



Student Assessment Guide

UEG20114, UEG30114 and UEG4014

Last Updated:

6/11/2018

Version:

1.0

GENERAL INFORMATION

Purpose of this Guide

This Assessment Guide is for students undertaking assessment on accredited programs. It contains information and instructions for completing theory and practical assessments.

Your assessor will provide a copy of this guide for you to read before your assessment so you can be familiar with the assessment process and what you need to do to complete different assessment tasks.

Note: This guide is also available on the EnerTrain website at www.enertrain.com.au

Qualifications and Units

See the Appendix for the qualifications and units of competency this Assessment Guide relates to.

Unit Assessments

Each unit has three assessments:

1. Theory Assessment
2. Practical Assessment 1
3. Practical Assessment 2

Theory Assessment is completed before Practical Assessments 1 and/or 2.

Competency-based Assessment

You must satisfactorily complete all assessments for a unit to demonstrate competency in that unit.

Competency-based assessment identifies whether you are 'Competent' or 'Not Competent' in all unit requirements, at the time of assessment. If your result is 'Not Competent' you may just require further training and/or workplace experience before being assessed again.

Results for unit assessments are either 'Satisfactory' or 'Not Satisfactory' and you need to achieve a 'Satisfactory' result in each assessment to be deemed 'Competent' in a unit.

1. THEORY ASSESSMENT

Pre-assessment

Some units have pre-requisite units that must be achieved prior to assessment. EnerTrain will advise you of any pre-requisites during enrolment and your assessor will confirm these have been met before starting any assessment.

You will need to have completed training and/or prior learning in a unit prior to theory assessment.

You may also have completed Workplace Validation Activities (WVA) for a unit as evidence that you are ready for theory assessment.

Assessment Methods

Theory assessments assess the knowledge you need to competently perform all activities in a unit through answering written and/or verbal questions.

You can complete theory assessment for a unit:

- by writing on paper, or
- through an online system

Your assessor will advise which method will be used for each unit.

Theory assessment usually has the following types of questions:

- Section A: Questions 1 - 10 (True/False)
- Section B: Questions 11 - 20 (Multiple Choice)
- Section C: Questions 21 - 30 (Missing Word)
- Section D: Questions 31 - 40 (Scenarios, Calculations or Problems to Solve).

Each question has equal weighing so you get 1 mark for each correct answer.

Theory assessment may take place in your:

- classroom, or
- workplace

Instructions for Paper Theory Assessment

Your assessor will provide you with the paper Theory Assessment for the unit and explain what you need to do including how long you will have to complete the assessment and the conditions under which you will do so.

Write your name on the front page and when instructed to begin the assessment, write your answers to each question on the relevant pages. There are instructions on how to write your answers on the question sheet and you can use the amount of space provided as a guide for how in-depth your responses need to be.

Once the allocated time is up, your assessor will collect your completed assessment and mark it.

You will receive feedback on your result and if required, have an opportunity to re-answer any incorrect questions verbally or on paper.

Sign your Theory Assessment to indicate your agreement with the assessment decision and your assessor will file your assessment in your student file.

Instructions for Online Theory Assessment

You will be provided with login details to access the online theory assessment. This will involve entering a username and password.

If you are completing online assessment during training, your assessor will provide you with any required information before you begin including how many questions and how much time you have.

If you are completing the online assessment in your workplace, without your assessor present, your assessor can provide you with a quick reference guide to assist you in accessing and navigating through the system.

The system will provide your assessment result once you have submitted answers to all questions.

Your assessor will retrieve your result from the system and record it against your assessment for the unit.

You will have an opportunity to re-answer any incorrect questions either online, on paper or verbally.

Assessment Criteria

You must answer all theory assessment questions and answer all questions correctly.

You must achieve 100% for a 'Satisfactory' result for theory assessments e.g. 30/30 correct answers.

Theory assessments are 'open-book' which means you can use the workbook provided to answer questions. However, you:

- must provide your own responses to each question
- are not to communicate with other students during the assessment to gain or give information related to the questions or possible answers

If you are having any issues during the assessment, speak directly to your assessor.

You will be given time to prepare and must complete the assessment within the timeframe specific to each unit. Generally, theory assessments for each unit take about 30-45 minutes to complete. Your assessor will advise you of the timeframe before the assessment begins.

Special Requirements

If you have any special requirements related to language, literacy or numeracy that prevent you from being able to complete your theory assessment, speak to your assessor who may be able to provide 'reasonable adjustment' to the assessment so you are not disadvantaged. This might include asking the questions verbally or providing alternative language to describe what the question is asking. Your assessor will discuss this with you prior to or during the assessment if required.

Assessment Results

Results for theory assessment are either 'Satisfactory' or 'Not Satisfactory'.

- If you do not achieve a 'Satisfactory' result, your assessor will provide you with one opportunity for re-assessment on the day (or nominate another date if re-assessment that day is not suitable).
- If you do not achieve a 'Satisfactory' result after re-assessment, your result will be 'Not Satisfactory' and you will be provided with options for further re-assessment, potentially at additional cost.

You will be asked to sign your assessment record as acceptance of the assessment decision.

Appealing an Assessment Decision

If you want to appeal the theory assessment decision, follow EnerTrain's Student Assessment Appeal Policy available on our website.

2. PRACTICAL ASSESSMENT

Pre-Assessment Requirements

You need to have completed the unit Theory Assessment prior to practical assessment.

You may also have completed the unit WVAs as evidence of your readiness for practical assessment.

Assessment Context

You generally complete Practical Assessment 1 at the end of training in a unit. Practical Assessment 2 is conducted after training, in the workplace, once you have had opportunity to practice what you learned.

EnerTrain usually recommends you wait at least 3 months between Practical Assessment 1 and 2 however, this may vary depending on your level of experience and exposure to using the skills in your work role. Your assessor will discuss this with you to organise a suitable date.

Your practical assessment may take place in a simulated or actual workplace environment:

- in a simulated workplace environment such as an EnerTrain training venue, your assessor will provide you with all of the equipment and materials you will need to complete the practical assessment.
- in your workplace, you will use equipment and materials provided by your workplace to complete assessment tasks. Your assessor will provide these details prior to the assessment date.

If you're highly experienced and completing an assessment-only pathway you may only have to complete one practical assessment instead of two for a unit as you will have provided additional evidence of prior learning such as workplace testimonials, CVs or job descriptions, training or assessment and/or a relevant superseded unit held.

Special Requirements

If you have special requirements related to language, literacy, numeracy, physical or other disability or other circumstance, your assessor may 'reasonably adjust' the practical assessment to ensure fairness. They will discuss this with you prior to the assessment if required.

Assessment Tasks

Each practical assessment is designed to assess your skills and knowledge and demonstrate your ability to complete particular work tasks using specific policies and/or procedures.

Practical assessment tasks relate directly to what you learned how to do during training so they should be familiar and relevant. Your assessor will give you clear instructions to follow.

Your assessor will provide you with the specific assessment tasks either during training or well before your workplace assessment takes place. Make sure you ask questions to clarify what you will be expected to know and do.

You will be given plenty of time to prepare for the assessment and your assessor will ask you to commence only when you are ready. During the assessment your assessor will observe you performing practical tasks and ask questions to identify that you know what you are doing and why

you are doing it that way. They may ask you to repeat a task to ensure they have sufficient evidence of your competency.

Some assessment tasks may require you to perform activities as part of a team; however, your assessor will need to see you perform each part of the task to be able to make a decision about your competency.

Assessment Criteria

Your assessor will provide you with the details of specific criteria you need to meet, prior to the assessment.

You will be given time to prepare and then must complete this assessment within the specified timeframe. The timeframe will vary depending on the complexity of the tasks but most practical assessments are typically for about 2 hours.

You must follow all instructions from your assessor during the assessment to ensure your safety.

- You must use the correct Personal Protective Equipment (PPE) in accordance with workplace policies and procedures.
- Your assessor will terminate the assessment immediately, if at any time during the assessment process, safety standards are breached or compromised.

Assessment Results

Results for practical assessments are either 'Satisfactory' or 'Not Satisfactory'.

You must complete all tasks and achieve a 'Satisfactory' result for all performance criteria to achieve a 'Satisfactory' result for the assessment.

- If you do not achieve a 'Satisfactory' result for any task in the practical assessment, your assessor will provide you with one opportunity for re-assessment on the day (or nominate another date if re-assessment that day is not suitable).
- If you do not achieve a 'Satisfactory' result after re-assessment, your result will be 'Not Satisfactory' and you will be provided with options for further re-assessment, at additional cost.

You will be asked to sign your assessment record as acceptance of the final assessment decision.

Appealing the Assessment Decision

If you want to appeal the practical assessment decision, follow EnerTrain's Student Assessment Appeal Policy available on our website.

APPENDIX: Qualifications and Units

This Assessment Guide relates to assessment in any of the following:

- qualifications in the UEG11 Gas Industry Training Package:
 - [UEG20114](#) Certificate II in Gas Supply Industry Operations
 - [UEG30114](#) Certificate III in Gas Supply Industry Operations
 - [UEG40114](#) Certificate IV in Gas Supply Industry Operations
- units in EnerTrain's standard qualification programs:
 - [BSBFLM303C](#) Contribute to effective workplace relationships
 - [BSBFLM312C](#) Contribute to team effectiveness
 - [BSBMGT402A](#) Implement operational plan
 - [BSBWHS301A](#) Maintain workplace safety
 - [BSBWOR301B](#) Organise personal work priorities and development
 - [BSBWOR404B](#) Develop work priorities
 - [CPPFES2005A](#) Demonstrate first attack firefighting equipment
 - [HLTHSE204D](#) Follow safe manual handling practices
 - [MSAPMOHS216A](#) Operate breathing apparatus
 - [PMBWELD301B](#) Butt weld polyethylene plastic pipelines
 - [PMBWELD302B](#) Electrofusion weld polyethylene pipelines
 - [UEENEEE117A](#) Implement and monitor energy sector OHS policies and procedures
 - [UEGNSG004A](#) Locate, prove and protect utility assets
 - [UEGNSG005A](#) Prepare to work in the gas industry
 - [UEGNSG006A](#) Use a portable gas detector to locate escape
 - [UEGNSG110B](#) Supervise technical operations for gas distribution or transmission
 - [UEGNSG132A](#) Carry out basic work activities in a gas industry work environment
 - [UEGNSG133A](#) Comply with environmental policies and procedures in the utilities industry
 - [UEGNSG134A](#) Establish a utilities infrastructure work site
 - [UEGNSG140A](#) Apply environmental policies and procedures in the utilities industry
 - [UEGNSG141A](#) Apply Workplace Health and Safety regulations, codes and practices in the gas supply industry
 - [UEGNSG210B](#) Supervise and monitor contract staff for work on distribution pipelines
 - [UEGNSG212B](#) Construct, lay and connect a gas distribution service to a plastic main
 - [UEGNSG216A](#) Commission or decommission gas distribution pipelines
 - [UEGNSG219A](#) Conduct excavations in the utilities industry
 - [UEGNSG220A](#) Construct and lay Polyethylene gas distribution mains
 - [UEGNSG221A](#) First on site response to gas pipeline emergencies
 - [UEGNSG222A](#) Construct and lay Nylon or PVC gas distribution mains
 - [UEGNSG225A](#) Perform routine maintenance on distribution pipeline facilities and equipment
 - [UEGNSG226A](#) Assist with the construction, laying and connection of gas distribution services to mains
 - [UEGNSG227A](#) Assist with the construction and laying of gas distribution mains
 - [UEGNSG229A](#) Prepare simple drawings of as laid gas mains and services
 - [UEGNSG310B](#) Supervise and monitor contract work
 - [UEGNSG350B](#) First response to a gas facility event
 - [UEGNSG705A](#) Disconnect and reconnect small capacity gas meters
 - [UEGNSG708A](#) Pressure test residential and small commercial gas installations
 - [UEGNSG714A](#) Relight Type A gas appliances

- elective units delivered in customised programs:
 - [RIICCM205D](#) Carry out manual excavation
 - [RIIWHS202D](#) Enter and work in confined spaces
 - [UEGNSG305A](#) Coordinate gas transmission pipeline repair and modifications
 - [UEGNSG326A](#) Coordinate and monitor staff and contractors
 - [UEGNSG346A](#) Launch and recover PIGs in gas transmission pipelines
 - [UEGNSG347A](#) Perform routine maintenance on transmission pipeline facilities and equipment
 - [UEGNSG330A](#) Coat metallic pipelines
 - [UEGNSG342A](#) Maintain pipeline easements
 - [UEGNSG344A](#) Commission or decommission gas transmission pipelines
 - [UEGNSG346A](#) Launch and recover PIGs in gas transmission pipelines
 - [UEGNSG347A](#) Perform routine maintenance on transmission pipeline facilities and equipment
 - [UEGNSG349A](#) Carry out surveillance of gas transmission pipelines
 - [UEGNSG354A](#) Control excavations in the vicinity of gas transmission pipelines
 - [UEGNSG712A](#) Read and record meter readings
 - [UEGNSG807A](#) Install gas flow, measuring and pressure regulating devices
 - [UEGNSG811A](#) Monitor and operate complex flow control, measuring and regulating devices for gas distribution
 - [UEGNSG804A](#) Maintain single stage and single run gas flow and pressure control and measuring devices
 - [UEGNSG805A](#) Maintain multi-stage and multi-run gas flow and pressure measuring and regulating devices

Click the links to see details on www.training.gov.au.