

Title	Write electrical industry service reports		
Level	3	Credits	2

Purpose	People credited with this unit standard are able to write electrical industry service reports.
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Classification	Electrical Engineering > Core Electrical
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Available grade	Achieved
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Guidance Information

- 1 This unit standard has been developed for learning and assessment on-job.
- 2 This unit standard and unit standards 750, 15870, 15852, and 15866 meet the assessment requirements of ERAC CEPC 30.
- 3 Definitions
CEPC – Critical Essential Performance Capabilities.
EPC – Essential Performance Capabilities.
ERAC – Electrical Regulatory Authorities Council.
EWRB – *Electrical Workers Registration Board*.
Industry practice – those practices that competent practitioners within the industry recognise as current industry best practice.
Safe and sound practice – as it relates to the installation of electrical equipment is defined in AS/NZS 3000:2007, *Electrical Installations (known as the Australian/New Zealand Wiring Rules)*.
- 4 Range
 - a Candidates may refer to current legislation and Standards during assessment.
 - b Demonstration of safe working practices and installation in accordance with *safe and sound practice* are essential components of assessment of this unit standard.
 - c All activities and evidence presented for all outcomes and performance criteria in this unit standard must be in accordance with:
 - i legislation;
 - ii policies and procedures;
 - iii ethical codes;
 - iv Standards – may include but are not limited to those listed in Schedule 2 of the Electricity (Safety) Regulations 2010;
 - v applicable site, enterprise, and industry practice; and,
 - vi where appropriate, manufacturers' instructions, specifications, and data sheets.

Outcomes and performance criteria

Outcome 1

Write electrical industry service reports.

Range evidence of three service reports is required.

Performance criteria

- 1.1 Ensure that all information in the service reports is factual, complete, concise, and relevant and that vocabulary, including technical terms is relevant, precise, clear, and contributes to the intention of the report.
- 1.2 Ensure that the reports identify all events and actions and that data sources and references are listed.
- Range location, equipment, what occurred, next steps.
- 1.3 Ensure that the structure and content of the reports is in a logical order and punctuation, spelling, and grammatical errors do not appreciably affect the intention of the reports.
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This unit standard is expiring. Assessment against the standard must take place by the last date for assessment set out below.

Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	21 July 2016	31 December 2027
Review	2	25 May 2023	31 December 2027

Consent and Moderation Requirements (CMR) reference

0003

This CMR can be accessed at <http://www.nzqa.govt.nz/framework/search/index.do>.