

UEENEEG105A (Capstone) Application Form



IMPORTANT: Sections A and B must be fully completed prior to returning and submitting this application. SECTION A is to be completed by the applicant (e.g. the apprentice). SECTION B is to be completed by the employer.

SECTION A – To be completed by the applicant	
Name:	Student Number:
Address:	Telephone:
	Email:

Please complete the following checklist.

- I have satisfactorily completed all the required units in UEE30811 Certificate III in Electrotechnology Electrician and I have attached a copy of my transcript to this application.
- I have attached a copy of my completed work evidence to this application and I declare that this evidence is a true and accurate reflection of the duties that I have performed (see Note 1).
- I understand that I must retain my work evidence reports signed by my employer/supervisor for audit (see Note 1).
- My employer has completed SECTION B and attached a detailed letter on an official company letterhead outlining my experience (see Note 2).
- I understand that once I successfully complete UEENEEG105A, my Contract of Training with my employer will end. This may result in my employment being terminated.
- I understand that if I do not demonstrate competence in UEENEEG105A I will be required to pay a commercial fee for any further enrolments in this unit.

Applicant Signature: _____ Date: _____

SECTION B – To be completed by the employer	
Company/Trading Name:	Email:
Contact Person:	Contact Telephone:
Supervisor responsible for training:	Supervisors Certificate Number:
Applicant's full name:	
Applicant's position title:	<i>e.g. Apprentice, Trainee, Trades Assistant, etc.</i>
Period of employment: <i>From:</i> _____	<i>To:</i> _____
Apprenticeship completion date:	<i>Apprentices only. Check official training plan.</i>

Please complete the following checklist.

- I have checked the applicant's work evidence for the period of employment outlined above and verify the evidence as an accurate representation of their work performance ability.
- I have checked the applicant's work evidence for the period of employment outlined above and confirm the supervisor's signatures on those reports to be authentic.
- I have met the obligatory requirements for workplace training in the relevant training package (see <http://www.training.gov.au> for training package information) and I confirm that the applicant has performed in a tradesperson-like manner and is ready to undertake the UEENEEG105A (Capstone) assessment.
- I have provided a detailed letter on an official company letterhead outlining the applicant's workplace training, experience and workplace competence (see Note 2).
- I am aware that upon successful completion of UEENEEG105A, my apprentice will be entitled to a Certificate of Proficiency as a tradesperson. This will effectively complete their apprenticeship, allowing them to work independently as a tradesperson and also seek alternate employment if desired.
- I give my consent for the applicant to attempt UEENEEG105A.

Employer Name: _____ Employer Signature: _____ Date: _____

UEENEEG105A (Capstone) Application Form - Further Information



This information is provided to assist in the correct completion of this application form. Incorrect or incomplete applications will be returned to the applicant without progression of the application.

NOTE 1 for Applicants

Applicants are responsible for and are required to take ownership of the collection of their workplace training evidence. Evidence must be validated by an appropriate signatory, such as a qualified electrician/supervisor, and retained by the applicant for a period of 5 years. Audits on the sufficiency, validity, authenticity and currency of these records may be requested.

If an applicant has had more than one employer during the course of their training, it is a requirement that the signed and validated evidence collected during each period of employment be accompanied by an employer letter on an official company letterhead as set out in Note 2 below. Changing employers is not an acceptable excuse for insufficient workplace evidence during any given period of employment. The applicant must ensure that work evidence records are kept up to date.

NOTE 2 for Employers

Employers are obligated to provide the necessary range of workplace experience and training for apprentices and trainees, and to provide a written letter attesting to the applicant's workplace competence. This letter is not designed to replace the workplace evidence collected by the applicant, but to endorse its validity and to support the evidence already collected. Employer letters must contain sufficient detail to enable a reasonable professional judgement regarding an applicant's workplace competence so that their readiness to become a tradesperson can be determined. Examples of acceptable content and detail are shown in the right-hand column of the table below. A sample letter is available if further assistance is required.

If you did not employ the applicant at all times during their training, but you are the employer at the completion of their training, you MUST make comment in your letter regarding the applicant's work evidence portfolio from previous employment. You MUST state that you have scrutinised all the applicant's work evidence and that in your professional opinion, the applicant can competently perform the tasks therein. If you do not believe this to be the case, seek further advice before completion of this application.

Sample letter only: My apprentice X, has been employed by company X for a period of X years and is competent in:	
Poor examples: (not to be used) These are too broad with no clarity.	Good examples: These give a clearer outline of workplace experience and ability.
<ul style="list-style-type: none"> Domestic and industrial wiring. 	<ul style="list-style-type: none"> Domestic and industrial wiring of ELV and single and three phase LV wiring systems, including competent use of ELV garden and control bus wiring, flat and circular single core and multi-core TPS cables, installation of enclosed / unenclosed TPI cables, etc.
<ul style="list-style-type: none"> Use of electrical accessories. 	<ul style="list-style-type: none"> Installation of electrical accessories such as domestic switches, socket outlets, light sockets and luminaires including ancillary mounting equipment. Installation of industrial switchgear such as single and three phase IP rated socket outlets, plugs, etc.
<ul style="list-style-type: none"> Switchboard installation. 	<ul style="list-style-type: none"> Switchboard design and construction including the proficient selection and installation of main and isolating switches, circuit breakers, RCDs, links and related enclosures, etc.
<ul style="list-style-type: none"> All facets of testing. 	<ul style="list-style-type: none"> Supervised testing of new and existing wiring for fault finding or commissioning, including resistance of earthing systems, IR testing of consumer mains, submains and final subcircuits, polarity testing, correct circuit connections, visual inspection for compliance, fault loop impedance and RCD testing to comply with relevant standards and regulations (e.g. AS/NZS 3000), etc.

Note: Many applicants have their UEENEEG105A application denied due to insufficient evidence and/or inadequate employer letters. This may lead to a possible delay in the completion of an apprenticeship, the awarding of a qualification or the delay of a licence application.