

Course Information and Policies

Bridging Course for Grid Connected PV Systems with Batteries – Design Only

We at GSES send you a warm welcome and thank you for choosing us.

This document contains important information about your course and relevant GSES policies. Please contact the GSES office on 02 9024 5312 if you have any questions or concerns regarding the content.

1 Course Details

1.1 Prerequisites

This course is designed for engineers or those who hold equivalent basic electrical units, are accredited by the Clean Energy Council to design grid-connected photovoltaic systems and stand-alone power systems, and have previously designed grid-connected photovoltaic systems with battery storage. It provides a Recognition of Prior Learning (RPL) pathway to attain the Clean Energy Council's battery storage endorsement based on previous training and experience in the renewable energy industry.

This course relies on RPL based on previous training and experience, so a prerequisite for enrolment is Design (or Design & Supervise) accreditations in Grid-Connect and Stand-Alone Systems, or a Statement of Attainment or certificate of completion in the following Units of Competency (or equivalent):

- UEENEEK123A: Carry out basic repairs to renewable energy apparatus
- UEENEEK125A: Solve basic problems in photovoltaic energy apparatus and systems
- UEENEEK128A: Solve problems in stand-alone renewable energy systems
- UEENEEK134A: Install ELV stand-alone photovoltaic power systems (optional, but students who do not hold this unit of competency may require additional assessment)
- UEENEEK135A: Design grid connected photovoltaic power supply systems
- UEENEEK139A: Design stand-alone renewable energy (RE) systems

In order to receive a Statement of Attainment, students must hold an electrician's licence. Other course participants will receive a certificate of completion.

1.2 Training Outcome

Successful completion of this Grid-Connected PV Systems with Batteries Design Only bridging course will result in the will result in the award of a certificate of completion equivalent to the following Unit of Competency:

- UEERE5001: Design battery storage systems for grid-connected photovoltaic systems

Electricians will receive a Statement of Attainment for the current version of this Unit of Competency.

Upon successful completion of the course, students will be eligible to apply to the Clean Energy Council of Australia for endorsement of this unit on their existing Design of Grid-Connect PV Systems Accreditation. The Clean Energy Council has information on their website indicating their requirements to apply for an endorsement on a Clean Energy Council Accreditation: www.solaraccreditation.com.au.

Note that GSES cannot guarantee successful completion of this course, which is dependent on the effort and eligibility of the individual student. GSES strongly urges prospective students to read through the following forms before enrolling to ensure that they can provide all evidence required for the course:

- Application and Enrolment Form
(www.gses.com.au/wp-content/uploads/2018/11/Application-and-Enrolment-Form-1.pdf)
- Evidence for RPL – Design
(www.gses.com.au/wp-content/uploads/2018/11/Evidence-for-RPL-Design.pdf)

When your course is completed, and all requirements have been met such as identity verification, licensing verification, and Unique Student Identifier (USI) as required by the Australian Government, you will be issued with certification within 14 days.

1.3 Delivery Method and Duration

This course uses three delivery methods: RPL based on prior completed units of competency; RPL based on evidence submitted by the student of their previous designs of grid-connected battery systems; and some short online quizzes (around 40 questions in total) to assess knowledge not covered by the RPL components. Course access is valid for 6 months from date of enrolment.

GSES has a team of tutors who mark the online work and as necessary supply feedback or additional technical information to the students. GSES's tutors are also available to be contacted by phone (02 9024 5312) during business hours or email (tutor@gses.com.au).

1.4 Materials and Equipment

It is assumed that the student will, as an electrical engineer or equivalent practising in the grid-connected battery systems industry, have and be familiar with **current** copies of the following:

- AS/NZS 4777.1 - Grid connection of energy systems via inverters
- AS/NZS 5033 - Photovoltaic arrays
- AS/NZS 4509.1 - Stand Alone Power Systems - Safety and installation
- AS/NZS 4509.2 - Stand Alone Power Systems - System Design
- AS/NZS 3000 - Wiring Rules
- AS/NZS 3008.1.1 - Electrical installations - Selection of cables
- Local DNSP Service and Installation Rules

These are not supplied by GSES; they can be purchased from the SAI Global website (infostore.saiglobal.com/store) and are available at some local libraries. TAFE students or members of NECA or Master Electricians may be able to access the standards through their respective institutions.

The GSES publication *Grid-Connected PV Systems with Battery Storage 1st Edition* is **not** included as part of the course, but is recommended optional reading. This can be purchased via the GSES online shop at www.gses.com.au/product/gcwb-publication.

Due to the online nature of the course platform, students will require access to a computer and the Internet in order to complete the course. Students will also need a scientific calculator, and access to Microsoft Excel or OpenOffice Calc (freeware) spreadsheet program is recommended. The application and evidence forms are supplied in PDF format, so a PDF reader (usually available as freeware) is essential.

2 Student Rights and Responsibilities

2.1 Code of Practice

As a registered training organisation (RTO) GSES complies with the Standards set out by the regulator, the Australian Skills Quality Authority (ASQA), for Vocational Education Training (VET).

GSES will inform students within 30 days of any changes to services provided to them. This includes any changes to education and support services, any change in the RTO ownership or to third party arrangements.

GSES does not countenance discrimination of any kind in the work place. We wish to provide a safe and comfortable place of work.

2.2 Behaviour

GSES maintains an adult workplace. We do not countenance any behaviour that is contrary to safe work practice. We do not countenance inappropriate language in all forms of communication. GSES asks that all persons treat others with respect.

2.2.1 Cheating and plagiarism

Cheating will not be tolerated. If detected, sanctions may be implemented at the discretion of GSES.

Students are required to ensure that all responses and/or work they submit is their own work. Any referenced material should be annotated as to its origin. Sanctions may be implemented at the discretion of GSES if plagiarism is detected.

2.3 Complaints and Appeals

GSES has a policy of treating all complaints quickly and professionally. GSES welcomes your feedback.

We ask that you seek to resolve any issue with the GSES staff person who is providing the service. If you are unsure with whom you need to raise your issue, please:

- Call 02 9024 5312
- Write to GSES, PO Box 614 Botany, NSW, 1455
- Email training@gses.com.au

We will attempt to resolve your complaint within 10 working days.

2.3.1 General complaints and further appeals

If you cannot resolve the complaint informally with a staff member, you may lodge the complaint in writing with the GSES RTO Chief Executive Officer (CEO). With your permission the CEO or senior manager will initially respond to you by phone and then in writing within 10 working days. GSES may use mediation and conciliation to resolve the complaint.

2.3.2 Complaints and appeals of training and assessments

All GSES course participants have the right to appeal the results they obtain in assessments and examinations. The appeal should be sent in writing to the GSES RTO Chief Executive Officer (CEO) who will review the result and respond in writing. GSES may use mediation and conciliation to resolve the complaint. Students also have the right to engage a suitably qualified independent assessor.

2.4 Student Records

Your records are accessible in your online course. GSES urges you to keep copies of all your work until the course is completed and certificate issued.

In the unlikely event that GSES ceases to deliver training services, all current student records will be transferred to ASQA, who can organise completion of the Units of Competency with another RTO.

3 Cancellation and Refunds

Cancellation of the Bridging Course for Grid-Connected PV Systems with Battery Storage will be subject to the following conditions:

- Cancellation of the bridging course made *within fourteen (14) days* of the date of payment AND *before any coursework (either evidence forms or online quizzes) has been submitted*: the student will receive a full refund of the course payment.
- Cancellation *more than fourteen (14) days* after the date of payment OR *after the first coursework (either evidence forms or online quizzes) is submitted for assessment (whichever occurs first)*: the student will receive *no* refund.
- All course refunds are exclusive of the price of any publication purchased in conjunction with the course, unless the publication is returned to GSES in an undamaged and unused condition. GSES reserves the right to refuse a refund of the publication on the basis that goods are damaged or have been used prior to return.

3.1 Course Validity

This bridging course is valid for six (6) months from the date on which enrolment is finalised, therefore the course must be completed within the expiry date given at the time of enrolment. If any extensions are required after the course expiry date, an administration fee of \$137.50 inc GST per month will be incurred to extend the course. Extension fees apply from the date of expiry, and the maximum extension permitted is six (6) months from the date of expiry. After this time (i.e. twelve (12) months from enrolment), students must be re-enrolled into a new course if intending to continue. Standard enrolment fees will apply in this situation, and Recognition of Prior Learning (RPL) may be available for an additional fee.

If a cancellation or extension is required, please email or telephone GSES at training@gses.com.au or 02 9024 5312.

4 Recognition of Prior Learning (RPL)

In accordance with the Australian Quality Framework, GSES is committed to providing a quality recognition process to all students that is:

- Fair
- Flexible
- Reliable
- Valid

This bridging course is based upon the principles of Recognition of Prior Learning and provides recognition for previous training in the sector as well as industry experience.

GSES will on request engage in a further recognition of prior learning evaluation. GSES does not offer entry level VET sector training.

GSES will ensure that an individual's learning and skills are recognised irrespective of how or where they have been acquired. This policy, therefore, recognises that prior study together with work and life experiences may have provided the participant (subject to the provision of suitable evidence) with competence in the outcomes prescribed in a curriculum or Training Package.

Skills recognition assessments and outcomes will be recorded, and Statements of Attainment will be issued to the participant where applicable and appropriate.

4.1 RPL Procedure

If a Unit of Competency (UOC) has been completed as part of an earlier taught course, that UOC will be evaluated to determine if there are any gaps in the previous training and any required training will be provided as part of a higher level or new course.

Should the participant seek RPL, an appropriately skilled staff member will assess the participant's competence against the performance criteria or learning outcomes of the unit or session.

GSES advocates a consultative approach to assessing both prior and current competencies through planning, implementing and evaluating the process.

Participants who are dissatisfied with the outcome of a recognition process are able to lodge an appeal through GSES's Customer Complaints and Appeals process, and participant feedback regarding the recognition process is used as a valuable mechanism to continually improve the process.

If competence is established a Statement of Attainment will be issued, and the student must provide USI and AVETMISS information.

Where competence is not established, the applicant will be informed on the training solution that can be offered to prove this competence.

4.2 Cost of RPL

Fees for RPL evaluation will vary based on the extent of assessment and administrative services required. A simple credit transfer will typically incur a once-off administration fee, while a full RPL procedure may be billed at an hourly rate.

5 Intellectual Property

The material on the GSES website is subject to copyright as are the written materials supplied with the GSES name on them.

6 Disclaimer

All material and information provided by GSES is in good faith and is believed to be accurate and current at the date of publication. GSES endeavours to inform all stakeholders of any change in applicable regulations, codes of practice, or standards.

GSES will not be liable for computer viruses or damage resulting from the accessing of third party websites.