

# Stage 2 Workplace Practices – 2013

## External Assessment Cover Sheet

Assessment Type 4: Investigation

**SACE Registration Number:**

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Student's industry focus for undertaking Workplace Practices:

Electrical

**Practical Investigation**

**Issues Investigation**

**Description**

Installing a circuit of power points

**word count** 1000  
(for written only)

This investigation is assessed using the following specific features:

Knowledge and Understanding	Investigation and Analysis	Reflection and Evaluation
KU1	IA1	RE1
KU2	IA2	

## Student NO.

What I am investigating is how I did the job of installing a circuit of power points on a wall inside the Myer centre at Rundal mall on my work experience with Electricians. The knowledge I will be using for this job will be what I learned on the same work experience a couple days earlier. The way I gained this knowledge is from the Electricians showing me how to do it.

### Planning

Get the plans. The plans that I needed to get are the electrical plans for the building, these plans show where all the lights and power points need to be so the electricians know where to install everything into and where everything goes.

Read the plans to see what the task is. It is a circuit of power points on a wall. When I read the plans I had to see which kind of power points they were and they were double power points which needed to be installed.

Find out the location of where the power points need to be from reading the plan.

Find out the correct measurements for the height of the power points which are on the electrical plans.

Write down and organize what I will need to do the job. I needed tools and the supplies which were a drill, screw driver, pliers, a pencil, a ladder, a roll of 2.5mm cable and 3 double power points.

### Executing

I collected all the supplies and tools that I needed for this job and put them near the job site.

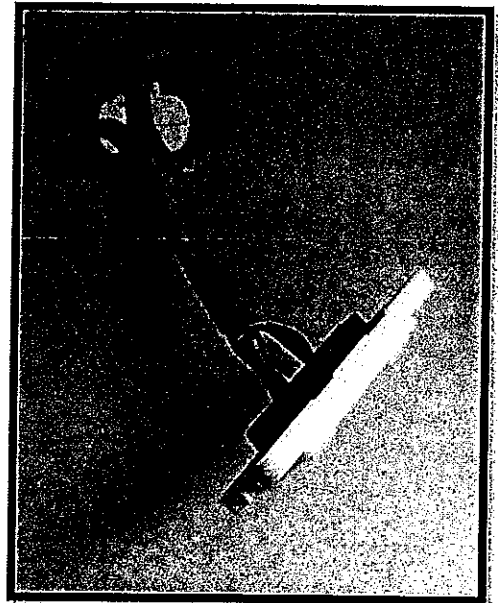
I found a junction box I could connect the power points into.

I measured and marked out where all the power points needed to go.

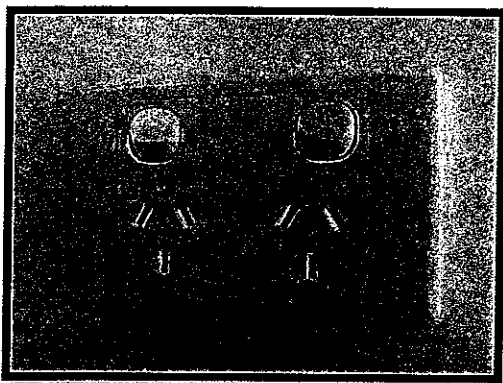
I then drilled the holes in the wall where the power points needed to go with the drill.

I then drilled holes in all the beams for where the cable needed to pass through.

Once all the holes were drilled I then ran the cable from the first power point then looped in and out through the second power point hole and looped in and out through the third power point hole and then ran the cable to the junction box but didn't connect it up yet and I used the ladder to perform this task.



This is one of the power points before it was fixed to the wall.



When I was happy with where the cable was I then cut, stripped and joined the cable and then screwed it into the power point with my screw driver. I did that to all three of the power points. I then fixed the power points into the wall and put the cover over them all.

When I was happy with it I showed the Electrician and when he was happy with it he then connected it up to the junction box so it could be part of a circuit and have power.

# Student NO.

## Delivering

Test all the power points to see if they work how they should. Because if you don't check there working then the customer might call you up in a couple weeks' time and you will have to go back and find the problem and this will cost you more money because you could be spending that time at a different job.

Pack up the tools and left over supplies and put them back with all the other Electricians tools in case they need to use some of the tools like the ladder for their jobs.

Clean up the rubbish and Gyprock dust from drilling the holes in the wall and dispose of it sensibly otherwise you might get in trouble for leaving a mess everywhere.

Let the supervisor know I've done the job so he can check over it and then he can get me another job.

## Evaluation

Review the job to make sure it was completed correctly so someone won't have to go back in the future to fix anything up. Check everything is done to the Australian Standards because if it isn't done to the standards then you can get fined and have to pay a lot of money on the fine which could have been better spent. Find out what the next job is so I can get setup and ready for it. Restock supplies and figure out how money can be saved because if you do that every time the business will become more profitable and you could end up making more money if it was my business. I could figure out what I could improve upon next time I do a job so the job can be done better next time. Some of the things that could have been improved upon were the time management because it took me about an hour and half because I wasn't very experienced at the time. I also could have tried to reuse stock instead of using brand new cables and power points

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Planning	Executing	Delivering	Evaluation
<ul style="list-style-type: none"> <li>• Step 1: Get the plans</li> <li>• Step 2: Read the plans to see what the task is. It is a circuit of power points on a wall.</li> <li>• Step 3: Find out the location of where the power points need to be</li> <li>• Step 4: Find out the correct measurements for the height of the power points.</li> <li>• Step 5: write down and organize what I will need to do the job. I needed tools and the supplies which were a drill, screw driver, pliers, a pencil, a ladder, a roll of 2.5mm cable and 3 power points.</li> </ul> <p>Page 3 of 5</p>	<ul style="list-style-type: none"> <li>• Step 1: I collected all the supplies and tools that I needed for this job and put them near the job site.</li> <li>• Step 2: I found a junction box I could connect the power points into.</li> <li>• Step 3: I measured and marked out where all the power points needed to go.</li> <li>• Step 4: I then drilled the holes in the wall where the power points needed to go with the drill.</li> <li>• Step 5: I then drilled holes in all the beams for where the cable needed to pass through.</li> <li>• Step 6: Once all the holes were drilled I then ran the cable from the first power point then looped in and out through the second power point hole and looped in and out through the third power point hole and then ran the cable to the junction box but didn't connect it up yet and I used the ladder to perform this task.</li> <li>• Step 7: When I was happy with where the cable was I then cut, stripped and joined the cable and then screwed it into the power point with my screw driver. I did that to all three of the power points.</li> <li>• Step 8: I then fixed the power points into the wall and put the cover over them all.</li> <li>• Step 9: When I was happy with it I showed the Electrician and when he was happy with it he then connected it up to the junction box so it could be part of a circuit and have power.</li> </ul>	<ul style="list-style-type: none"> <li>• Step 1: Test all the power points to see if they work how they should</li> <li>• Step 2: Pack up the tools and left over supplies and put them back with all the other business tools.</li> <li>• Step 3: Clean up the rubbish and Gyprock dust from drilling the holes in the wall and dispose of it sensibly</li> <li>• Step 4: Let the supervisor know I'm done the job and ready for another one.</li> </ul>	<ul style="list-style-type: none"> <li>• Step 1: Review the job to make sure it was completed correctly.</li> <li>• Step 2: Check everything is done to the Australian Standards</li> <li>• Step 3: Find out what the next job is.</li> <li>• Step 4: Restock supplies and figure out how money can be saved.</li> <li>• Step 5: Figure out what I could improve upon next time I do a job.</li> </ul>

**STAGE 2 WORKPLACE PRACTICES**  
**ASSESSMENT TYPE 4: Investigation**

**Industry Focus: Electrical Circuit (Powerpoints)**

Assessment Design Criteria	Comments
KU1	Some informed understanding on the requisite skills and competencies needed (e.g. the process for working with a client from the start to the end of a business transaction, collecting and reading plans, selecting and organising tools and equipment.
KU2	General understanding of broad concepts relating to their work (e.g. not connecting up wires to junction box too early, testing the power points before delivery.)
IA1	Predominantly descriptive explanation of the relationship between tasks in the workplace and their own experience. No analysis of the 'why' for any of the tasks performed.
IA2	Recognition of a number of aspects of work in the electrical industry. Limited understanding demonstrated of the nature of work with only limited investigation indicated early in the report around the need to carefully check and read plans before beginning any job. All learning was indicated as 'on the job' with no recognition of skills learnt through VET Course or own research.
RE1	Reflection and Evaluation was limited in that the student did not speak about their own task specifically for much of the paragraph. Should have specifically addressed the task they performed, rather than the things they could have reflected on. Some considered self-reflection and evaluation at the end, but limited to only a few lines.

**OVERALL GRADE: C- (13)**

Borderline C-, but because the student clearly articulated the fact that they performed the task and engaged in a process, they have proven enough in terms of Knowledge, Understanding and Reflection to differentiate between a C- and a D+.

## Industry Focus: Electrical Circuit (Powerboards)

	Knowledge and Understanding	Investigation and Analysis	Reflection and Evaluation
<b>A</b>	<p>Comprehensive understanding at an advanced level of knowledge, skills, and competencies appropriate to the relevant industry.</p> <p>Perceptive understanding and insightful explanation of broad concepts and issues related to industry and work.</p>	<p>Perceptive and well-informed analysis of the relationships between a range of work-related issues, tasks, and practices in the workplace.</p> <p>Thorough, detailed, and well-informed investigation of the dynamic nature of a range of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally.</p>	<p>Thorough and insightful reflection on a range of learning experiences in/about an industry, with in-depth self-evaluation.</p>
<b>B</b>	<p>Well-informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.</p> <p>Clear understanding and well-informed explanation of broad concepts and issues related to industry and work.</p>	<p>Well-informed analysis of the relationships between a range of work-related issues, tasks, and practices in the workplace.</p> <p>Detailed and informed investigation of the dynamic nature of a number of work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally.</p>	<p>Detailed and considered reflection on a number of learning experiences in/about an industry, with some in-depth self-evaluation.</p>
<b>C</b>	<p><b>Informed understanding of knowledge, skills, and competencies appropriate to the relevant industry.</b></p> <p><b>General understanding and informed explanation of broad concepts and issues related to industry and work.</b></p>	<p>Informed analysis of the relationships between a number of work-related issues, tasks, and practices in the workplace.</p> <p>Informed investigation of the dynamic nature of some work-related and workplace issues, tasks, cultures, and/or environments locally, nationally, and/or globally.</p>	<p>Some considered reflection on learning experiences in/about an industry, with some self-evaluation.</p>
<b>D</b>	<p>Recognition of knowledge, skills, and/or competencies appropriate to the relevant industry.</p> <p>Some understanding and description of aspects of broad concepts and issues related to industry or work.</p>	<p><b>Description of the relationship between some aspects of work-related issues, tasks, or practices in the workplace.</b></p> <p><b>Attempted investigation of some aspects of the nature of work-related and/or workplace issues, tasks, cultures, or environments.</b></p>	<p><b>Some reflective description and attempted evaluation of learning experiences in/about an industry.</b></p>
<b>E</b>	<p>Limited recognition of knowledge, skills, or competencies appropriate to the relevant industry.</p> <p>Recall of some aspects of broad concepts or issues related to industry or work.</p>	<p>Identification and attempted description of one or more work-related issues.</p> <p>Emerging recognition of one or more aspects of the nature of work-related or workplace issues or environments.</p>	<p>Recall of some learning experiences in/about an industry.</p>