

Training Package	Electrotechnology (UEE06)		HSC Requirements and Advice
Unit title	Maintain documentation		HSC Indicative Hours
Unit code	UEENE001A	Competency field	Commercial
			10

Unit descriptor	This unit covers the maintenance of the variety of documentation required to record work activities, purchases and expenses and compliance obligations. It encompasses documentation typically required in an electrotechnology enterprise, work instructions and procedures and time management.
Application of the unit	This unit is intended for competency development entry-level employment-based programs incorporated in approved contracts of training.
Prerequisite unit(s)	Competencies There are no prerequisite competencies for this unit.
	Literacy and numeracy skills Participants are best equipped to achieve competency in this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in <i>Appendix 1</i> of this Syllabus. Reading 3 Writing 3 Numeracy 3
Licence to practise	The skills and knowledge described in this unit do not require a licence to practise in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships.

Required Skills and Knowledge	
<p>This describes the essential skills and knowledge and their level required for this unit.</p> <p>Evidence shall show that knowledge has been acquired of safe working practices and maintaining documentation.</p> <p>The extent of the essential knowledge and associated skills (EKAS) required is given in <i>Appendix 2</i> of this Syllabus. It forms an integral part of this unit.</p> <p>2.2.1 Enterprise communication methods</p> <p>2.2.2 Enterprise work activities records</p> <p>2.2.20 Computer use basics</p> <p>2.18.1 Occupational Health and Safety principles.</p>	

Evidence Guide

This provides essential advice for assessment of the unit. It must be read in conjunction with the Performance Criteria and the Range Statement of the unit and the Training Package Assessment Guidelines.

The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of the unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of assessment	Critical aspects of evidence required to demonstrate competency in this unit
<p>Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the industry-preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.</p> <p>Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.</p> <p>The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be 'rich' in nature to minimise error in judgment.</p> <p>Activities associated with normal everyday work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.</p>	<p>Before the critical aspects of evidence are considered all prerequisites must be met.</p> <p>Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines – UEE06'. Evidence shall also comprise:</p> <ul style="list-style-type: none"> • a representative body of Performance Criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to: <ul style="list-style-type: none"> - implement Occupational Health and Safety workplace procedures and practices, including the use of risk control measures as specified in the Performance Criteria and Range Statement - apply sustainable energy principles and practices as specified in the Performance Criteria and Range Statement - demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment - demonstrate an appropriate level of skills enabling employment - conduct work observing the relevant Anti Discrimination legislation, regulations, polices and workplace procedures • demonstrated consistent performance across a representative range of contexts from the prescribed items below: <ul style="list-style-type: none"> - maintain documentation in any electrotechnology enterprise information system, including: <ul style="list-style-type: none"> ▪ following enterprise documentation requirements ▪ enabling documentation to communicate clearly to others ▪ dealing with unplanned events by drawing on essential knowledge and skills to provide appropriate solutions incorporated in a holistic assessment with the above listed items.

Evidence Guide cont/d

Context of and specific resources for assessment	Method of assessment	Concurrent assessment and relationship with other units
<p>This unit should be assessed as it related to normal work practice using procedures, information and resources typical of a workplace. This should include:</p> <ul style="list-style-type: none"> • OHS policy and work procedures and instructions • suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit. <p>These should be used in the formal learning/assessment environment.</p> <p>Note: Where simulation is considered a suitable strategy for assessment, conditions for assessment must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.</p> <p>The resources used for assessment should reflect current industry practices in relation to maintaining documentation.</p>	<p>This unit shall be assessed by methods given in <i>Appendix 3</i> of this Syllabus.</p> <p>Note: Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.</p>	<p>For optimisation of training and assessment effort, competence in this unit may be assessed concurrently with any unit or units that require formal documentation.</p>

Evidence Guide cont/d

Key competencies

Evidence of achievement of particular key competencies is assessed in the context of the following performance criteria.

- Performance level 1* Competence needed to undertake activities efficiently and with sufficient self management to meet the explicit requirements of the activity and to make judgments about quality of outcome against established criteria.
- Performance level 2* Competence needed to manage activities requiring the selection, application and integration of a number of elements and to select from established criteria to judge quality of process and outcome.
- Performance level 3* Competence needed to evaluate and reshape processes, to establish and use principles in order to determine appropriate ways of approaching activities and to establish criteria for judging quality of process and outcome.

Key competencies	Example of application	Performance level
How are ideas and information communicated within this competency?	Refer to the following Performance Criteria for examples of application: 2.1 to 2.4	1
How can information be collected, analysed and organised?	Refer to the following Performance Criteria for examples of application: 2.1; 2.2	1
How are activities planned and organised?	Refer to the following Performance Criteria for examples of application: 1.1 to 1.4	1
How is team work used within this competency?	Refer to the following Performance Criteria for examples of application: 1.2	1
How are mathematical ideas and techniques used?	Refer to the following Performance Criteria for examples of application: N/A	–
How are problem solving skills applied?	Refer to the following Performance Criteria for examples of application: N/A	–
How is use of technology applied?	Refer to the following Performance Criteria for examples of application: 2.1 to 2.4	1

Evidence Guide cont/d

Skills enabling employment

Evidence that competency in this unit incorporates skills enabling employment is assessed in the context of the following performance.

The Competency Standard Units incorporate a range of employment-based skills that are expected of individuals in a workplace. The skills for employment set out below should be achieved and confirmed consistent with Competency Standard Unit requirements and relative to the qualification to which the unit contributes. Assessment must be applied holistically and confirm that the critical aspects of evidence have been demonstrated to the required level.

Skills for employment	Critical aspects of evidence	Example of application
1 Developing and using skills within a real workplace	Demonstrates an ability to develop and use spatial, dexterity and technology skills as well as health, safety and housekeeping skills meaningful to a workplace environment.	Refer to the following Performance Criteria for examples of application: All
2 Learning to learn in the workplace	Demonstrates an ability to access, confirm and learn – can acquire knowledge and culture related to and used in a workplace environment.	Refer to the following Performance Criteria for examples of application: 1.2; 2.5
3 Reflecting on the outcome and process of work task	Demonstrates an ability to reflect on performance of the work task, its outcome and the process(es) used in completing the task in a workplace environment.	Refer to the following Performance Criteria for examples of application: 2.2
4 Interacting and understanding of the context of the work task	Demonstrates an ability to interact in real work tasks, understand the context of the task within a work environment and speak and write to related personnel/communities to a standard expected in the workplace/industry sector.	Refer to the following Performance Criteria for examples of application: 1.1; 1.2
5 Planning and organising the meaningful work task	Demonstrates an ability to prepare, organise and complete real work tasks to workplace standards, including selecting appropriate tools/equipment to complete tasks in a workplace environment, and setting and achieving personal goals.	Refer to the following Performance Criteria for examples of application: 1.1 to 1.4
6 Performing the work task in non-routine or contingent situations	Demonstrates an ability to seek and apply solutions to problems, using mathematical and cognitive skills relevant to a workplace environment, and/or seeking advice from appropriate personnel when in doubt.	Refer to the following Performance Criteria for examples of application: 2.5

Element	Performance Criteria	Range Statement
1 Prepare to maintain documentation	1.1 Documentation requirements and methods for the organisation/enterprise are identified, obtained and understood.	<p>This relates to the unit as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.</p> <p>This unit must be demonstrated by maintaining documentation in any electrotechnology enterprise information system.</p> <p>Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in <i>Appendix 4</i> of this Syllabus.</p>
	1.2 Advice is sought from the work supervisor, when necessary, to ensure the work is correctly documented and coordinated effectively with others.	
	1.3 Forms required to document work are obtained in accordance with established routines and procedures.	
	1.4 OHS risk assessment and control measures are documented before work is commenced in accordance with established routine/procedures.	
2 Maintain documentation	2.1 Activities are documented promptly and at the appropriate time in accordance with established routine/procedures.	
	2.2 Documentation is checked for accuracy and clarity and any anomalies corrected.	
	2.3 Where applicable, signature is obtained from an appropriate person and the person's identification documented.	
	2.4 Where applicable, a copy of any required documentation is forwarded to an appropriate person in accordance with established routine/procedures.	
	2.5 Procedures for referring non-routine events to immediate supervisor for directions are followed.	