

Ideas for bosses

Help your employees pass the Board exams

At smoko...

- Find out candidates' study nights and subjects and keep them accountable
- Check they have access to the relevant standards, building codes, codes of practice etc
- Look at past exam papers together – talk about all the questions that relate to their on-job experience
- When they're studying at home and they get stuck, get them to record their questions on a dictaphone or their cellphone. Talk through these questions the next day
- Get them to put questions and answers on flashcards so you can test them
- Don't just tell them the answers. They'll learn more if you help them to look up the answer in compliance documents, textbooks etc. Then discuss it together
- Stay positive. Talk about the incentives to pass!

On the job...

- Get candidates to explain how systems, installations, pumps etc work as you're installing or repairing them
- Get them to "Describe the sequence" as you're installing or testing equipment (it takes practice to sequence information)
- Get them to explain the scientific principles underpinning how equipment works, as you work on it
- Arrange for them to see or work on equipment that is covered in the exam
- Use those cellphones – take photos of equipment, installations etc and get them to explain how they work
- Test their knowledge of relevant regulations on each job. If they don't know them, make sure they look them up

