

School of Construction and Engineering Trades

Electrical Short Courses Student Handbook



[Electrical Appliance Serviceperson](#)

[Electrical Inspectors](#)

[Electrical Service Technician](#)

Available on the Programme site on Moodle

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School Welcome

[Neil McDonald](#) (Head of School)

Nau mai, Haere mai. Welcome to the School of Construction and Engineering Trades. The School of Construction and Engineering Trades is proud to offer the best range of trades training in the region. Our programmes provide learning opportunities in a comprehensive range of theoretical and practical skills directly related to the workplace and our graduates are in high demand throughout the many industries we support.

The School of Construction and Engineering Trades offers you a learning environment that is as close to the real world as we can make it. Your learning will go beyond the classroom, and you will spend much of your time developing the hands-on skills which you will require if you are to succeed in your chosen field.

Learning at WelTec is a two-way partnership. You will learn from an experienced team of highly respected and professional tutors. They will do all they can to help you while you are here, but your success will not just depend on us.

You must bring with you a keen attitude to your studies, a willingness to learn, and respect for those around you who also wish to learn.

When you immerse yourself in your programme of study with energy and enthusiasm you will leave here with a qualification that will enable you to build your future. I wish you all the best for your studies.

Ngā mihi
Neil McDonald
Head of School

Use of Handbook

This handbook provides important information about your programme of study this year. It outlines what you can expect to achieve and regulations that you need to know about.

The [Student Guide](#) provides more information about the services that are available at Whitireia and WelTec to help you succeed in your studies. It refers you to policies and procedures that apply to students. The Student Guide is available in a downloadable version on Moodle and the website and in a printed copy at the School Administration office.

Programme Staff

[Richard Davies](#) (Programme Manager)

Tutors

[Matt Allen](#)
[Tony Dellabarca](#)
[Justin Graham](#)
[Owen Vambe](#)
[Hennie Vermeulen](#)

Resources

Students to bring:

- ASNZ3000:2007 (or have access to)
- Pen & Paper
- Scientific Calculator

Programme Aim

Electrical Appliance Serviceperson

- This one-week block course allows people to get their Electrical Appliance Serviceperson registration. You'll be able to connect and disconnect and service plug-in appliances at voltages up to 230V.

Electrical Inspectors

- This block course allows people to learn the roles and responsibilities of an Electrical Inspector. Complete [EWRB](#) practical assessments either in our workplace or off-site around the Hutt Valley.

Electrical Service Technician

- This one-week block course allows people to get their Electrical Service Technician registration. You'll be able to connect and disconnect and service three-phase fixed wire appliances up to 1000V.

Programme Outline

Electrical Appliance Serviceperson

- You will reach the level required by the Electrical Workers Registration Board for the theory examination and practical assessment
 - Study basic electrical theory for working with equipment up to 230V.
 - Complete electrical testing
 - Cover electrical circuits, conductors and insulators
 - Learn earthing arrangements
 - Carry out maintenance on single-phase electrical motors
 - Apply safe working practices
- This course is for:
- Those who have prior knowledge of the subject material and some practical wiring experience.
 - You must have completed an Essential First Aid course with Red Cross or First Aid Level 2 with St John achieving Units 6401 and 6402 or equivalent. An EWRB Limited Certificate will also be required.

EWRB exam is booked through [Aspeg](#) on completion of the course

Electrical Inspectors

- Reach the level required by the Electrical Workers Registration Board ([EWRB](#)) for theory examinations and practical assessments
 - Assess and apply safe working practices
 - Learn care and use of test instruments
 - Carry out continuity tests
 - Measure conductor and insulation resistance
 - Test earthing systems
 - Complete RCD and phase rotation measurements
 - Inspect and test work on a variety of low-voltage installations and appliances
 - Install and terminate supply and load conductors to DIN and BS energy meters
 - Complete and issue compliance documentation
 - Apply safe working practices
- EWRB exam is booked through [Aspeg](#) on completion of the course

Electrical Service Technician

- Reach the level required by the Electrical Workers Registration Board ([EWRB](#)) for Inspector's theory examinations and practical assessments
 - Study basic electrical theory for working with equipment up to 400V
 - Complete electrical testing
 - Cover electrical circuits, conductors and insulators
 - Learn earthing arrangements
 - Carry out maintenance on three-phase electrical motors
 - Apply safe working practices
- EWRB exam is booked through [Aspeg](#) on completion of the course

Course requirements

- You will be required to do some pre-course reading and revision.
- It is recommended that students bring a copy of the latest AS/NZS 3000:2007.
- Access to electronic copies of companion standards is recommended.
- A scientific calculator is required.

Timetable

Electrical Appliance Serviceperson

One week block course runs three times a year on WelTec Petone Campus

Electrical Inspectors

Two-week full-time block course runs once a year WelTec Petone Campus

Electrical Service Technician

One week block course runs three times a year WelTec Petone Campus

This course follows the EAS course

Award of Qualification

Students must successfully complete their exam at the end of the course.