

Section A - General Information

Personal Information

National ID #

Name: First Last

Date of Birth

Gender

Address

Contact information

Home

Work

Mobile

Email address

Employment information

Employment information

Status employed/self-employed/unemployed

Skilled area: Amenity horticulture level 2/ Cosmetology level 2/ Carpentry level 2/Crop production level 2/Food preparation level 2/ Furniture making level 2/ Fashion design level 2/ Electrical installation level 2/ Fibre optic Installation level 2/Plumbing level 2/ Photovoltaic roofer fitter level 2/ Photovoltaic Electrical technician level 3/ Plumbing level 2/ Massage therapy level 2/ Massage therapy level 3/ Nail technology level 2/ Occupational health safety & welfare level 2/

Years of employment None/1 year – 50 years

Job experience

Qualification None/Certificate/Diploma/Any other

Section B - Back ground information

Are you employed in the occupational area? **Yes/ No**

Have you been working in the occupational area for 3 years? **Yes/ No**

Self - assessment – Electrical installation

Do you have any certification in the area? **Yes/ No**

Have you engaged in training within the last 3 years? Yes/ No

Did the training occur on the job or was it conducted with a training institution? **On the job/training institution**

Do you have proof of training? **Yes/ No**

Section C - Self-Assessment

Complete this Self-Assessment Checklist to assist you in determining whether your prior learning matches Electrical installation level 2.

Introduction

Please select the statements that most honestly and accurately represent your knowledge, skills and abilities.

Add your score at the end of the checklist and compare your total to the scoring scale listed there.

Rating Scale:

0 – I have no experience or learning in this area.

1 – I have a little experience and learning in this area.

2 – I have some experience and learning in this area.

3 – I have good experience and learning in this area.

4 – I have excellent experience and learning in this area and could mentor others

Elements/Description I am able to:	0	1	2	3	4
Undertake interactive workplace communication					
Communicate information about tasks, processes, events or skills					
Take part in group discussion to achieve appropriate work outcomes					
Follow principles of Occupational Health and Safety (OH&S) in work environment					
Follow safe work practices					
Follow emergency procedures					
Plan to undertake a routine task					
Identify task requirements					
Plan steps required to complete task					
Review plan					
Use graduated measuring devices					
Use a range of graduated devices to measure/determine dimensions or variables					
Maintain graduated devices					
Use hand tools					
Use hand tools					
Perform basic related computations					
Apply four basic rules of calculation					
Perform basic calculations involving fractions and decimals					
Use electrical/electronic measuring devices					
Use electro-measuring devices to measure variables					

Self - assessment – Electrical installation

Elements/Description	0	1	2	3	4
I am able to:					
Maintain electro devices					
Mark off/out (general engineering)					
Determine job requirements					
Transfer dimensions					
Make templates					
Draw and interpret sketches and simple drawings					
Prepare freehand sketch					
Interpret details from freehand sketch					
Select correct technical drawing					
Identify drawing requirements					
Prepare or make changes to engineering drawing					
Prepare for electrical conduits/wiring installation					
Plan for installation process					
Prepare materials selected for installation process					
Prepare work area suitable for installation process					
Use tools, plant and equipment appropriate for installation process					
Handle material					
Store material					
Clean up					
Perform manual handling and lifting					
Lift materials manually					
Move/shift materials manually					
Perform housekeeping duties					
Plan and prepare work					
Correctly manual handle, sort and stack engineering /construction material					
Prepare for mechanical handling of materials					
Handle and remove waste safely					
Perform basic repair to electrical/electronic apparatus					
Prepare work to carry out basic repair					
Carry out basic repair work					
Inspect and notify completion of work					
Use power tools					
Use power tools					
Perform manual soldering/de-soldering – electrical/electronic components					
Prepare materials for soldering					
Solder materials					
Inspect solder joints					
Undertake de-soldering					
Install, terminate and connect electrical wiring					
Prepare for electrical wiring installation, termination and connection					
Install electrical wiring					
Connect electrical wiring					
Cut, bend and install electrical conduit					
Plan and prepare for installation					
Elements/Description	0	1	2	3	4

Self - assessment – Electrical installation

I am able to:					
Install conduits					
Inspect and notify completion of work					
Disconnect and reconnect fixed wired electrical machinery, appliances and fixtures					
Prepare to disconnect electrical equipment					
Disconnect electrical equipment					
Prepare to reconnect electrical equipment					
Reconnect electrical equipment					
Test the reconnected electrical equipment for safe operation					
Attach flexible cables & plugs to electrical machinery appliances and fixtures					
Plan and prepare to attach flexible cable(s) and plug(s)					
Attach flexible cable(s) and plug(s)					
Test equipment for operation and safety					
Provide status report(s)					
Plan a complete activity					
Identify activity requirements					
Plan process to complete activity					
Modify plan					
Perform related computations					
Estimates approximate answers					
Performs basic calculations involving percentages					
Applies the four basic rules to algebraic expression					
Performs basic calculations involving proportions					
Interpret charts and graphs					
Produces charts and graphs from given information					
Perform basic calculation involving geometry					
Interpret standard specifications and manuals					
Identify and access all documentation					
Interpret documentation					
Explain documentation					
Monitor quality processes/systems					
Operate in an autonomous team environment					
Determine work roles of team members					
Participate in team planning					
Operate as team member					
Monitor and review team performance					
Implement team performance improvements					
Write basic technical reports					
Communicate concepts in writing					
Install electrical/electronic apparatus, machinery, fixtures and secondary wiring					
Plan and prepare for installation					
Install apparatus to prepared electrical panels					
Install and connect motors and machines					
Install and connect connectors and relays					
Install secondary wiring					
Inspect and notify completion of work					
Terminate and connect specialist cables					
Prepare for termination and connection of specialist cables					
Install specialist cables					
Elements/Description	0	1	2	3	4

Self - assessment – Electrical installation

I am able to:					
Connect electrical armoured cables					
Install distribution panels, metering sockets, terminal mains and meter earthing systems					
Plan and prepare for installation					
Prepare electrical panels for fixing ancillary apparatus					
Install prepared electrical panels in final location					
Inspect and notify completion of work					
Cut fit and install trunking systems					
Plan and prepare for installation					
Install trunking					
Inspect and notify completion of work					
Prepare and install basic cable tray					
Plan and prepare for installation					
Install cable trays					
Inspect and notify completion of work					
Locate and repair/rectify basic electrical circuits and secondary wiring					
Plan and prepare for repairs					
Locate fault					
Repair/rectify fault/s					
Inspect and notify completion of work					
Total					
					/

Add your responses and total your score. Compare your results with the scoring scale below to determine your likelihood of being assessed through the Prior Learning Assessment & Recognition PLAR process.

Scoring Scale	
(75% - 100%)	You are a good candidate to proceed with the PLAR process. Please review this guide and discuss next steps with the PLAR Advisor or the Assessor
(65% - 74%)	You may need additional learning to be successful in completing the PLAR process. Please discuss with the PLAR Advisor or the Assessor.
Less than 65%)	You are unlikely to be successful in completing the PLAR process.

You have completed and scored the Self-Assessment Checklist.

If you scored 75% or higher (45 to 60) on the Self-Assessment Checklist, you may consider demonstrating your prior learning

Please discuss your Self-Assessment Checklist results with the assessor or the PLAR Advisor or the Assessor