Australian Government

Assessment Requirements for UEECD0027 Participate in development and follow a personal competency development plan

Release: 1

Assessment Requirements for UEECD0027 Participate in development and follow a personal competency development plan

Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- identifying opportunities to develop competency
- following competency development plan including following aspects of the training plan
- participating in a personal competency plan for work activities
- periodic reporting of competency plan activities
- seeking assistance to overcome difficulties in developing competency as needed.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- competency development (training) plans, including:
  - state/territory requirements (Acts/regulations)
  - competency development (training) contracts
  - competency development (training) period
  - purpose of competency development (training) plans
  - process in developing competency development (training) plans
  - parties involved in the competency development (training) plan
- qualification structure, including:
  - scope of work
  - Training Packages - UEE Electrotechnology
  - units of competency
  - structure of qualification
  - off-the-job requirements
  - on-the-job requirements
- responsibilities of parties to the contract, including:

Assessment Requirements for UEECD0027 Participate in development and follow a personal competency development plan document was generated: 29 November 2024

Date this

- employer responsibilities
- learner responsibilities
- RTO responsibilities
- State/Territory Training Authorities (STA)
- electrotechnology industry career opportunities, including:
  - industry areas
  - qualification levels
  - career paths
- industry customs and practices, including:
  - industry bodies, employer and employee representatives
  - regulatory bodies including licensing/registration, WHS/OHS, industrial relations (IR), training authorities, apprentice/trainee regulation
  - vocational education and training (VET) system, Australian Qualification Framework (AQF) and credentials
- monitoring of workplace evidence, including:
  - workplace exposure and practices and relationship with units of competency
  - methods of collecting workplace evidence
  - monitoring period cycle
  - requirements of workplace evidence
  - actions taken for unsatisfactory progression
  - role of STA
  - apprentice/learner responsibilities
  - employer responsibilities
- RTO policies, including:
  - apprentice/learner responsibilities
  - teacher/trainer responsibilities
  - absenteeism
  - off-the-job component assessment specifications
  - on-the-job component assessment specifications
  - qualification completion requirements and award
  - advanced standing and/or recognition of prior learning (RPL)
  - result review procedures
- apprentice/learner discipline policy, including:
  - apprentice/learner rights
  - apprentice/learner responsibilities
  - breaches of discipline
  - types of penalties - apprentice/learner responsibilities
- attendance at the Registered Training organisation (RTO), including:
  - importance of attendance
  - record management of attendance

- attendance cards
- advice to employer of absences
- fire and emergencies at the RTO, including:
  - designated fire and emergency exits
  - procedures in the event of a fire
  - evacuation procedures
  - assembly points
  - importance of attendance
- WHS/OHS at the RTO, including:
  - eye protection
  - foot protection
  - protective clothing
  - personal injuries
  - mobile phones and personal belongings
  - dress regulations
  - rotating machinery
  - designated fire and emergency exits
- entry requirements, including:
  - numeracy requirements
  - literacy requirements
  - RTO support mechanisms
- RTO tour, including:
  - RTO layout
  - building layout
  - tour of building and RTO
- RTO responsibility to receive and monitor workplace activities of the apprentice/learner
- industry requirements for monitoring workplace evidence
- acceptable methods for monitoring and reporting workplace activities
- apprentice/learner responsibility to participate in the reporting of workplace activities
- RTO requirements in periodically evaluating development of apprentices/learners from the workplace activities information gathered, and providing feedback and advice on areas requiring improvement
- employer responsibilities to participate in monitoring, reporting and confirming workplace activities, and assisting in overcoming areas requiring development by the apprentice/learner
- options for appeal or assistance from RTO or STA
- methods of monitoring and reporting competency development activities.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment Requirements for UEECD0027 Participate in development and follow a personal competency development plan document was generated: 29 November 2024

Date this

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - - https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6