees at the time of enrolment; all clients' employees have access to Appeal Forms, should they require them.

- If you have any specific concerns in relation to any of the assessments undertaken, and feel that you would like to review the process, then you also have the right of appeal;
- However, you will be encouraged to discuss your concerns with the Trainer / Assessor or Training Manager first.
- You can request another assessment of your skills with an independent assessor;
- If you are still not happy with the outcome, then you can appeal to the relevant State Registering Body, **(see Appendix 1)** and ask for the appeals officer for Trainee and Apprenticeships.

Occupational Health Safety and Welfare Issues (OHS)

Health and Safety

All Powerline Training RTO staff are required to ensure that health and safety guidelines are applied, maintained and adhered to. The RTO offers training and assessment in areas where there is a high safety risk.

All Staff at Powerline Training RTO have a key leadership role to play in regard to the development of client employees, and also have a duty of care to ensure that every client employee is able to undertake his/her training in a safe and healthy learning environment that will assist him/her to receive the best possible training or assessment in the program in which he/she has enrolled

The following health and safety policies and procedures will be observed by Powerline Training's RTO trainers, assessors and other responsible staff, as well as all client employees. These initiatives will be maintained at all times, including while you are working on site at any of Powerline Training' work locations or whilst attending any Powerline Training RTO training or assessment:

- Follow all health and safety instructions given;
- Report all accidents and incidents to your trainer/supervisor immediately;
- In the event of an emergency, follow the instructions of your trainer/supervisor;
- Wear correct safety equipment when required.
- In the classroom you must wear appropriate clothing and footwear

The Personal Protective Equipment (PPE) required will depend upon what task is being undertaken. The correct PPE for each job will be demonstrated to client's employees during the Powerline Training Induction, at the start of each course.

No person (staff or client employee) is permitted to undertake any work for the RTO on any of its premises/locations, if under the influence of drugs or alcohol. No drugs or alcohol are to be consumed during any training program or assessment process. (This includes lunch time and any other breaks). Abuse of this rule will result in the immediate removal of the offender from the premises and the training;

Eating and drinking is not permitted in any of the training rooms, unless approved by the staff member conducting the assessment or training; and

Smoking is not permitted within the training buildings. Smoking is only permitted in designated areas. Your trainer will advise you where these areas are situated.

In accordance with the Sex Discrimination Act, 1984, Sexual Harassment, in any form, will not be tolerated by Powerline Training; this includes any unwelcome behaviour, i.e. touching, offensive visual material, spoken comments, and requests for sexual favours and this applies to any persons at any Powerline Training' venue or work site.

Powerline Training RTO is committed to providing training to all its client employees that is fair, equitable and without discrimination such as age, sex, race, sexuality, disability, marital status etc.

Client employee's information is held securely by Powerline Training RTO and is not used for any other purpose other than to record information related to training; any personal information will only be disclosed to a third party with permission of the client and their employees.

All client employees have the right to seek and gain personal information kept by Powerline Training RTO for administration and training delivery.

Computers and other resources used at Powerline Training RTO must only be used in accordance to strict guidelines as set out in the Policies and Procedures manual.

As an Equal Opportunity employer, Powerline Training and its staff will treat every client employee fairly and without discrimination in the training environment and/or in the workplace.

Staff and Clients are also bound by the:

- Anti-discrimination Act 1977;
- Disability Services Act (VIC 2006, TAS 2011, SA 1993, ACT 1991, NT 1993, WA 1993); and
- Affirmative Action (Equal Employment Opportunity for Women) Act, 1986.
- Equal Opportunity Act 2010 (Vic)

A comprehensive list and explanation of all Powerline Training' Policies and Procedures are compiled in the "Powerline Training RTO Information Folder". These constitute the requirements for providing a level of service that meets the National VET Regulator (NVR) standards which maintain the national standards for all RTO's maintaining their endorsement to deliver nationally accredited training and assessment services.

Training staff will spend time reviewing these policies and procedures as a part of Trainee/Clients induction program, prior to the commencement of the training course, itself. If you have any concerns, or alternatively require any information, please speak to your Trainer, or Powerline Training Manager, who will be happy to assist.

Complaints and Grievances

All Powerline Training RTO staff are aware of how to handle complaints and grievances. The Australian Quality Training Framework and Standards for Registered Training Organisations (RTO's) 2015 set out clear requirements related to the resolution of grievances that may arise because of the delivery of training and assessment services.

Powerline Training RTO has a grievance procedure aimed at resolving *any* issues that you, as client employee, may have in relation to a training program or assessment process.

If you are not satisfied with:

- Any part of the training delivery;
- Perceived treatment by a staff member or another trainee or participant;
- The results that you have received in an assessment process; or
- ANY complaint or grievance whatsoever

You will be advised to follow the procedures set out in Powerline Training RTO Appeals and Complaints Procedures.

RTO staff are responsible for understanding the RTO Grievance policy and providing advice to clients and their employees. It is preferable that all grievances be resolved "in house" by discussing concerns with the other person involved and/or the appropriate trainer or assessor. If you are not comfortable with making a personal approach, you will be advised to obtain a PLT-FM-13 Grievance Form from;

Powerline Training Manager

Peter Fisher

Phone 03 5773 4323

Mobile 0409 192 066

This form can be completed and returned to Powerline Training RTO. A Powerline Training authorised representative will follow the process through on your behalf.

The following process will apply:

1. The matter will be discussed between the Complainant (the client employee or person who considers that he/she has been treated unfairly or inappropriately or has some other grievance) and the Trainer.
2. If the matter cannot be resolved to the complainants' satisfaction, the Trainer will refer the matter to Powerline Training's Manager. Powerline Training's Manager may choose to discuss the matter with the Delivery Team and Compliance Reference Group, if a solution cannot be found. Powerline Training's Manager will inform the complainant of Powerline Training's RTO decision on the matter.
3. If the client employee's complainant is still not satisfied with the outcome the Manager Powerline Training will encourage and support you to lodge a formal, written complaint to the Australian Skills Qualification Authority (ASQA), for consideration.

All complaints will be treated seriously and dealt with promptly, impartially, sensitively and confidentially; they are handled with absolute fairness and in accordance with the principles of natural justice. The rights of both the complainant and the respondent will be protected during the entire grievance resolution process.

Victimisation of complainants, respondents or anyone else involved with the process will not be tolerated at any time during the resolution process. The Trainee/Clients/complainant also has the right to lodge his/ her complaint with outside agencies.

It must also be stated that it is not appropriate to lodge a complaint if it involves:

- A criminal act;
- Changes to any Powerline Training policy; or
- An issue opposed to Equal Opportunity Legislation.

Fire Safety and Evacuation

When you are informed of or discover the outbreak of fire:

1. Alert all other people in the area;
2. Notify your trainer or another staff member;
3. You will be evacuated to the designated assembly area;
4. Stay in your assembly area until all people are accounted for; and
5. Do not re-enter the fire zone until authorised.

Staff and course participants are reminded that it is an offence under law to interfere in any way with firefighting appliances, fire safety notices and any other item related to fire safety.

It is most important that all staff and training participants know what to do in case of fire or any other emergency which might make it necessary, as a safety precaution, to evacuate the entire building.

Detailed evacuation notices and plans indicating exit and assembly points are placed in strategic positions throughout each building.

Disciplinary Procedures

Powerline Training RTO staff will take every opportunity to ensure that training and assessment processes are conducted in a manner that is conducive to effective learning for all client employees.

However, if any client employee behaves in a way that is unacceptable, the training facilitator or assessor, is required to bring this to the attention of client and their employees and discuss the matter with him/her. This will be done privately on a one-to-one basis between the Trainer/Assessor and the affected client employee, at an appropriate time.

Any questions regarding disciplinary processes and issues should be directed to the Powerline Training on (03) 5773 4323 or 0409 192 066

The following is a list of actions that constitutes unacceptable behaviour and, if proven, could result in a client employee being withdrawn from the course. All training facilitators and/or assessors, are aware of these requirements regarding maintaining and upholding acceptable standards of behaviour from all Trainees/Clients.

Note: The list is not limited to, but is inclusive of:

- Falsifying, or being party to the falsification of any Powerline Training documents or records.
- Wrongfully taking, removing or interfering with any Powerline Training property
- Unauthorised possession and/or movement of Powerline Training, client, client employee or other property. This includes scrap or damaged items
- Intimidating, harassing or assaulting other trainee, client employee, staff, customers, clients or members of the public
- Consuming alcohol or being under the influence of alcohol at any Powerline Training's training site and/or consuming or being in possession of illicit drugs at any Powerline Training's training site (other than personal medication prescribed by a medical practitioner)
- Proven sexual harassment
- Divulging confidential Powerline Training information, unauthorised possession of Powerline Training documents, or making public statements detrimental to Powerline Training's operation.
- Wilful, irresponsible, or negligent acts which result or could result in damage to Powerline Training property, product, or personnel.
- Irresponsible use or misuse of fire protection, or safety equipment.
- Refusing to undergo medical examination (by a medical practitioner) in the event of an accident.
- Failing to comply with safety regulations, safety signs, equipment isolation and depot/site entry procedures.
- Sleeping during training
- Breaches of security
- Such other matters as may be advised by Powerline Training from time to time

Client Welfare and Guidance Services

All Powerline Training RTO staff are present to provide client employees with support and guidance to assist you resolve any issues that may impact on your participation in training and assessment services. This may include the referral of some client employees to a range of specialised welfare and guidance services which are available from the following:

Reading Writing: Hotline: 1300 655 506

Aboriginal Unit: (08) 8463 4800 **ring to obtain other interstate numbers

- Federal Awards: 13 13 94
- State Awards: 13 13 94

Trainee and Apprenticeships

- Trainee and Apprenticeships: 13 38 73

Provisions for Maintaining Quality Standards

Continuous Improvement

The commitment to continuous improvement in the quality of training and professional services is central to the goals established by Powerline Training RTO; the RTO Manager has determined that the Compliance Reference Group (CRG) will take responsibility for the development, continuous monitoring and review of all courses that are part of the Powerline Training RTO scope of registration.

Improvements to all courses and the review of all RTO Policies and procedures will be initiated and implemented through the involvement of the RTO Compliance Reference Group. Staff members of the RTO may, at times, be called upon to participate in parts of the continuous improvement process in which they are considered to have relevant knowledge, skill and expertise. Past and present clients and their employees may also be called upon for their input and feedback.

Feedback for Powerline Training RTO

As Powerline Training has the prime responsibility for the delivery of quality training and assessment and the issuance of qualifications, it is extremely useful to receive feedback from employers and any client employees covered by the Training Agreement. Powerline Training RTO staff will seek feedback about client and client employee perceptions of the services that we provide, and that information will be passed onto Powerline Training's Manager, feedback that includes constructive suggestions for improvement will be fully documented and use to improve relevant parts of our service.

After course evaluations are also very important for monitoring the satisfaction levels of all client employees, trainers will hand out course evaluation forms and you are encouraged to complete them, anonymously if you prefer.

Once completed, these feedback forms will be read by the trainer and then submitted to the RTO Coordinator. These forms are a valuable source of feedback that assists the RTO to keep in touch with how you, as a client employee, are experiencing your training. The RTO is required to collect and review feedback and use it as the basis for Training Package development and staff performance feedback, as well as identifying potential areas for course improvement.

Powerline Training RTO is committed to using client and client employee feedback to achieve and maintain "leading practice", which is another way of seeking to be the best provider of training and assessment services in all areas covered by the RTO.

As a Registered Training Organisation, Powerline Training RTO is audited from time to time by the Registering body ASQA; some clients and client employees may be contacted by a representative of the department, as part of a random sample selected for a brief telephone audit and asked to offer genuine feedback.

It is important to remember that any evaluation that you may give about any of the services offered by Powerline Training is confidential and only used for the purposes of improving the quality of our service to our clients generally.

Appendix 1

State Training Authorities:

The Government departments in each State or Territory responsible for the operation of the Vocational Education and Training (VET) system (including Training Authorities including Australian Apprenticeships) within that jurisdiction

Your relevant State or Territory training authority is listed below

Australian Capital Territory	ACT Department of Education and Training Ph: (02) 6205 8555 Fax: (02) 6205 8448 Web: http://www.det.act.gov.au/training
New South Wales	State Training Services NSW Department of Education and Communities Ph: 13 28 11 (NSW callers) or (02) 9266 8704 (interstate callers) Fax: 02 9266 8590 Web: training.nsw.gov.au
Northern Territory	Department of Business Ph: (08) 8901 4903 Fax: (08) 8901 1326 Web: www.http://www.dob.nt.gov.au/training/apprenticeships-traineeships/Pages/default.aspx
Queensland	Department of Education, Training and Employment Ph: 1800 210 210 Web: training.qld.gov.au
South Australia	Department of Further Education, Employment, Science and Technology Traineeship and Apprenticeships Services Ph: 1800 673 097 Fax: (08) 8463 5654 Web: www.skills.sa.gov.au/apprenticeships-traineeships
Tasmania	Skills Tasmania Ph: (03) 6233 4600 or Free call 1800 655 846 Fax: (03) 6234 4358 Web: skills.tas.gov.au
Victoria	Higher Education and Skills Ph: (03) 9651 9999 Fax: (03) 9637 3564 Web: skills.vic.gov.au
Western Australia	Apprentice Centre Department of Training and Workforce Development Ph: 13 19 54 (local) or (08) 6551 5499 (interstate) Web: trainingwa.wa.gov.au/apprentice-centre/detcms/portal

Appendix 2

Qualification/s

UET30512 Certificate III in ESI — Power Systems – Transmission Overhead

Core competencies

- CPCCLDG3001A - Licence to perform dogging
- CPCCLRG3001A - Licence to perform rigging basic level
- TLILIC2005A - License to operate a boom type elevating work platform (Boom length 11 metres or more)
- UEENEEE101A - Apply occupational health safety regulations, codes and practices in the workplace
- UEENEEE102A - Fabricate, dismantle and assemble utilities components
- UEENEEE104A - Solve problems in d.c. circuits
- UEENEEE105A - Fix and secure electrotechnology equipment
- UEENEEE107A - Use drawings, diagrams, schedules, standards, codes and specifications
- UEENEEG101A - Solve problems in electromagnetic devices and related circuits
- UEENEEG102A - Solve problems in low voltage a.c. circuits
- UETTDREL11A - Apply sustainable energy and environmental procedures
- UETTDREL12A - Operate plant and equipment near live electrical conductors and apparatus
- UETTDREL16A - Working safely near live electrical apparatus
- UETTDRI54A - Install and maintain poles, structures, overhead conductors and cables
- UETTDRT26A - Install transmission structures and associated hardware
- UETTDRT27A - Maintain power systems transmission structures and associated hardware
- UETTDRT29A - Install and maintain overhead transmission conductors and cables
- UETTDRT30A - Inspect overhead structures and electrical apparatus
- UETTDRT99A - Test and verify transmission overhead installations

Competency Standard Units

- UETTDRT31A - Maintain energised transmission lines using high voltage live work stick method
- UETTDRT32A - Maintain energised transmission lines using high voltage live work bare-hand method
- UETTDRRF01B Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus
- UETTDRRF03B – Perform EWP rescue
- UETTDRRF04B – Perform tower rescue
- UETTDRRF05B Perform rescue from switchyard structures at heights
- UETTDRRF08B – Perform EWP controlled descent escape
- RIIWHS204D – Work safely at heights

Competency Standard Unit Descriptors

Unit	Descriptor
CPCCLDG3001A Licence to perform dogging	<p>This unit specifies the outcomes required to perform slinging techniques, including the selection and inspection of lifting gear and/or the directing of the crane operator in the movement of the load when the load is out of view of the crane/ operator for licensing purposes</p>
CPCCLRG3001A Licence to perform rigging basic level	<p>This unit specifies the outcomes required to perform basic rigging work associated with movement of plant and equipment, steel erections, hoists (including mast climbing hoists), placement of pre-cast concrete, safety nets and static lines, perimeter safety screens and shutters; and cantilever crane loading platforms for licensing purposes</p>
TLILIC2005A License to operate a boom type elevating work platform (Boom length 11 metres or more)	<p>This unit specifies the outcomes required to operate a boom-type elevating work platform (boom length 11 metres or more) for licensing purposes, and involves the operation of a telescoping device, hinged device, or articulated device or any combination of these used to support a platform on which personnel, equipment and materials may be elevated to perform work. The 11-metre boom length shall be taken to mean the greater of the following:</p> <ul style="list-style-type: none">(a) The vertical distance from the floor of the platform to the surface supporting the elevating work platform with the platform at its maximum height; or(b) The nominal reach, measured horizontally from the centre point of rotation to the outer edge of the platform in its most extended position.
UEENEEE101A Apply occupational health safety regulations, codes and practices in the workplace	<p>This unit specifies the mandatory requirements of occupational health and safety and how they apply to the various electrotechnology work functions. It encompasses responsibilities for health and safety, risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.</p>
UEENEEE102A Fabricate, dismantle and assemble utilities components	<p>This unit covers basic fitting and fabrication techniques as they apply in the various utilities industry work functions. It encompasses the safe use of hand, fixed and portable power tools; cutting, shaping joining and fixing using metallic and non-metallic materials; dismantling and assembling equipment; basic mechanical measurement and marking-out and reading drawings/diagrams</p>
UEENEEE104A Solve problems in d.c. circuits	<p>This unit covers determining correct operation of single source d.c. series, parallel and series-parallel circuits and providing solutions as they apply to various electrotechnology work functions. It encompasses working safely, problem solving procedures, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in single and multiple path circuits.</p>

Unit	Descriptor
UEENEEE105A Fix and secure electrotechnology equipment	<p>This unit covers fixing, securing and mounting techniques as apply in the various electrotechnology work functions. It encompasses the safe use of hand and portable power tools, safe lifting techniques, safe use of ladders and elevated platforms and the selection and safe application of fixing devices and supporting accessories/equipment</p>
UEENEEE107A Use drawings, diagrams, schedules, standards, codes and specifications	<p>This unit covers the use of drawings, diagrams, cable schedules, standards, codes and specifications as they apply to the various electrotechnology work functions. It encompasses the rudiments for communicating with schematic, wiring and mechanical diagrams and equipment and cable/connection schedules, manuals, site and architectural drawings and plans showing the location of services, apparatus, plant and machinery and understanding the use and format of compliance standards and job specifications.</p>
UEENEEG101A Solve problems in electromagnetic devices and related circuits	<p>This unit covers determining correct operation of electromagnetic devices and related circuits and providing solutions as they apply to electrical installations and equipment. It encompasses working safely, power circuit problems solving processes, including the use of voltage, current and resistance measuring devices, providing solutions derived from measurements and calculations to predictable problems in electromagnetic devices and related circuits</p>
UEENEEG102A Solve problems in low voltage a.c. circuits	<p>This unit covers ascertaining correct operation of single and three phase a.c. circuits and solving circuit problems as they apply to servicing, fault finding, installation and compliance work functions. It encompasses safe working practices, multiphase circuit arrangements, issues related to protection, power factor and MEN systems and solutions to circuit problems derived from calculated and measured parameters</p>
UETTDREL11A Apply sustainable energy and environmental procedures	<p>This Competency Standard Unit covers the implementation of relevant environmental procedures to specific projects/sites. It includes the identification of possible environmental risks and impacts, the undertaking of work in accordance with sustainable energy and energy conservation principles, the provision of re-cycling materials and the recording and reporting of environmental incidents. It also encompasses the process of reviewing and participating and contributing in environmental procedures according to established enterprise requirements.</p>
UETTDREL12A Operate plant and equipment near live electrical conductors and apparatus	<p>This Competency Standard Unit covers the safe operation of plant and equipment near live electrical conductors and/or apparatus. It encompasses plant and equipment relevant to the enterprise and is in addition to any Commonwealth, State/Territory or Local Government legislation and or regulatory requirements regarding the operation of that plant and or equipment. It includes maintenance the conducting of operational checks, the correct positioning of road signs, barriers and or warning devices. It also encompasses the completion of log books and job completion documentation</p>

Unit	Descriptor
UETTDREL16A Working safely near live electrical apparatus	<p>This Competency Standard Unit covers compliance with working safely up to the defined “safe approach distance” near energised electrical apparatus (inc. electrical powerlines) for electrical worker. It includes work functions that may be performed, such as vegetation control, scaffolding, rigging, painting, and/or any other activity that requires working safely and complying with requirements and/or established procedures near live electrical apparatus by an electrical worker. Also included is the preparation of risk assessment control measures that encompass job safety assessment. It does not include any work that is or may be performed by other competent operatives within the defined “safe working zone”. The defined “safe working zone” is that so defined by relevant State or Territory regulatory agencies/bodies, local government legislation, Industry bi-partite body – Guidelines/Codes of Practices or other related requirements for Safe work and access near live Electrical and Mechanical Apparatus.</p>
UETTDRISS4A Install and maintain poles, structures, overhead conductors and cables	<p>This Competency Standard Unit covers the installation and maintenance of overhead conductors and cables used on poles and structures (excluding towers) which includes the stringing, tensioning and terminating of the conductor/cable, as well as the cleaning of insulators (de-energised), the securing of the conductor to the insulators or supports and the undertaking of the electrical connections. It also covers maintenance work associated with the diagnosing of faults, the conducting of visual inspections, the confirmation of phasing and the completion of other enterprise tests. It also encompasses the isolation of systems and circuits, the procedure of issuing/accepting electrical access permits and the updating of system data/maintenance records according to requirements and established procedures</p>
UETTD RTP26A Install transmission structures and associated hardware	<p>This Competency Standard Unit covers the erection of non-energised, pyramid, delta, Pi or enterprise specific transmission towers and associated hardware. It includes the erection of components in accordance with construction plans, specifications, work orders and standing enterprise requirements. Erection could also involve cleaning and welding. The updating of system data, records and or completion of relevant documentation in accordance with enterprise requirements also forms part of this competency.</p>
UETTD RTP27A Maintain power systems transmission structures and associated hardware	<p>This Competency Standard Unit covers the maintenance of non-energised, pyramid, delta, Pi or enterprise specific transmission towers and associated hardware. It includes the repair, and or replacement of components in accordance with construction plans, specifications, work orders and standing enterprise requirements. Maintenance could also involve cleaning and welding. The updating of system data, records and or completion of relevant documentation in accordance with enterprise requirements also forms part of this competency</p>

Unit	Descriptor
UETTD RTP29A Install and maintain overhead transmission conductors and cables	<p>This Competency Standard Unit covers the installation and maintenance of overhead conductors and cables used on towers which includes the stringing, tensioning and terminating of the conductor/cable while de energised, securing of the conductor to the insulators or supports and the undertaking of the electrical connections. It also covers maintenance work associated with the diagnosing of faults, the conducting of visual inspections, the confirmation of phasing and the completion of other enterprise tests. It also encompasses confirming isolation of systems and circuits, and/accepting/ issuing electrical permits and the updating of system data/maintenance records.</p>
UETTD RTP30A Inspect overhead structures and electrical apparatus	<p>This Competency Standard Unit covers the inspection as per requirements of overhead structures such as towers and electrical apparatus. Overhead structures include towers and overhead conductors and or cables include, underground and overhead transition points, electrical equipment, hardware and or earthing systems. It also includes the completion of inspection reports and other relevant documentation in accordance with requirements</p>
UETTD RTP99A Test and verify transmission overhead installations	<p>This Competency Standard Unit covers the visual inspection and verification of maintenance requirements of nonenergised, pyramid, delta, Pi or enterprise specific transmission towers and associated hardware. It includes the repair, and or replacement of components in accordance with construction plans, specifications, work orders and standing enterprise requirements. The updating of system data, records and or completion of relevant documentation in accordance with enterprise requirements also forms part of this competency</p>
UETTD RTP31A Maintain energised transmission lines using high voltage live work stick method	<p>This Competency Standard Unit covers the maintenance of energised high voltage transmission overhead electrical apparatus, i.e. live line work using line Stick techniques and includes the verification of the site conditions and the potential hazards, the conformation and calculation of physical loads and the selection of appropriate and authorised work method. It includes the preparation and cleaning of specialist material and tools in accordance with authorised technical instructions. It also encompasses the undertaking of OHS and safe working practices and the rendering inoperative of the automatic re-closing device including its restoration in accordance with the work plan and the procedure of issuing/accepting electrical access permits and or relevant work document</p>
UETTD RTP32A Maintain energised transmission lines using high voltage live work barehand method	<p>This Competency Standard Unit covers the maintenance of energised high voltage transmission overhead electrical apparatus, i.e. live work using Bare-hand method and includes the verification of the site conditions and the potential hazards, the conformation and calculation of physical loads and the selection of appropriate and authorised work method. It includes the preparation and cleaning of specialist material and tools in accordance with authorised technical instructions. It also encompasses the undertaking of OHS and safe working practices and the rendering inoperative of the automatic re-closing device including its restoration in accordance with the work plan and the procedure of issuing/accepting electrical access permits and or relevant work document.</p>

Unit	Descriptor
UETDRRF01B Apply ESI safety rules, codes of practice and procedures for work on or near electrical apparatus	<p>This Competency Standard Unit covers the knowledge and application of Electricity Supply Industry (ESI) safety rules and codes of practice for work on or near electrical apparatus it includes the application of relevant State and Territory safety rules, codes of practice and enterprise-based procedures and how they apply in the context of transmission, distribution or rail work functions. It encompasses responsibilities for, health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.</p>
UETDRRF03B Perform EWP rescue	<p>This Competency Standard Unit covers the performance of rescue procedures from an Elevating Work Platform (EWP) in the work place. It specifies the mandatory requirements of rescue from a raised EWP by a work party member on the ground and how they apply in the context of transmission, distribution or rail work functions. It encompasses responsibilities for, health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.</p>
UETDRRF04B Perform tower rescue procedure	<p>This Competency Standard Unit covers the performance of rescue procedures from an Electricity Supply Industry tower in the work place. It specifies the mandatory requirements of rescue from an ESI tower and how they apply in the context of transmission, distribution or rail work functions. It encompasses responsibilities for, health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.</p>
UETDRRF05B Perform rescue from switchyard structures at heights	<p>This Competency Standard Unit covers the performance of rescue procedures from switchyard structures at heights in the work place. It specifies the mandatory requirements of rescue from switchyard structures and how they apply in the context of transmission, distribution or rail work functions. It encompasses responsibilities for health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work</p>
UETDRRF08B Perform EWP controlled descent escape	<p>This Competency Standard Unit covers the performance of rescue procedures from an Electricity Supply Industry tower in the work place. It specifies the mandatory requirements of rescue from an ESI tower and how they apply in the context of transmission, distribution or rail work functions. It encompasses responsibilities for, health, safety and risk management processes at all operative levels and adherence to safety practices as part of the normal way of doing work.</p>
RIIWHS204D Work safely at heights	<p>This unit covers working safely at heights in resources and infrastructure industries. It includes: identifying the work requirements, work procedures and instructions for the task; accessing and installing equipment; performing work at heights; and cleaning up the work area.</p>