



**Australian Government**

# **Assessment Requirements for UEECO0002 Maintain documentation**

**Release: 1**

# Assessment Requirements for UEECO0002 Maintain documentation

## 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, including implementing risk control measures
- dealing with unplanned events in accordance with workplace documentation
- recording and maintaining workplace records using appropriate technology in accordance with workplace information methods
- following workplace record management procedures
- maintaining documentation
- planning documentation.

## 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:

- computers and applications, including:
  - entering information
  - printing
  - saving
  - selecting application
  - starting up
- relevant risk mitigation processes, including risk control measures
- relevant WHS/OHS legislated work records requirements
- relevant workplace communication methods, including:
  - communicating with customers
  - communicating with personnel
  - communicating with suppliers
  - oral and written communication
- relevant workplace documentation and work activities records, including:

- methods for recording and maintaining work records
- purpose and extent of work activities records
- regulatory work record requirements
- types of records for maintaining work activities
- relevant workplace record management policies and procedures.

## Assessment Conditions

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

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, industry standards, 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>