

On-the-Job Workbook for MTS Substation Supervisor

UEECD0047 Supervise and coordinate energy sector work activities. (MTS Substation Supervision)



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Revision V1.0

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1. On the Job Workbook Overview

This on-the-job workbook is to be completed by learners enrolled in UEECD0047 Supervise and coordinate energy sector work activities (MTS Substation Supervision) who have completed the online learning and online quiz.

The purpose of this workbook is to ensure you undertake actual workplace learning with an appropriate supervisor present to give instructions and guidance on the tasks performed.

This workbook is required to be satisfactorily completed and presented to your assessor before the face-to-face assessment is undertaken. The completed workbook will be retained by the RTO.

2. Instructions to Learner

- Read the task instructions at the beginning of each task, fill in the information and capture the supplementary evidence required for each task.
- The learner must complete at least **four** tasks in this on-the-job workbook under the direct supervision of an appropriately qualified and authorised person.
- The learner should book face-to-face assessment once they have completed four tasks and believe they are competent to perform the job role of Substation Supervisor. Refer to your course information for details on booking assessment.
- The learner may compete additional workbooks if additional on-the-job learning is required to be confident and competent in the tasks.
- The learner should have access to relevant workplace documents, resources, PPE and equipment required to perform the task in your workplace.
- The learner must sign the declaration that the information in the workbook is true and accurate and their own work.
- The supervisor must verify each entry in the workbook.
- If your trainer/ assessor deems this workbook not satisfactorily complete the learner will be provided feedback on the areas that require improvement prior to undertaking the face-to-face assessment.

3. Instructions to the Supervisor

- The supervisor must directly supervise the learner undertake the substation supervision tasks in the workplace.
- The supervisor has the right and obligation to terminate the task at any stage for safety or any other valid reason.
- The supervisor must verify each entry in the workbook. To validate the accuracy of the entry.
- The supervisor verification is not an assessment of the learner and is used to verify the information provided by the learner.
- The supervisor must complete and sign the supervisor section of each task where they were the direct supervisor.
- One or multiple supervisors may be used throughout the tasks in the workbook.
- The supervisor may be contacted by the trainer/ assessor to verify the information.

On-the-Job Task 1

The learner is required to undertake the supervision of an activity in a substation. The activity may be any work or inspection task performed in an MTS substation. The activity must include the learner, the direct supervisor and at least one other person.

The work must adhere to the MTS Electrical Safety Rules (ESR), relevant Safe Work Method Statement/s (SWMS) and workplace procedures and instructions.

The learner must be directly supervised by an appropriately qualified and authorised supervisor. The supervisor has the right and obligation to terminate the training at any stage for safety or any other valid reason.

The learner must complete the task information, checklist, questions and capture the supplementary evidence as requested in each task.

The learner must sign the declaration that the information in the workbook is true and accurate and their own work.

The supervisor must provide their contact details and sign to verify the accuracy of the information provided in each task they supervise.

Task 1 – Substation Supervision			
Learner Name		Learner Phone No.	
Supervisor Name		Supervisor Phone No.	
Supervisor MTS Authorisation		Date	
Location			
Description of task			
Notes (if required)			
Task 1 – Questions			
Question	Answer	Trainer/ Assessor Check	
		S	NYS
1. What was the SWMS document number		<input type="checkbox"/>	<input type="checkbox"/>
2. Describe any faulty equipment in the substation		<input type="checkbox"/>	<input type="checkbox"/>
3. How many people did you supervise in the substation		<input type="checkbox"/>	<input type="checkbox"/>
4. List the items of PPE used by workers		<input type="checkbox"/>	<input type="checkbox"/>
5. Optional – provide other relevant details		<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check		S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 1 – Supplementary Evidence		
Capture images or make hard copies of at least 2 of the following items as supplementary supporting evidence of the task.		
Item	Digital image (show to trainer assessor)	Paper Copy attached
Risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
SWMS front page	<input type="checkbox"/>	<input type="checkbox"/>
SWMS back page	<input type="checkbox"/>	<input type="checkbox"/>
Work area photo (inside the substation)	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items are for the task described, date, location)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 1 – Checklist		
Completed by learner and verified by supervisor.		
Item	Completed	Not Completed
Risk assessment conducted	<input type="checkbox"/>	<input type="checkbox"/>
SWMS reviewed and followed	<input type="checkbox"/>	<input type="checkbox"/>
Briefed Persons under Supervision	<input type="checkbox"/>	<input type="checkbox"/>
Contacted Engineering Control	<input type="checkbox"/>	<input type="checkbox"/>
Isolated fire suppression system	<input type="checkbox"/>	<input type="checkbox"/>
Checked substation equipment and emergency access	<input type="checkbox"/>	<input type="checkbox"/>
Supervised work (under direct supervision of authorised substation supervisor)	<input type="checkbox"/>	<input type="checkbox"/>
Secured/ locked substation on completion	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items completed are appropriate for the task described)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 1 – Learner Declaration			
By signing you are confirming you have completed the work as described in task 1 and the description and information provided is true and accurate.			
Learner Name		Learner Signature	

Task 1 – Supervisor Verification			
By signing you are confirming you have observed the learner completed the work as described in task 1.			
Supervisor Name		Supervisor Signature	

On-the-Job Task 2

The learner is required to undertake the supervision of an activity in a substation. The activity may be any work or inspection task performed in an MTS substation. The activity must include the learner, the direct supervisor and at least one other person.

The work must adhere to the MTS Electrical Safety Rules (ESR), relevant Safe Work Method Statement/s (SWMS) and workplace procedures and instructions.

The learner must be directly supervised by an appropriately qualified and authorised supervisor. The supervisor has the right and obligation to terminate the training at any stage for safety or any other valid reason.

The learner must complete the task information, checklist, questions and capture the supplementary evidence as requested in each task.

The learner must sign the declaration that the information in the workbook is true and accurate and their own work.

The supervisor must provide their contact details and sign to verify the accuracy of the information provided in each task they supervise.

Task 2 – Substation Supervision			
Learner Name		Learner Phone No.	
Supervisor Name		Supervisor Phone No.	
Supervisor MTS Authorisation		Date	
Location			
Description of task			
Notes (if required)			
Task 2 – Questions			
Question	Answer	Trainer/ Assessor Check	
		S	NYS
6. Wat was the SWMS document number		<input type="checkbox"/>	<input type="checkbox"/>
7. Describe any faulty equipment in the substation		<input type="checkbox"/>	<input type="checkbox"/>
8. How many people did you supervise in the substation		<input type="checkbox"/>	<input type="checkbox"/>
9. List the items of PPE used by workers		<input type="checkbox"/>	<input type="checkbox"/>
10. Optional – provide other relevant details		<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check		S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 2 – Supplementary Evidence
 Capture images or make hard copies of at least 2 of the following items as supplementary supporting evidence of the task.

Item	Digital image (show to trainer assessor)	Paper Copy attached
Risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
SWMS front page	<input type="checkbox"/>	<input type="checkbox"/>
SWMS back page	<input type="checkbox"/>	<input type="checkbox"/>
Work area photo (inside the substation)	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items are for the task described, date, location)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 2 – Checklist
 Completed by learner and verified by supervisor.

Item	Completed	Not Completed
Risk assessment conducted	<input type="checkbox"/>	<input type="checkbox"/>
SWMS reviewed and followed	<input type="checkbox"/>	<input type="checkbox"/>
Briefed Persons under Supervision	<input type="checkbox"/>	<input type="checkbox"/>
Contacted Engineering Control	<input type="checkbox"/>	<input type="checkbox"/>
Isolated fire suppression system	<input type="checkbox"/>	<input type="checkbox"/>
Checked substation equipment and emergency access	<input type="checkbox"/>	<input type="checkbox"/>
Supervised work (under direct supervision of authorised substation supervisor)	<input type="checkbox"/>	<input type="checkbox"/>
Secured/ locked substation on completion	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items completed are appropriate for the task described)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 2 – Learner Declaration
 By signing you are confirming you have completed the work as described in task 2 and the description and information provided is true and accurate.

Learner Name		Learner Signature	
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Task 2 – Supervisor Verification
 By signing you are confirming you have observed the learner completed the work as described in task 2.

Supervisor Name		Supervisor Signature	
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On-the-Job Task 3

The learner is required to undertake the supervision of an activity in a substation. The activity may be any work or inspection task performed in an MTS substation. The activity must include the learner, the direct supervisor and at least one other person.

The work must adhere to the MTS Electrical Safety Rules (ESR), relevant Safe Work Method Statement/s (SWMS) and workplace procedures and instructions.

The learner must be directly supervised by an appropriately qualified and authorised supervisor. The supervisor has the right and obligation to terminate the training at any stage for safety or any other valid reason.

The learner must complete the task information, checklist, questions and capture the supplementary evidence as requested in each task.

The learner must sign the declaration that the information in the workbook is true and accurate and their own work.

The supervisor must provide their contact details and sign to verify the accuracy of the information provided in each task they supervise.

Task 3 – Substation Supervision			
Learner Name		Learner Phone No.	
Supervisor Name		Supervisor Phone No.	
Supervisor MTS Authorisation		Date	
Location			
Description of task			
Notes (if required)			
Task 3 – Questions			
Question	Answer	Trainer/ Assessor Check	
		S	NYS
11. What was the SWMS document number		<input type="checkbox"/>	<input type="checkbox"/>
12. Describe any faulty equipment in the substation		<input type="checkbox"/>	<input type="checkbox"/>
13. How many people did you supervise in the substation		<input type="checkbox"/>	<input type="checkbox"/>
14. List the items of PPE used by workers		<input type="checkbox"/>	<input type="checkbox"/>
15. Optional – provide other relevant details		<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check		S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 3 – Supplementary Evidence		
Capture images or make hard copies of at least 2 of the following items as supplementary supporting evidence of the task.		
Item	Digital image (show to trainer assessor)	Paper Copy attached
Risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
SWMS front page	<input type="checkbox"/>	<input type="checkbox"/>
SWMS back page	<input type="checkbox"/>	<input type="checkbox"/>
Work area photo (inside the substation)	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items are for the task described, date, location)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 3 – Checklist		
Completed by learner and verified by supervisor.		
Item	Completed	Not Completed
Risk assessment conducted	<input type="checkbox"/>	<input type="checkbox"/>
SWMS reviewed and followed	<input type="checkbox"/>	<input type="checkbox"/>
Briefed Persons under Supervision	<input type="checkbox"/>	<input type="checkbox"/>
Contacted Engineering Control	<input type="checkbox"/>	<input type="checkbox"/>
Isolated fire suppression system	<input type="checkbox"/>	<input type="checkbox"/>
Checked substation equipment and emergency access	<input type="checkbox"/>	<input type="checkbox"/>
Supervised work (under direct supervision of authorised substation supervisor)	<input type="checkbox"/>	<input type="checkbox"/>
Secured/ locked substation on completion	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items completed are appropriate for the task described)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 3 – Learner Declaration			
By signing you are confirming you have completed the work as described in task 3 and the description and information provided is true and accurate.			
Learner Name		Learner Signature	

Task 3 – Supervisor Verification			
By signing you are confirming you have observed the learner completed the work as described in task 3.			
Supervisor Name		Supervisor Signature	

On-the-Job Task 4

The learner is required to undertake the supervision of an activity in a substation. The activity may be any work or inspection task performed in an MTS substation. The activity must include the learner, the direct supervisor and at least one other person.

The work must adhere to the MTS Electrical Safety Rules (ESR), relevant Safe Work Method Statement/s (SWMS) and workplace procedures and instructions.

The learner must be directly supervised by an appropriately qualified and authorised supervisor. The supervisor has the right and obligation to terminate the training at any stage for safety or any other valid reason.

The learner must complete the task information, checklist, questions and capture the supplementary evidence as requested in each task.

The learner must sign the declaration that the information in the workbook is true and accurate and their own work.

The supervisor must provide their contact details and sign to verify the accuracy of the information provided in each task they supervise.

Task 4 – Substation Supervision			
Learner Name		Learner Phone No.	
Supervisor Name		Supervisor Phone No.	
Supervisor MTS Authorisation		Date	
Location			
Description of task			
Notes (if required)			
Task 4 – Questions			
Question	Answer	Trainer/ Assessor Check	
		S	NYS
16. What was the SWMS document number		<input type="checkbox"/>	<input type="checkbox"/>
17. Describe any faulty equipment in the substation		<input type="checkbox"/>	<input type="checkbox"/>
18. How many people did you supervise in the substation		<input type="checkbox"/>	<input type="checkbox"/>
19. List the items of PPE used by workers		<input type="checkbox"/>	<input type="checkbox"/>
20. Optional – provide other relevant details		<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check		S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 4 – Supplementary Evidence
 Capture images or make hard copies of at least 2 of the following items as supplementary supporting evidence of the task.

Item	Digital image (show to trainer assessor)	Paper Copy attached
Risk assessment	<input type="checkbox"/>	<input type="checkbox"/>
SWMS front page	<input type="checkbox"/>	<input type="checkbox"/>
SWMS back page	<input type="checkbox"/>	<input type="checkbox"/>
Work area photo (inside the substation)	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items are for the task described, date, location)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 4 – Checklist
 Completed by learner and verified by supervisor.

Item	Completed	Not Completed
Risk assessment conducted	<input type="checkbox"/>	<input type="checkbox"/>
SWMS reviewed and followed	<input type="checkbox"/>	<input type="checkbox"/>
Briefed Persons under Supervision	<input type="checkbox"/>	<input type="checkbox"/>
Contacted Engineering Control	<input type="checkbox"/>	<input type="checkbox"/>
Isolated fire suppression system	<input type="checkbox"/>	<input type="checkbox"/>
Checked substation equipment and emergency access	<input type="checkbox"/>	<input type="checkbox"/>
Supervised work (under direct supervision of authorised substation supervisor)	<input type="checkbox"/>	<input type="checkbox"/>
Secured/ locked substation on completion	<input type="checkbox"/>	<input type="checkbox"/>
Trainer/ Assessor Check (verify the items completed are appropriate for the task described)	S <input type="checkbox"/>	NYS <input type="checkbox"/>

Task 4 – Learner Declaration
 By signing you are confirming you have completed the work as described in task 4 and the description and information provided is true and accurate.

Learner Name		Learner Signature	
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Task 4 – Supervisor Verification
 By signing you are confirming you have observed the learner completed the work as described in task 4.

Supervisor Name		Supervisor Signature	
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Trainer/ Assessor to complete – Verification of tasks							
Results Satisfactory (S) or Not Yet Satisfactory (NYS)							
Task 1		Task 2		Task 3		Task 4	
S	NYS	S	NYS	S	NYS	S	NYS
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Feedback to Learner							
Trainer/ Assessor Name							
Trainer/ Assessor Signature							
Date							