

## 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	
Perform diagnosis and repairs on a charging system, and use electronic diagnostic equipment. When doing the work, film the following four (4) videos. Note the skills you should demonstrate in each video.	
Video	Skills you should demonstrate in this video
1 - Diagnose fault in a charging system	<ul style="list-style-type: none"> <li>• Wearing personal protective equipment</li> <li>• Selecting and checking the tools and equipment required</li> <li>• Selecting the required spare parts and materials</li> <li>• Referring to the vehicle manufacturer specifications</li> <li>• Performing the diagnostic procedure</li> <li>• Inspecting tension and condition of fan belt</li> <li>• Checking charging system wiring</li> <li>• Measuring charging voltage at alternator and battery</li> <li>• Using diagnostic equipment and determining the charging system fault</li> </ul>
2 - Repair a charging system	<ul style="list-style-type: none"> <li>• Disconnecting battery terminals</li> <li>• Removing alternator</li> <li>• Fitting new alternator</li> </ul> Or <ul style="list-style-type: none"> <li>• Dismantling alternator</li> <li>• Testing components and replacing worn or faulty components</li> <li>• Reassembling and refitting alternator</li> <li>• Testing charging system for correct operation</li> </ul>
3 - Use electronic diagnostic equipment	<ul style="list-style-type: none"> <li>• Connecting electronic diagnostic equipment to a vehicle</li> <li>• Adjusting settings using diagnostic equipment</li> <li>• Reading and interpreting diagnostic results</li> </ul>
4 - Clean up	<ul style="list-style-type: none"> <li>• Cleaning the work area</li> <li>• Disposing of waste</li> <li>• Cleaning, checking and storing tools and equipment</li> </ul>

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 refilem 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 Automotive Electrician. Submit at least one (1) photo of you performing each of the following activities.

<b>Tools and equipment</b>
1. Using a hand tool (e.g. a spanner, screwdriver, or hammer)
2. Using a power or air tool (e.g. a ratchet gun, drill, grinder)
3. Raising a vehicle with a trolley jack
4. Positioning safety jacks under the vehicle
5. Using a 12/24volt test light
6. Setting a digital multimeter to measure battery voltage
7. Measuring battery voltage using a digital multimeter
<b>Battery – Test, charge, replace and jump-start</b>
8. Connecting a battery tester to a battery
9. Reading battery tester results
10. Safely connecting the battery charger to a battery
11. Disconnecting battery terminals
12. Removing battery hold-down clamp
13. Connecting jumper cables or booster and jump starting a vehicle
<b>Wiring – Soldering</b>
14. Disconnecting the wiring loom from a component
15. Using a knife to expose the wires in the loom
16. Stripping insulation from one wire to solder on additional length
17. Adding length by soldering on new wire
18. Insulating join using tape or heat shrink sleeving
19. Fitting crimp type terminal to new wire
20. Reconnecting wiring to component

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.