

**CARAVAN INDUSTRY NATIONAL COMPETENCY
STANDARDS**

**RECREATIONAL VEHICLE AND ACCESSORY
RETAILING**

Unit THCRET01A

Plan and Construct an Outdoor Marketing Display

Unit Descriptor This unit deals with the skills and knowledge necessary to create and maintain an outdoor merchandising display suitable for a caravan/mobile home sales site.

Element	Performance Criteria
<p>1 Analyse site and design display</p>	<ul style="list-style-type: none"> • The site and display design are analysed taking into consideration aesthetics, environment, physical attributes and other relevant factors. • A sketch plan is prepared which indicates placement of features and plant types. • Hard stand and soft stand features appropriate to the display are identified. • People including area experts, supervisors, managers, consultants are consulted as required. • Duration of display is determined.
<p>2 Select features for display to meet plan specifications</p>	<ul style="list-style-type: none"> • Materials and components are selected, taking into consideration all relevant factors. • Machinery/equipment required for installation is obtained. • Relevant people are consulted as required.
<p>3 Construct display</p>	<ul style="list-style-type: none"> • Features are constructed and/or erected according to plan. • Features are placed as specified in plan. • Irrigation and lighting requirements are incorporated into display construction. • Display is completed to plan specification. • Operational aspects such as irrigation of the display are checked and monitored. • Safety precautions are followed. • Protective clothing and equipment are used at all times. • Relevant people are consulted as required.
<p>4 Maintain display</p>	<ul style="list-style-type: none"> • Special promotion areas are dismantled and reset as required. • Tasks required to maintain display are performed. • Display area is maintained in a clean and tidy condition. • Customer safety is monitored and maintained. • Relevant people are consulted as required.

Range of Variables

- Hard stand and soft stand features may include:
 - gazebos
 - limestone/sleeper retaining walls
 - pathways
 - aquatic features
 - plantings
 - mounds/terrain
 - arches
 - trellises
 - fountains
 - rocks/mass rocks.

- Aesthetic factors may include:
 - nature of the display
 - desired effect
 - existing colour/décor.

- Environmental factors may include:
 - light/lighting
 - existing features
 - water tolerance
 - available resources
 - weather.

- Physical attributes may include:
 - access
 - size
 - power supply
 - traffic
 - likely dangers.

- Duration of display:
 - permanent
 - semi-permanent
 - temporary.

- Factors for consideration when selecting features may include:
 - plant health, vigour, flowering time, proliferation, survival, longevity
 - space/area constraints
 - budget
 - existing features
 - permanent or otherwise nature of display
 - maintenance/upkeep of display
 - purpose of display
 - story/focus/theme for display.

- Machinery/equipment may include:
 - tractors
 - cranes
 - rotary hoe
 - forklift
 - bobcat.

- Tools may include a range of gardening-related tools and equipment.

Evidence Guide

Underpinning Skills and Knowledge:

- To demonstrate competence, evidence of knowledge and skills in the following areas is required:
 - principles of display
 - landscaping concept
 - hard stand and soft stand ideas
 - developing a sketch plan
 - plant identification and knowledge
 - basic carpentry, limestone wall, sleeper wall, paving skills
 - determining quantity
 - ordering processes
 - machinery/equipment use
 - basic gardening/garden care
 - construction skills: basic/simple
 - safety requirements and provisions
 - irrigation
 - site maintenance tasks/functions.

Context of Assessment:

- This unit can be assessed on or off the job. Assessment should include practical assessment either in the workplace within a simulated environment. This should be supported by a range of methods to assess underpinning knowledge.
- Competency is to be demonstrated by construction of a component (in the Range of Variables), using the required materials and tools.

Critical Aspects of Assessment:

- Evidence should include a demonstrated ability to:
 - plan an outdoor display which incorporates both hard and soft stand landscaping components
 - select appropriate features
 - construct and install a series of basic features
 - maintain site post-construction.

Linkages to Other Units:

- There is a strong link between this unit and the retail-related unit:
 - WRRM.3A Co-ordinate Merchandise Presentation.
- Combined training/assessment may be appropriate.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	2
Communicating Ideas and Information	2
Planning and Organising Activities	2
Working with Others and in Teams	2
Using Mathematical Ideas and Techniques	2
Solving Problems	2
Using Technology	-

Unit WRRM.3A

Co-ordinate Merchandise Presentation

Unit Descriptor This unit deals with the responsibility for ensuring that staff arrange, present and label or price merchandise according to organisation requirements.

Element	Performance Criteria
1 Co-ordinate merchandise presentation and display	<ul style="list-style-type: none">• Items to be advertised/promoted are identified.• Promotions or special events are planned, co-ordinated and evaluated as directed by management.• Construction and maintenance of displays are planned and supervised in order to achieve balance and visual impact.• Staff is informed of organisation display standards/requirements.• Staff are informed of occurrence and timing of promotions and special events, especially in regard to advertising, catalogues, special offers and in organisation promotions.• Product/service display information accurately depicts products/service being promoted.• Displays are completed according to required time schedule, with minimum disruption to customer service and traffic flow.• Displays are constructed and maintained in a safe, secure manner.• Replenishment of merchandise and rotation of stock on organisation displays is regularly monitored and action taken as required.• Staff is informed of appropriate timing for dismantling and disposal of displays.• Merchandise presentation is evaluated against sales turnover and organisation presentation standards.• Management is provided with feedback in regard to improvement of organisation marketing and promotional activities.

- 2 Implement merchandise pricing**
- Organisation policies and procedures are implemented in regard to pricing/ticketing.
 - Current prices for products and services are identified and amended according to organisation policy.
 - Team members are informed of both price changes and current pricing policies.

Range of Variables

- The following variables may be present:
 - organisation policy and procedures in regard to merchandising and pricing policies
 - size, type and location of organisation
 - size, type and location of display areas and fittings
 - organisation merchandise and service range
 - routine or busy trading conditions
 - setting up of new displays or maintaining existing displays
 - display may be located in a variety of areas including window, shelves, walls, fixtures on floor
 - tickets may be provided, or produced electronically or manually
 - seasonal and special promotions
 - levels of staffing, eg. staff shortages
 - varying levels of staff training
 - full-time, part-time or casual staff
 - handling techniques may vary according to stock characteristics and industry codes of practice
 - literacy and numeracy skills in regard to merchandise presentation and pricing.

Evidence Guide

- Evidence of knowledge and expertise relevant to the following is required:
 - organisation policies and procedures in regard to merchandising and pricing of stock
 - relevant legislation and statutory requirements
 - industry codes of practice
 - occurrence and timing of organisation promotions including advertising, catalogues and special offers
 - organisation promotional themes
 - location of display areas
 - merchandise range
 - use of electronic labelling/ticketing equipment
 - availability and use of materials
 - load bearing capacity of fixtures and display areas
 - correct handling techniques for protection of merchandise
 - organisation stock rotation policies
 - minimum stock levels required
 - safe lifting and carrying techniques
 - procedure for accessing information and implementing price changes
 - manufacturer's specifications for the use of electronic labelling/ticketing equipment
 - correct storage procedures for labelling/ticketing equipment and materials
 - time management
 - planning skills
 - literacy and numeracy skills in relation to machine or manual preparation of labels/tickets.

Competency Standards

Context of Assessment:

- This unit can be assessed on or off the job. Assessment should include practical assessment either in the workplace within a simulated environment. This should be supported by a range of methods to assess underpinning knowledge.
- Competency is to be demonstrated by construction of a component (in the Range of Variables), using the required materials and tools.

Critical Aspects of Assessment:

- Evidence should include a demonstrated ability to follow correct procedures. Clarity in communication is required.
- Demonstration of a customer-centred approach to all activities involving interaction with customers is required.
- Evidence should include a demonstrated ability to apply selling techniques in a retailing environment. General product knowledge must also be demonstrated.

Linkages to Other Units:

- There is a strong link between this unit and the following units:
 - THCRET01A Plan and Construct an Outdoor Marketing Display.
- Combined training/assessment may be appropriate.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	2
Communicating Ideas and Information	2
Planning and Organising Activities	2
Working with Others and in Teams	2
Using Mathematical Ideas and Techniques	2
Solving Problems	2
Using Technology	1

Unit WRRF.3A

Produce Financial Reports

Unit Descriptor	This unit deals with the skills and knowledge necessary to ensure that organisation financial systems are maintained and implemented.
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Element	Performance Criteria
1 Enter payment summaries into journals	<ul style="list-style-type: none"> • Payment documents are filled out identifying relevant details. • Payment are documents checked for authenticity of claim. • Payment are documents balanced on a routine basis.
2 Reconcile accounts to balance	<ul style="list-style-type: none"> • Discrepancies between transaction documentation and account balances identified. • Errors in documentation rectified. • Data recorded on nominated system within designated time limits.
3 Prepare bank reconciliation's	<ul style="list-style-type: none"> • Deposit entries and cash payment summaries are checked for accuracy against bank statements. • Discrepancies are noted and resolved. • Regular reconciliation reports are produced within designated time limits to provide data for preparation of trial balance. • Pay-in documentation are completed accurately. • All money (cash, cheques, credit cards) calculations are balanced accurately.
4 Receive and document payments/takings	<ul style="list-style-type: none"> • Cash is correctly counted and, when applicable, correct change given. • Cheque and credit card payments are verified with the nominated person/department prior to acceptance. • Receipts are accurately completed and issued.

Competency Standards

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| 5 | Dispatch statements to debtors and follow up outstanding accounts | <ul style="list-style-type: none">• Debtor statements are checked for accuracy of contents.• Any noted discrepancies are rectified accurately.• Debtor statements are dispatched within designated time limits.• Outstanding accounts are collected within designated credit periods.• Credit terms are reviewed and controlled to ensure payment within designated time limits.• Debtor's ledger is accurately maintained to reflect current situation.• Customer credit terms are reviewed when indicated according to organisation policy. |
| 6 | Dispatch payments to creditors | <ul style="list-style-type: none">• Payment documentation is prepared by others checked for accuracy of information and dispatched to creditors within designated time limits.• Creditors' statements are reconciled with accounting records.• Relevant data is input into creditors' ledger.• General ledger is reconciled against accounting records. |
| 7 | Prepare financial reports | <ul style="list-style-type: none">• Purpose of the report is clarified with nominated officer.• Relevant data is identified and obtained from nominated internal and/or external sources.• Nominated internal records are updated to show current status of financial report.• Data is transcribed onto nominated form and in the authorised manner. |

Range of Variables

- The following variables may be present:
 - organisation policies and procedures in regard to financial systems, which will take into consideration government legislation when applicable
 - size, type and location of organisation
 - resources required to complete tasks
 - recording and documenting systems
 - types of equipment used
 - complexity of software packages used
 - range of responsibilities/job description
 - accounting systems used
 - accounting systems may be manual or electronic.

Evidence Guide

Underpinning Skills and Knowledge:

- Evidence of knowledge and expertise relevant to the following is required:
 - organisation policies and procedures in regard to organisation financial systems
 - relevant government requirements for financial reporting
 - organisation office/clerical systems
 - organisation accounting systems
 - operation of organisation accounting equipment
 - accounts reconciliation
 - journal entries
 - bank reconciliation's
 - payments/takings documentation
 - debtors statements
 - outstanding debtors accounts
 - payments to creditors
 - time management
 - numeracy and literacy skills for preparation of financial reports.

Context of Assessment:

- This unit may be assessed on or off the job. Assessment should include practical demonstration either in the workplace or through close simulation. This should be supported by a range of methods to assess underpinning knowledge.

Critical Aspects of Assessment:

- Evidence of the following skills is required:
 - communication
 - interpersonal skills
 - judgement
 - observation and analysis
 - record keeping
 - supervision
 - team work
 - application of organisation procedures
 - coaching and motivating staff
 - delegation
 - organisational skills
 - promoting a safe working environment.

Linkages to Other Units:

- Combined training/assessment of related units of competence may be appropriate.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	2
Communicating Ideas and Information	2
Planning and Organising Activities	2
Working with Others and in Teams	2
Using Mathematical Ideas and Techniques	3
Solving Problems	3
Using Technology	2

Unit WRR0.1A

Manage Merchandise and Organisation Presentation

Unit Descriptor This unit deals with management, according to organisation policies, of the organisation merchandising plan and organisation presentation.

Element	Performance Criteria
1 Manage organisation merchandising	<ul style="list-style-type: none">• Layout and presentation support the market position and promote customer flow according to organisation policy.• Layout assessment checks are developed and implemented.• Standards for visual presentations and displays are defined and clearly communicated to all staff.• Staff is consulted to assess customer response to space allocations.
2 Plan and manage organisation advertising and promotions	<ul style="list-style-type: none">• Organisation policies and procedures are managed and implemented in regard to organisation promotional activities.• Activities are organised in line with anticipated/researched customer requirements.• Promotions are managed in order to achieve maximum customer impact.• Arrangements with suppliers are negotiated in regard to special promotional activities.• Organisation activities are co-ordinated to complement shopping centre/retail complex promotions.• Assessment checks are developed and implemented to measure effectiveness of promotions including layout, visual impact and customer response.• Promotional activities are accurately documented and reported on.
3 Manage organisation pricing	<ul style="list-style-type: none">• Organisation policies and procedures are maintained in regard to pricing.• Accurate information on pricing trends and changes is maintained and communicated to relevant staff.• Procedures are developed and implemented for pricing/marketing down of slow moving stock, soiled or damaged goods or goods close to use-by date according to organisation policies and government requirements.

- 4 Manage organisation pricing policies**
- Organisation policies and procedures are developed and implemented in regard to organisation housekeeping and maintenance.
 - Roster/schedules are developed and managed, ensuring organisation housekeeping standards are monitored and maintained.
 - A contingency plan is initiated in the event of merchandise or organisation presentation problems.

Range of Variables

- The following variables may be present:
 - organisation policies and procedures in regard to promotion of products and services and housekeeping
 - size, type and location of organisation.

- Organisation merchandising plan may include:
 - target market/market research
 - organisation image
 - organisation layout and space availability
 - seasonal lines
 - pricing policy
 - customer market research may be formal or informal
 - promotions may include external and in-organisation activities or may be corporate or locally based.

- Promotions may include, but are not limited to the following:
 - advertising
 - catalogues
 - newspapers
 - poster
 - radio, TV, cable or internet
 - suppliers
 - promotions may involve dealing with advertising agencies and consultants
 - pricing policies may include long term and short term, internal and external considerations
 - customers may include people from social, cultural and ethnic backgrounds and physical and mental abilities and may include corporate or individual sources
 - housekeeping may include organisation premises, fittings, fixtures or equipment.

- Contingency plans may include:
 - major spillage
 - flood
 - breakages.

Evidence Guide

- Evidence of knowledge and expertise relevant to the following is required:
 - organisation policies and procedures in regard to promotion and pricing of products and services to individual or corporate customers
 - organisation merchandising plan
 - organisation merchandise and service range
 - product quality standards
 - range and availability of new products and services
 - organisation promotions, advertising
 - customer demand and market trends
 - visual merchandising
 - housekeeping procedures for organisation premises, fittings, fixtures and equipment
 - consumer law
 - planning skills
 - group presentation skills
 - time management
 - literacy and numeracy skills in regard to researching written material, producing written reports and documentation of results.

Context of Assessment:

- This unit can be assessed on or off the job. Assessment should include practical assessment either in the workplace within a simulated environment. This should be supported by a range of methods to assess underpinning knowledge.
- Competency is to be demonstrated by construction of a component (in the Range of Variables), using the required materials and tools.

Critical Aspects of Assessment:

- The following skills should be demonstrated:
 - communication
 - interpersonal skills
 - judgement
 - observation and analysis
 - record keeping
 - supervision
 - team work
 - acceptance of accountability and judgement
 - applying budget information

Competency Standards

- applying enterprise procedures
- calculation including time and money
- coaching and motivating staff
- delegation
- organisational skills
- promoting a safe working environment
- simple report and specification writing skills
- resource allocation.

Linkages to Other Units:

- There is a link between this unit and:
 - WRRM.1A Merchandise Products
 - THHGC507A Co-ordinate Marketing Activities.
- Combined training/assessment may be appropriate.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	3
Communicating Ideas and Information	3
Planning and Organising Activities	3
Working with Others and in Teams	3
Using Mathematical Ideas and Techniques	2
Solving Problems	3
Using Technology	2

Unit WRRI.4A

Buy Merchandise

Unit Descriptor	This unit deals with market analysis, planning and introduction of product ranges, establishing contacts with suppliers and setting selling prices to maximise profits.
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Element	Performance Criteria
1 Analyse market	<ul style="list-style-type: none"> • Organisation marketing policies are analysed and identified. • Customer requirements are monitored formally and informally in order to evaluate market trends and customer needs. • New products and services are researched. • Opportunities to improve sales are identified and considered. • Merchandise range is monitored to identify the demand for individual items and seasonal variation. • Market competition is monitored.
2 Plan product range	<ul style="list-style-type: none"> • A buying plan is developed and implemented in accordance with organisation merchandise policies and market analysis, sales performance of line, stock availability and fashion trends. • Future directions for merchandise ranges is determined according to organisation policies. • Relevant staff liaised with to co-ordinate promotional and marketing activities. • Organisation/department sales figures are analysed to determine contribution rates of product lines. • Investment levels are determined with reference to previous years' sales figures, predicted demand and projected gross profit. • Contribution improvement opportunities are identified and acted upon. • Organisation/department space requirements and brand product mix are determined according to organisation policy. • Stock levels are determined according to peak seasons, special events and supplier's lead-time. • Stock range and sources of supply are analysed, evaluated and amended according to management, staff and customer feedback.

Competency Standards

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| 3 | Establish supplier relations | <ul style="list-style-type: none">• Co-operative relationships with supplier representatives are developed according to organisation policy.• Existing suppliers are continuously assessed in regard to profitability, service and delivery status.• New suppliers are identified, and existing suppliers deleted according to performance indicators of price, quality, performance, supply reliability and merchandise range. |
| 4 | Negotiate supply of goods | <ul style="list-style-type: none">• Arrangements with suppliers are negotiated and implemented according to organisation policies and procedures and are communicated to relevant personnel.• Special pricing arrangements and customer payment agreements are authorised and communicated to relevant staff and management personnel according to organisation policy.• Records of suppliers and stock are monitored for accuracy and legibility and appropriate action taken where necessary.• Market factors affecting supply are identified and communicated to relevant personnel.• Complete and accurate records of negotiations and agreements are conveyed to appropriate personnel within designated time lines.• Immediate corrective action is taken where potential or actual problems with supply indicated.• New suppliers are identified and developed to maintain and improve sales and service delivery. |
| 5 | Monitor quality control | <ul style="list-style-type: none">• Merchandise quality standards are established with suppliers according to legal requirements, customer requirements and organisation policy.• The quality of merchandise is monitored and ensured during supply, manufacture and delivery processes.• Stock return figures are recorded and analysed against target figures. |
| 6 | Introduce product range | <ul style="list-style-type: none">• Organisation/area managers are informed of new product ranges and advised of preferred location of merchandise.• Staff training in product knowledge is implemented to introduce product range.• New ranges are demonstrated/displayed to staff according to organisation merchandising plan. |

- 7 Maximise profit**
- Individual product range contributions are calculated/estimated against budget/targets.
 - Product range assessment checks are developed and implemented against budget/targets.
 - Overall selling space contributions are calculated/estimated according to organisation merchandising plan.
 - Profit margins are maximised in negotiations with suppliers.
 - Organisation pricing policies are determined, according to stated net profit margin in organisation merchandising plan and consumer law.
 - Specifications for terms of trade are negotiated in regard to:
 - special buys
 - payment terms
 - promotional deals with suppliers.
- 8 Rationalise stock**
- Stock range is updated at regular intervals.
 - Stock lines to be deleted are identified and action taken to minimise adverse effect on profit.
 - Stock is consolidated as required to maximise sales potential.

Range of Variables

- The following variables may be present:
 - organisation merchandise and marketing policies which may include:
 - organisation culture
 - current market position
 - target markets
 - size, type and location of organisation
 - type of market and customer needs
 - organisation merchandise and product range
 - product range may be existing or new
 - organisation pricing, labelling and packaging requirements
 - types and location of suppliers
 - local or overseas suppliers
 - organisation quality control policies and procedures
 - suppliers may be existing or new contacts
 - staff training policies and procedures
 - sources of supply may be internal or external.
- Negotiation process may include:
 - face to face
 - correspondence
 - meetings
 - telephone or electronic media.
- Reasons for deletion of stock lines may include:
 - changes in organisation policy/culture
 - sales performance
 - customer requirements
 - fashion trends
 - product availability
 - problems with supply.
- Stock consolidation may include:
 - movement of stock between departments or organisations.

Evidence Guide

Underpinning Skills and Knowledge:

- Evidence of knowledge and expertise relevant to the following is required:
 - organisation merchandising and marketing policies
 - State and Federal and Territory legislation and statutory requirements including consumer law and the handling of second hand goods
 - industry codes of practice including: supermarket scanning code
 - market needs
 - range of merchandise available market needs
 - market competition
 - current and future stock levels
 - existing and possible new suppliers
 - negotiation skills
 - group presentation skills
 - planning skills
 - analysis and evaluation skills
 - organisation quality control procedures and requirements
 - staff product training policies
 - profit requirements.

- Numeracy and/or literacy skills in regard to:
 - evaluation and analysis of market trends and projections
 - evaluation and analysis of sales figures and investment levels
 - evaluation and analysis of space requirements.

Context of Assessment:

- This unit can be assessed on or off the job. Assessment should include practical assessment either in the workplace or through simulation. This should be supported by a range of methods such as practical demonstrations, group discussion, role-plays or case studies with access to all necessary equipment and material to assess underpinning knowledge.

Competency Standards

Critical Aspects of Assessment:

- The following skills should be demonstrated:
 - communication
 - interpersonal skills
 - judgement
 - observation and analysis
 - record keeping
 - supervision
 - team work
 - acceptance of accountability and judgement
 - application of budget information
 - application of enterprise procedures
 - calculation including time and money
 - coaching and motivating staff
 - delegation
 - organisational skills
 - promoting a safe working environment
 - resource allocation.

Linkages to Other Units:

- There is a strong link between this unit and the retail-related units:
 - THHGA07A Control
 - WRR0.1A Manage Merchandise and Organisation Presentation.
- Combined training/assessment may be appropriate.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	3
Communicating Ideas and Information	3
Planning and Organising Activities	3
Working with Others and in Teams	3
Using Mathematical Ideas and Techniques	3
Solving Problems	3
Using Technology	3

Unit WRRLP.4A***Maintain Organisation Security***

Unit Descriptor This unit deals with the responsibility for ensuring that staff members maximise organisation security.

Element	Performance Criteria
<p>1 Monitor and maintain organisation security</p>	<ul style="list-style-type: none"> • Organisation policies and procedures are implemented to ensure organisation security maintained. • Security procedures are monitored and assessed according to organisation policy. • Procedures are implemented to minimise theft of easily stolen merchandise. • Security of cash, cash register and keys is maintained according to organisation policy. • Organisation procedures in regard to credit cash/cheque and EFTPOS transactions are implemented. • Team members are informed of organisation policies and procedures in regard to security. • Team members are provided with feedback in regard to implementation/non implementation of organisation security procedures. • Staff is provided with on-going supervision and training to facilitate awareness and detection of theft. • Matters likely to affect organisation security are reported according to organisation policy.

Range of Variables

- The following variables may be present:
 - organisation policies and procedures in regard to security
 - size, type and location of organisation
 - organisation merchandise and service range
 - type of security equipment used
 - security procedures may deal with:
 - customers
 - staff/staff property
 - visitors, sales representative, contractors, vendors
 - stock
 - records
 - cash and cash movement
 - equipment
 - premises
 - opening and closing of premises
 - theft
 - armed robbery
 - events likely to endanger customers or staff
 - range of responsibilities/job description
 - levels of staffing, eg. staff shortages
 - varying levels of staff training
 - routine or busy trading conditions
 - full-time, part-time or casual staff.

Evidence Guide

- Evidence of knowledge and expertise relevant to the following is required:
 - organisation policies and procedures in regard to security
 - relevant legislation and statutory regulations particularly in regard to checking of customers' bags and purchases
 - security procedures in regard to cash handling, credit card and cheque transactions
 - security procedures for internal or external theft of suspicious circumstance
 - organisation policies and procedures for opening and closing premises
 - armed robbery procedures
 - literacy skills in regard to reporting procedures.

Context of Assessment:

- This unit can be assessed on or off the job. Assessment should include practical assessment either in the workplace within a simulated environment. This should be supported by a range of methods to assess underpinning knowledge.
- Competency is to be demonstrated by construction of a component (in the Range of Variables), using the required materials and tools.

Critical Aspects of Assessment:

- Competence should be demonstrated in the context of established organisation security and safety policies and procedures by performance of all stated criteria according to the range of variables applicable to the workplace.

Linkages to Other Units:

- Combined training/assessment of related units of competence may be appropriate.

Key Competencies in this Unit	Level
Collecting, Organising and Analysing Information	2
Communicating Ideas and Information	2
Planning and Organising Activities	2
Working with Others and in Teams	2
Using Mathematical Ideas and Techniques	1
Solving Problems	2
Using Technology	-