

Video Evidence Procedures

Introduction

This guide is designed to outline the procedures required of the applicant to gain the necessary experience required to complete this course using a mentor for personal training and guidance which will then allow evidence of competency to be provided to a registered RPL assessor.

Terms

Applicant – the student wishing to gain hands on experience.

Mentor – the experienced (5 years) licensed (Open) cabler who will coach the applicant.

Assessor – a registered IT&Titab Assessor (Trevor Conquest)

RPL – Recognised prior learning

IT&Titab – Information industry and telecommunications industry training advisory board

ACA – Australian Communications Authority

RTO – Registered Training Organisation (Conquest Communications)

TCI – Telecommunications Cabling Installation online training module

Responsibilities

1. The applicant is responsible for finding a Mentor with suitable experience and qualifications for the purposes outlined in this document.
2. The applicant is responsible for applying the procedures and training needs as outlined in this document in a timely manner as defined in this document.
3. The Mentor is responsible for coaching the applicant toward the required competency as will be assessed according to this document.
4. The Assessor is responsible for assessing the final video evidence provided and will provide verbal/written tutoring of the applicant or the mentor as required.

The Agreement

The applicant upon deciding to utilise this approach to gain hands on experience is required to copy the words below into a Statutory Declaration and post same declaration with the Mentor's Statutory Declaration to PO Box 1972 Bundaberg 4670 with a cheque for \$110 (incl. GST)

Applicant Statutory Declaration

I _____ agree to fulfil the requirements listed below as required by Conquest Communications (RTO) in preparation for RPL of my hands on experience by a Registered Assessor with the RTO.

I agree to complete this training within a time period of 3 months unless this offer expires with no refund.

I agree to find a qualified Mentor with 5 years cabling experience and holds a current Open ACA Registration/Licence.

I agree to learn all the hands on skills as outlined in the online training module "TCI" to which I am currently enrolled.

I agree to utilise my mentor with respect and to ask questions about anything I do not understand and I will show my mentor the online subject TCI.

I agree to use my online tutor to ask questions regarding anything I don't understand.

I agree to purchase/hire/borrow all necessary tools, cable, cabling products, postage, video equipment or video tapes required to fulfil the requirements of this training.

I agree to provide video evidence to the RTO for assessment and I understand that this video will not be returned but will be held by the RTO as evidence.

I agree that the video evidence I will provide will be of my work and only my work unless the RTO will revoke any qualifications issued and inform the ACA.

Mentor Statutory Declaration

I _____ agree to fulfil the requirements listed below as required by Conquest Communications (RTO).

I agree to be a Mentor for the Applicant named by me here _____.

I agree to use my knowledge and experience to coach the applicant for 3 months.

I agree to contact the RTO if I am unsure of any training procedure I am expected to participate in to gain clarification and assistance as needed at these telephone numbers 07 41596950 or 0427066092.

I agree to monitor the applicants progress and to ensure the applicant completes all hands on training as outlined in the online training module TCI.

I agree to supervise the applicant according to my ACA licence as required while the applicant practices cabling techniques for the purposes of this training exercise.

I declare I have been cabling with communications cabling systems for a minimum of 5 years.

I declare I hold a current Open/GPC ACA Registration/Licence Number _____.

I agree to assist the applicant to create the video evidence required by the RTO.

What you will need

Video Camera

Video Player/Recorder and video cables

Indoor Cable 20 pair 10 metres, modules, LD 20 pair, 610 socket, 2 or 3 pair cable 5 metres, access to test equipment, access to a BD, a record book, jumper wire, cable ties.

IDC tool and general tools

What is the final project?

You are required to either, build a stand alone small cabling system or show yourself building a cabling system in the field (preferable). You are required to show that you can strip and terminate cable of varying sizes, terminate cable to modules/backmount, terminate cable to sockets, test your work, write records, run jumpers, trace cable pairs. Your training with your mentor is to practice these techniques toward fulfilling this project which you will video as evidence of your cabling competency.

How to make the Video

When you believe you have the necessary skills and your mentor concurs please provide video evidence as follows.

Video tips

Make sure there is plenty of good bright lighting where ever you shoot.

Set the video camera to auto focus, auto everything if you are not a professional.

Use a new video camera tape or at least not a really old one which may be noisy.

Use a video stand if you have one.

Don't pan the camera quickly or you'll make me sick and dizzy.

Keep it simple and short, your not applying for an Oscar.

Text Identifiers

To identify various aspects I require you to shoot you will need to identify each video segment.

The easiest way to do this is get a piece of writing paper and a large tipped writing marker.

In big letters write the name of the "Segment" on the paper. (Segments listed below)

Then video the text on the paper for 30 seconds, then shoot that segment.

Segment One "This is me and my mentor"

Shoot yourself and you mentor, speak, introduce your selves to Trevor.

Segment Two "Cable Stripping"

Video yourself stripping the 20 pair cable, fanning out the 10 pair groups.

Segment Three "Terminate Cable to Modules"

Video yourself terminating the two 10 pair groups to 2 modules on a backmount.

Segment Four “Terminate Cable at LD”

Video yourself terminating the other end of the 20 pair cable to a standard 20 pair LD.

Segment Five “Testing my Cable”

Video yourself testing your cabling, verbally explain your approach, colour codes inspection or test gear.

Segment Six “Add a cable and socket to the LD”

Video yourself adding a 2 pair cable to the LD and video yourself terminating the 610 socket.

Segment Seven “Records”

Video yourself writing up a record book for a 100 pair backmount with your 20 pair cable terminated on that 100 pair frame. You may assume the 100 pair distributor is named 1A and the LD you terminated is named 1B. Discuss when finished writing the record book up your understanding of where to write service details like a phone number and how to write in jumpering details.

Segment Eight “Pair Tracing”

Video yourself tracing a cable pair in your built cable system with an oscillator and probe.

Segment Nine “Jumpering”

Video yourself running a jumper on a backmount.

Segment Ten “THE END”

Video THE END for 1 minute

Copy the video material from your camera to a standard VHS tape. Connect the Video and Audio OUT on the camera to the Video and Audio IN of the Video Recorder. Make sure you use a new VHS tape.

Post the finished tape with a review from your mentor. Your mentor should comment on your skills and competency to perform cabling work.

If you can show the above segments on a real job, video yourself on the real job as you work instead of doing the project as outlined above. Real life jobs are much better than doing the project at home. Real jobs show me you have real world experience.