

Welcome 2017

School of Construction -
Electrical Engineering



Building skills. Right here



WeITec

Te Whare Wānanga o te Awakairangi

Welcome to Electrical Engineering 2017

NZ Certificate in Electrical Engineering Theory (Level 3)

Welcome to the School of Construction, we hope you enjoy your time studying with us.

Our staff are experts in their fields and are looking forward to sharing their knowledge with you.

Electrical Engineering Staff

Head of School

Neil McDonald

Associate Head of School

Nigel Phillipson

| Tutor | Qualifications | Position |
|------------------------|------------------------------------------------------------------|------------------|
| <u>Chris MEEHAN</u> | NCALE, NCAET L5 NCEE L5, Registered Electrical Inspector | Electrical Tutor |
| <u>Graeme BRIGGS</u> | NZCE, Registered Electrical Inspector, Advanced Trade Cert. | Electrical Tutor |
| <u>Neil PARKER</u> | NCALE NZCE, Registered Electrician, Adv.TC | Electrical Tutor |
| <u>Ross DIXON</u> | NCALE, NCAET L5 NZCE, Adv.TC, Registered Electrical Inspector | Electrical Tutor |
| <u>Tony DELLABARCA</u> | NZCE, Registered Electrical Inspector, Advanced Trade Cert. | Electrical Tutor |
| <u>Riaan DU TOIT</u> | Registered Electrician | Electrical Tutor |

Please note: This document is a living document, which means that it will be updated as information is changed. If you have any questions/comments about this Welcome booklet please email admin.team@weltec.ac.nz

Information for all Electrical Programmes

Important Dates

Start Trimester One: 06 March 2017

Finish Trimester One: 30 June 2017

Trimester Break: 3 July to 15 July

Start Trimester Two: 17 July 2017

Finish Trimester Two: 10 November 2017

See your course outline for other course specific dates that you need to meet.

Timetable

This is a full time programme consisting of theory and practical face-to-face delivery as listed below

| | | | |
|--------------------|----|------------------------------------|------|
| Teaching weeks: | 34 | Teaching hours/week: | 22.5 |
| Vacation weeks: | 2 | Self-directed learning hours/week: | 12.5 |
| Total gross weeks: | 36 | Total learning hours/week: | 35 |

Classes are held on 3 days per week 8.00am – 4.30pm.

Stream A & B Monday, Tuesday, Wednesday - Stream C Wednesday, Thursday, Friday

A more detailed timetable for each stream will be given out on the first day.

You can also find your timetable [here](#). If you are still unsure, please contact your **tutor**.

Attendance

While there is no official attendance requirement, we know that attending all your timetabled classes greatly improves your chances of successfully completing your qualification. Below is some important attendance information to be mindful of during your studies here:

- If you are receiving a student allowance you must attend classes and show academic progress; if you don't, your allowance may be stopped. It's worth noting that we can reinstate your allowance if you show significant improvement.
- We are tasked by the government to make you 'work ready'. To achieve this goal we expect you to:
 - a) Attend all your classes
 - b) Notify us if you are going to be absent
 - c) Provide a medical certificate if you are sick for longer than three days.

In the real world those are the expected behaviours of employees, so we ask that you also meet these expectations whilst at WelTec.

- If you are sick at the time of an assessment/test or when an assignment is due you must provide a medical certificate to be eligible for a resit/resubmission or extension.
- If you are an International student Immigration NZ insists on 100% attendance, unless sick and able to provide a medical certificate as proof.

Transferring & Withdrawing

If you start to attend classes and decide the course is not for you the last date for withdrawal or transfer is 4 weeks from course start date. You need to fill in the **withdraw form or transfer form** and take it to the SET Team or by send an email to enrolments@weltec.ac.nz stating your full name, ID and the programme/course(s) you wish to withdraw from. Ringing or telling your tutor is not sufficient.

Completing this process in the four week time frame will ensure you are not left with a debt for no reward. The SET Team can talk to you about this and other options for going forward. If you withdraw from your programme within the time period specified above you will have no academic record for that enrolment, and any results achieved are not reported to external organisations.

If you formally withdraw before 75% of the course has elapsed, your academic record will show the grade 'WD' (withdrawn) for the course.

Health and Safety

WelTec works hard to ensure that you are safe while on our campuses. Your job, as a student, is to follow instructions when asked by staff who are looking after your safety. Please also ensure that any medical issues have been declared on your enrolment form.

If part of your course requires you to attend practical classes, you must wear the prescribed protective clothing and footwear during these classes.

Random Drug Testing does occur. If you are involved in an accident you will be drug tested. If you are going on work placement you will be drug tested. If you refuse you will be stood down.

For more information about Health and Safety around campus click on the links below:

[Safety Procedures](#)

[Smoke Free, Drugs and Alcohol Free Campus](#)

[Healthcare](#)

[Counselling Service](#)

Student ICT Services and Student Login

WelTec provides you with computers, printers/photocopiers, and software on our campuses to support your study. You can bring own device (smart phone, laptop, tablet) and connect to our wireless network on most campuses.

You can login at any time after you have received your Enrolment Confirmation letter, which has your login ID and password in it. You can login at any campus in the Learning Commons. Your first login will need to be at one of our campuses.

More information about ICT Services and your student login can be found [here](#).

Results

You can log into results.weltec.ac.nz to access your provisional results. If you have any questions about these results please talk to your Tutor. While you are logged in, please check and update your address and contact details, so that the final results are mailed to the correct address. Finalising results can take up to six weeks after the official finish date of your programme.

Further assessment

Students are allowed a maximum of two re-assessments. This is subject to completion of the required course work.

Late submission of work

In the case of illness, injury or exceptional circumstances an extension no later than the course end date may be granted by the course tutor.

Support Services

WelTec offers a range of services and support to students. Whatever kind of challenge you are facing, whether it's with your studies or your personal life — there's someone to help.

Our staff are dedicated to ensuring that you have access to the information and resources you need to be successful in your studies. Click on this [link](#) to learn more about the services we offer. These are all free to you as an enrolled WelTec student so make sure you use them when you need to.

Student Forms and Other Important Information

Click the links below for the appropriate information/form.

- [Automatic payment](#)
- [Complaint](#)
- [Exam/assessment re-sit](#)
- [Exceptional circumstances](#)
- [Extension after course ends](#)
- [Extension before course ends](#)
- [Feedback](#)
- [Privacy consent form](#)
- [Credit recognition](#)
- [Replacement certificate/ academic record](#)
- [Special assessment conditions](#)
- [Student support fund](#)
- [Transfer/ change enrolment](#)
- [Withdrawal](#)
- [Plagiarism and Academic Dishonesty](#)
- [Student Code of Conduct](#)

Tips for success

Keep in touch if you are struggling! Your tutor wants you to succeed, so please don't be afraid to ask for help if you need it.

Attendance matters. History shows us that the chance of you passing is much higher if you come to your classes.

Programme Information

For specific information about your chosen programme please click on the appropriate link below:

New Zealand Certificate in Electrical Engineering Theory (Level 3)

You will be given more information by your tutor when they present your course outline to you.

New Zealand Certificate in Electrical Engineering Theory (Level 3)

Aims

The aim of this programme is to provide students with introductory knowledge and practical skills for the electrical industry and is suitable for those students who wish to enter the industry but do not yet have an electrical apprenticeship agreement. Students will develop literacy and numeracy skills relevant to the electrical industry, and for further study.

Award of qualification

Students must successfully complete all courses to be awarded the New Zealand Certificate in Electrical Engineering Theory (Level 3).

Structure

| Code | Course Title | Level | Credit | Compulsory / Elective |
|--------|-------------------------------------|-------|--------|-----------------------|
| EE3102 | Electrical Work Practices | 3 | 15 | Compulsory |
| EE3103 | DC Fundamentals | 3 | 15 | Compulsory |
| EE3104 | Installation Fundamentals | 3 | 15 | Compulsory |
| EE3105 | Electrical Applications | 3 | 15 | Compulsory |
| EE3107 | Electricity Systems | 3 | 15 | Compulsory |
| EE3108 | Electricity Supply and Distribution | 3 | 15 | Compulsory |
| EE3109 | Circuit Design and Operation | 3 | 15 | Compulsory |
| EE3110 | Electrical Machines | 3 | 15 | Compulsory |

How the programme is delivered

This programme includes: Theory lessons, Self-directed learning, Group Activities, Practical Demonstration, Projects, Workshops, Student Presentations.

Workplace learning

While work experience is recommended, it is not mandatory to complete this programme of study

Workshop Safety

You will need hard topped shoes for work in the electrical laboratories and workshop.

What you need

- Highlighters, at least three different colours
- Pens
- Pencils
- Ruler-Not a chipped or broken one
- Scientific calculator Casio Fx 82AU Plus is standard (Warehouse stationary has these at a good price). Please get the Casio, not a cheaper model, so we are all using the same model. The flasher programmable calculators may be used but we teach to the Fx 82
- Protractor-small cheap sufficient
- Compass-small cheap sufficient
- Eraser
- 2 x Lever Arch ring binder and dividers
- Refill
- Copysafe pockets: the clear pockets you can put subject areas in, dividers are also useful to put info in unit numbers for study purposes

Expected Workload

Workload expectations are 12.5 hours per week in addition to lecture or class times for the 34 weeks of the programme

Assessment requirements

Assessments include written tests, practical and laboratory exercises. All students must pass all assessment to be successful in each courses. In addition there will be a capstone unit standard assessment written by Skills NZ which must be passed.