

Introduction

When you provide evidence of your workplace skills for the Stage 1 Documentary Evidence Assessment, you must also provide Video and Photo evidence.

This Guideline provides instructions about what types of skills to capture in your video/photo evidence and how to record them.

Instructions for video evidence

Task overview	
<p>Troubleshoot an electronic circuit or system and repair a piece of electronic equipment or system. As you complete your work, film the following four (4) videos. Note the skills you should demonstrate in each video.</p>	
Video	Skills you should demonstrate in this video
1 - Prepare to conduct work	<ul style="list-style-type: none"> Gathering, checking and wearing personal protective equipment Selecting and checking the tools and equipment you will use Gathering the parts and materials you need
2 - Troubleshoot a circuit or system	<ul style="list-style-type: none"> Following a systematic approach to fault finding Referring to block and schematic diagrams Checking and isolating circuits Measuring and calculating parameter values Analysing results and determining fault
3 - Repair electronic equipment or system	<ul style="list-style-type: none"> Following workplace procedures and manufacturer instructions Checking and isolating circuits Dismantling equipment and tagging components De-soldering and soldering without damaging components Replacing components to manufacturer specifications Re-assembling in the correct sequence Testing for correct operation
4 - Finalise work	<ul style="list-style-type: none"> Cleaning up the work area Completing workplace documentation

You can create each video by:

- using a digital camera, mobile phone, or other mobile device with a camera
- standing the camera on a stable surface or asking another person to operate the camera/phone.

When you create the videos, **you must:**

- clearly be seen in the video as the person completing the task
- during the video speak clearly describing what you are doing
- limit the time of the video to 5-10 minutes each.
- limit the size of the video and name the video as stated below.

To create the videos we recommend you follow these steps.

Step 1. Preparation

1. Organise the area, equipment and resources required to perform the Task and demonstrate your Skills.

Note: the area must have suitable lighting and be quiet enough to record your voice. Equipment must include any appropriate personal protective equipment (PPE).

2. Identify a time to film the videos without disruption.
3. Practise using the video camera feature of your phone (or your digital camera) before attempting to record your performance.
4. You may wish to trial how long it takes to complete the Task to be sure you can record it in the advised time.

Step 2. Filming

1. If you do not have another person to operate the camera, find a stable surface to device on, such as a table or a tripod. This will help keep your video steady and prevent shakiness.
2. Adjust the camera so it captures the entire work area where you will be performing the task – usually positioning the phone sideways (landscape mode) allows most area to be captured. Remember, you will need to be clearly seen in the video as the person performing the task.
3. Do a 'trial check' to see if the video is being recorded correctly. To do this film 10 – 20 seconds of the task, then view the video and check it is in focus, the lighting is good, and your voice can clearly be heard.
4. If the trial is successful, video your performance of the complete task. Try to keep the camera focused on the task as much as possible, but don't worry too much if it moves around a little.
5. While completing the task speak clearly and slowly describing what you're doing.
6. Remember to film your performance of the skills listed for the task.

IMPORTANT: If there are any risks to health and safety, you must stop filming.

Step 3. Save and upload

1. When you have finished filming, view the video to make sure you have captured everything you want. If necessary, you can refilm the task.
2. Save and name the video files:
 - File size for each video must not exceed 2 GB
 - Accepted video file formats include:
 - MP4 (.mp4)
 - M4V (.m4v)
 - OGV (.ogv)
 - WEBM (.webm)
 - Video files must be named using the following format: 'Surname_First Name_Video_number'. For example: 'Smith_Peter_Video_1'
3. Upload your videos via the VETASSESS online portal when submitting your application.

Instructions for photo evidence

In addition to submitting videos, you must submit at least twenty (20) photos demonstrating your skills as an Electronics Equipment Trades Worker. Submit at least one (1) photo of you performing each of the following activities.

Dismantling equipment
1. Disconnecting power to equipment
2. Removing external cables and attachments
3. Removing panel retaining screws
4. Removing side panel
5. Unplugging wiring connector to component
6. Removing screws holding down component
7. Removing component
8. Tagging component for identification
Assembling equipment
9. Fitting new or original component
10. Connecting wiring connector to component
11. Replacing side panel
12. Connecting external cables and power lead
13. Checking operation
Fabricating components
14. Reading plans or instructions
15. Marking out sheet metal or other material
16. Cutting material to size
17. Holding material using a clamp or vice
18. Drilling holes
19. Bending or folding materials
20. Joining materials using screws or bolts

Any photos you submit must:

- clearly show it is you doing the work, not somebody else
- include a description of what you are doing and why (you can add a description for each photo when you upload it)
- show that you are performing tasks safely

When you save and name each photo file:

- File size for each photo must not exceed 5 MB
- Photo file formats accepted include:
 - PDF (.pdf)
 - PNG (.png)
 - JPEG (.jpg or .jpeg)
 - TIFF (.tiff)
- Photo files must be named 'Surname_First Name_Photo_number'. For example: 'Smith_Peter_Photo_1'

Upload your photos via the VETASSESS online portal when submitting your application.