

# Gap Training Process

## 1. Suitability

One of our trainers will determine your suitability with the initial documentation provided by you. Your application may be rejected at this point with no charge. The trainer will correspond with you before making a determination to ensure all necessary documents have been gathered.

1 Month

## 3. Mapping

A mapping process will be conducted to define your exact gap training requirements. Support in this process will be provided by NSW Industry Trade Advisory Board (ITAB).

1 Month

## 5. Workplace Evidence

You are responsible for gathering your workplace evidence. NECA Training will provide the login information to a digital workplace profiling tool where you can capture your data - eProfiling

Self Paced

## 7. Assessments

Assessment evenings are scheduled according to your outstanding units of competency.

Self Paced

## 9. Certificate of Proficiency

Once you have completed the aforementioned steps you can apply for a certificate of proficiency with the Department of Education and Training.

1 Month

## 2. Consultation

Your trainer will conduct a face to face consultation at our facility where you will be informed of your obligations and will be briefed on the process, expectations, tuition options and shown the facility.

## 4. Enrolment

You will then be enrolled into the Certificate III Electrotechnology qualification on our student management system (VETrak) and provided access to the course content on our learning management system (Moodle).

## 6. Tutorials

Once enrolled, tutorial sessions will be scheduled and made available to you. These are not compulsory but you are strongly urged to attend.

## 8. Awarding Qualification

When you successfully complete all the necessary components you will be deemed competent in our student management system and your results uploaded to a national USI database.

## 10. Electrical Licence

Once you have completed the aforementioned steps you can apply for an electrical licence with the Department of Fair Trading