



Australian Post Office

TRAINING FOR ELIGIBILITY - INTERNAL PLANT

1975

INFORMATION FOR STUDENTS

1. STUDENT IDENTIFICATION.

1.1 Your Student Identification Number is:-

Always quote this number when contacting this Section in relation to any matter concerning the Course. (Telephone 03-699 5466 Ext.38).

Address your letters to:

Examinations Registrar,
Engineering Training,
Postmaster-General's Department,
210 Kingsway,
South Melbourne, Victoria, 3205.

2. THE TRAINING COURSE.

2.1 The diagram attached sets out the training course in outline form. You should study the diagram and also the notes setting out the proposed testing arrangements.

2.2 The scope of the examination syllabus for the correspondence section (Stage 1) of the course is also attached for your information. As far as possible, the emphasis in examinations will be on testing understanding, and ability to solve problems, rather than memory.

You should therefore concentrate on understanding methods of approach rather than attempting to remember complicated formulae and facts which you can readily ascertain from reference sources.

3. STUDY ARRANGEMENTS.

3.1 You will be given a release from your normal duties for eight hours per week from 16 June 1975 to study the correspondence lessons.

Your Engineer or Supervisor will decide whether this time will spread out over four days, two days or one whole day. He will also decide where you will study your lessons.

Please discuss this matter with your supervisor as soon as possible.

3.2 Should you be engaged in any other course of study for which you have been granted study leave, you will have to decide which course you will pursue as you cannot be granted study leave in addition to the eight hours granted for study of the Internal Plant Correspondence Course. If you decide to decline the Course, please advise the Examinations Registrar at Central Office, your Engineer and your Supervisor immediately.

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3.3 The study leave granted by the Department is chargeable to plant account 26/1EO.

4. TEXTBOOKS

4.1 The Department will supply lesson notes, answer books and pre-paid envelopes for submitting written answers to Assignment Test Questions, and the LOAN of textbooks where required by the lesson content. These textbooks are supplied for the duration of the Course and your co-operation is sought in taking good care of them.

5. COURSE DETAILS

5.1 The Correspondence Course encompasses the syllabus in ten assignments, each representing a fortnight's study programme. Each assignment consists of about seven lessons which may cover one or more subjects of the syllabus. These lessons become your personal property but they must not be made available to anyone outside the Department.

5.2 The study time to be spent on each lesson in an assignment is a matter for individual judgement as this will be greatly influenced by previous knowledge of the lesson topics covered. As a guide you could start by allocating equal time to all lessons then reduce the time for lessons containing familiar subject matter and apply the time saved to the other lessons.

5.3 Each lesson will direct your attention to the topics to be studied: it will attempt to foresee possible difficulties in understanding and provide comments in explanation and perhaps further illustrative examples. Lesson Test Problems are set throughout the lesson for which model answers are provided at the end of the lesson. You should not consult these model answers until after you have attempted the Lesson Test Problems as they are intended to help you discover and correct mistakes, and to ensure that you have an adequate understanding of the topic concerned.

5.4 A number of Assignment Test Questions will follow the last lesson in each assignment. With each assignment, you will receive an exercise book, called the Answer Book, in which your attempts at the Assignment Test Questions should be written. The Answer Book should be posted back to the Examinations Registrar, on or before the date shown on the Answer Book. Your answers will be marked and returned to you.

In your answers, show enough steps in your workings to make it easy to follow your reasoning. Credit will be given in examinations for your method of approaching a problem, and orderly layout, as well as for the correct answer, so practice when attempting Assignment Questions is a good idea.

If you use references, other than the ones supplied, for obtaining your answer, indicate what reference you have used.

5.5 If you have difficulty with one of the lessons or with one of the questions, and you cannot get someone in your area to help you, ring 03-699 5466 and ask the switchboard operator for tutorial assistance. A photograph of the tutorial staff is enclosed. From left to right the staff are: Joe Kovess (course manager), Bob Cross, Bob Prentis, Mike Sheehan (Clerical Assistant) and Tony Coddell.

6. TIMETABLE.

- 6.1 Assignments will be posted to you at regular intervals to ensure that you always have sufficient study material on hand. The date for posting your answers to the Assignment Test Questions will be indicated on the cover of the Answer Book. It is important that you dispatch your answers on the due date; it is your responsibility to set a study timetable and to advise the Examinations Registrar in advance if your absence on Unit Courses, etc. will delay the return of your answers. We strongly advise that you DO NOT take recreation leave during this Course, as it will cause you to fall behind. Due to the strict timetable of the Course, and the amount of material to be covered, you will find it almost impossible to catch up if you fall far behind.
- 6.2 The date for Test A has been set for 12th September, 1975, and for Test B the date is 12th December, 1975. You should ensure that you are available at those times.

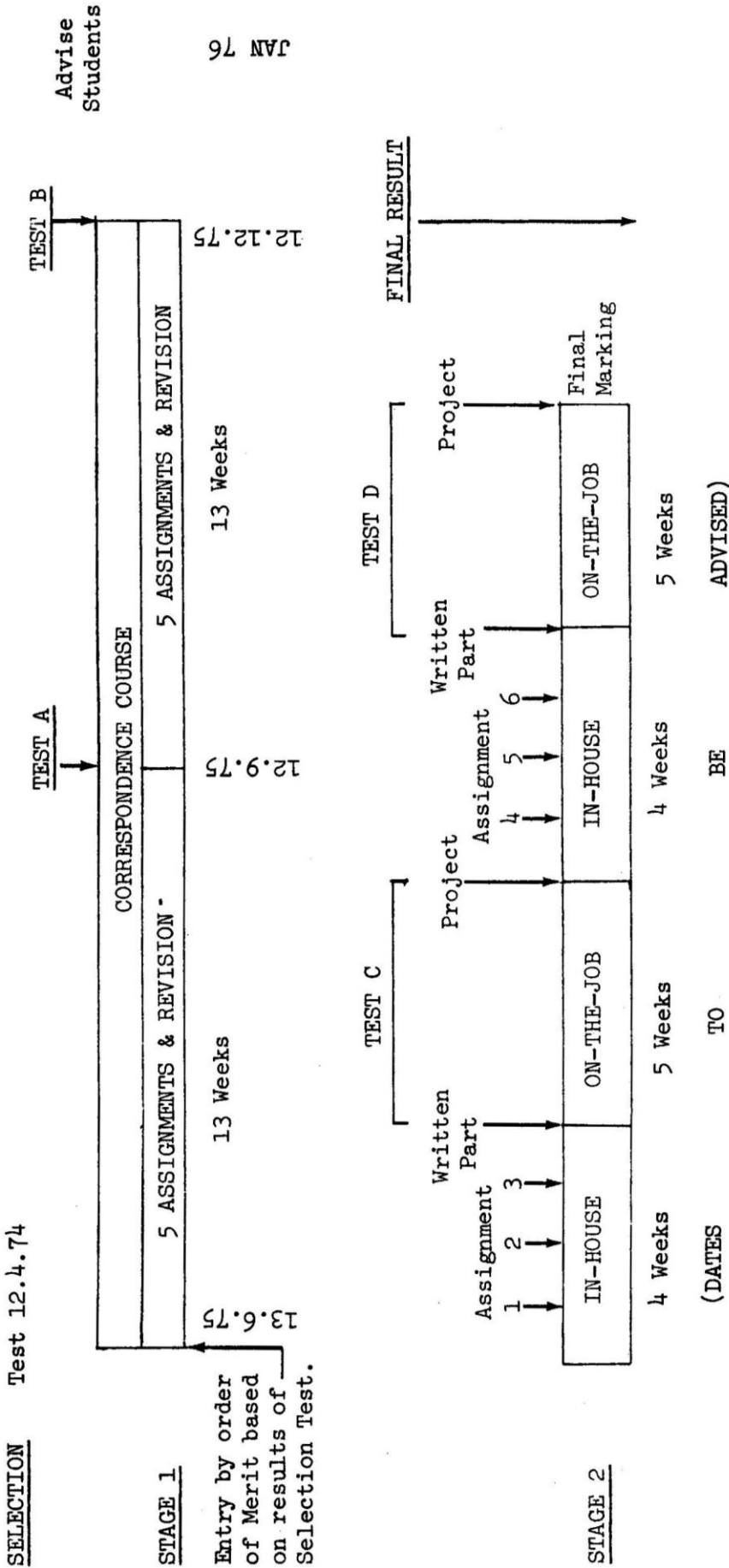
7. WITHDRAWAL FROM TRAINING.

- 7.1 If assignment answers are not returned regularly in accordance with timetable, students may be withdrawn from the Course i.e., no further lessons will be provided, textbooks will be recalled, and the study arrangements cancelled. It is expected that all students will take maximum advantage of the opportunity offered by the Course and that the necessity for withdrawal will be a very unlikely event.
- 7.2 Any student who fails to obtain 40% in any test will be withdrawn from the course.
- 7.3 If, during the Course, a student gains eligibility by other means, or is selected for a traineeship or cadetship he must advise the Examinations Registrar by telephone and in writing.

8. COURSE MANAGER

- 8.1 If you have any questions regarding the course or arrangements for the course, please ring the course manager, Joe Kovess, on 03-699 5466 Ext.39.

TRAINING FOR ELIGIBILITY - INTERNAL PLANT
PROGRAMME OUTLINE



NOTE: Tests A, B, C and D together form the Eligibility Test.
Failure at any Test (A, B, C and D) constitutes failure at the Eligibility Test.
Training will be discontinued.

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Course Testing Arrangements

There will be four principal test points in the two stages of the course. They are shown on the attached Programme Outline as Test A, B, C and D.

2. Officers selected as suitable for training will enter Stage 1 as correspondence students and be trained for a period of 26 weeks. This period consists of two 13 week sessions. At the conclusion of each session there will be a two-hour written examination (Test A and B). The format and pass conditions for the tests is explained below.
 - (a) Each test will only cover a specified portion of the course.
 - (b) Each test will be a terminal test in that there will be no direct re-examination of topics already tested. It must be realised, however, that tests on the more advanced topics rely on the fundamental principles developed in earlier lessons.
 - (c) Satisfactory progress at the fortnightly assignments is a pre-requisite for a student to be eligible to contest the progressive tests.
3. A pass in Tests 'A' and 'B' will permit a student to enter Stage 2 training which consists of two parts. Each part comprises a period of "in-house" instruction and "on-the-job" training, and carries an overall assessment. These assessments are referred to as Test C and Test D. Each test will consist of three components:
 - (a) In-house training assignments will be written exercises to be attempted by students during set periods. Each assignment is expected to take students between three and four hours to complete.

There will be three assignments during the first "in-house" period and three during the second "in-house" period.
 - (b) Written examinations on material covered in each in-house period.
 - (c) Projects 1 and 2 will be reports on investigations undertaken during on-the-job training. Topics for investigation will be set as appropriate to the student's field allocation.

Pass conditions for the complete Tests C and D will be identical. They are summarised below.

<u>Component</u>	<u>Marks Allocated</u>	<u>Pass Conditions</u>
- written exam	85)	Combined mark of 50
- In-house training assignment 1, 2 and 3 or 4, 5 and 6	15)	
- Project 1 or 2	Rating	Satisfactory
	Satisfactory or	
	Unsatisfactory	

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4. Tests A, B, C and D together form an Eligibility Test. The tests will be given progressively throughout the Course and failure to obtain 40% at any test will mean that a student will not be permitted to proceed with training. Failure to meet the pass conditions means that a student fails to obtain eligibility.

Supplementary examinations will not be permitted.