Assessment Requirements for SISXFAC003 Implement facility maintenance programs

Release: 1

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Modification History

Not applicable.

Performance Evidence

Evidence of the ability to complete tasks outlined in elements and performance criteria of this unit in the context of the job role, and:

- implement facility maintenance programs that meet scheduled timeframes for at least one facility that incorporates:
  - organisational schedules for short and long-term maintenance programs for four of the following facilities and equipment:
    - capital items
    - fittings and fixtures
    - equipment
    - premises
    - plant
    - motor vehicles
    - environment
  - maintenance requests and feedback from facility users
  - budget restrictions
- maintain records according to organisational requirements and manage discrepancies.

Knowledge Evidence

Demonstrated knowledge required to complete the tasks outlined in elements and performance criteria of this unit:

- legislation to enable:
  - safe implementation of maintenance operations
  - reporting of unsafe equipment
- organisational policies and procedures to enable maintenance programs to be carried out efficiently, safely and responsibly:
  - isolation procedures for failed or unsafe equipment
  - purchasing and receipting procedures
  - reporting of unsafe equipment
- own responsibilities within maintenance program to enable tasks to be carried out responsibly
- suppliers for specific products, supplies and services

- purchase specifications to enable the purchase of quality stock
- strategies to minimise disruptions to facility users when carrying out maintenance requirements
- techniques to enable routine maintenance tasks to be completed safely and efficiently
- basic gardening techniques and operations to carry out maintenance schedules as required
- basic principles of supply and demand to ensure optimum stock levels are maintained.

Assessment Conditions

Skills must be demonstrated in:

- a sport, fitness or recreation facility. This can be a workplace or simulated facility.

Assessment must ensure use of:

- a facility for which a maintenance program would be implemented
- organisational policies and procedures on which procedures are based
- reporting documentation
- resources to maintain facility and equipment.

Assessment must ensure access to:

- maintenance equipment
- supplies and stock:
    - first aid
    - pool chemicals (where applicable)
    - office supplies
    - hygiene and sanitary supplies (where applicable)
    - cleaning supplies
    - activity-specific equipment
- organisational policies and procedures in relation to facility maintenance:
    - work health and safety/occupational health and safety
    - documents relating to purchase, receipt, storage and issue
    - record keeping
    - maintenance timeframes and schedules
    - roles and responsibilities of staff
    - isolation and reporting of failed or unsafe equipment
- relevant legislation:
    - work health and safety/occupational health and safety
    - building codes and regulations
    - fire regulations
    - health acts
    - industrial relations

- environment legislation
- local government regulations
- Australian tax office regulations
- information on equipment safety specifications
- appropriate personnel such as facility managers and supervisors; these can be:
  - personnel in an industry workplace who are assisted by the individual during the assessment process or
  - individuals who participate in role plays or simulated activities, set up for the purpose of assessment, in a simulated industry environment operated within a training organisation.

Assessment activities that allow the individual to:

- implement and monitor maintenance of a facility over time.

Assessors must satisfy the Standards for Registered Training Organisations' requirements for assessors.

Links

Companion Volume implementation guides are found in VETNet - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1ca50016-24d2-4161-a044-d3faa200268b