



Australian Government

UEECD0063 Write work activity reports

Release: 1

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Modification History

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

Application

This unit involves the skills and knowledge required to write work activity reports.

It includes planning, writing and obtaining approval for the final activity report. It also includes an understanding of the energy sector, gathering relevant information from appropriate sources, making deductions from the information obtained, and arranging information in a clear and logical sequence.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Pre-requisite Unit

Not applicable

Competency Field

Cross Discipline

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan a report

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1 Report requests are determined in accordance with workplace procedures
- 1.2 Purpose and scope of report is determined in accordance with workplace procedures

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| | 1.3 | Work health and safety (WHS)/occupational health and safety (OHS) requirements and workplace procedures are identified and applied |
| | 1.4 | Sources of information for report are identified and obtained in consultation with relevant person/s in accordance with workplace procedures |
| 2 Write activity report | 2.1 | Report is developed in consultation with relevant person/s |
| | 2.2 | Report is written to include all relevant information obtained |
| | 2.3 | Report is arranged in accordance with workplace procedures, including relevant deductions and recommendations |
| | 2.4 | Report is written in accordance with workplace procedures |
| 3 Obtain approval for final report | 3.1 | Report is presented, discussed and authorised by relevant person/s |
| | 3.2 | Modifications to report resulting from presentation/discussion with authorised person/s are incorporated in accordance with workplace procedures |
| | 3.3 | Final report is presented, and approval obtained from authorised person/s |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the UEE Electrotechnology Training Package Companion Volume Implementation Guide.

Writing a report must include at least three of the following:

- enquiry
- situation
- investigation

Each report must include at least one of the following different work activities:

- problem
- incident
- installation
- fault finding/repair
- servicing/maintenance
- safety

Unit Mapping Information

This unit replaces and is equivalent to UEENEEE185A Write work activity reports.

Links

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>