Assessment Requirements for UEECO0016 Receive and store materials and equipment for electrotechnology work

Assessment Requirements for UEECO0016 Receive and store materials and equipment for electrotechnology work

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 and performance criteria on at least two separate occasions and include:

- checking deliveries and dealing with and reporting discrepancies
- determining content and time of pending deliveries from relevant documentation
- implementing relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including risk control measures
- reading and forwarding documentation
- receiving and storing materials and equipment
- storing and securing materials and equipment to prevent damage or loss.

Knowledge Evidence

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

- enterprise communication methods, including:
    - communicating with personnel, including oral communications and written procedures and work instructions
    - communicating with suppliers
    - communicating with customers
- work activities records, including:
    - purpose and extent of maintaining work activities records in an enterprise
    - types of records for maintaining work activities in an enterprise
    - methods for recording and maintaining work records
    - work records required by regulation requirements
- stock control methods, including:
    - enterprise purchasing policy
    - stock database
    - purchase and sales entry mechanisms
    - reordering methods

- using basic computers and applications, including:
  - starting up
  - selecting application
  - entering information
  - saving
  - printing
- relevant job safety assessments or risk mitigation processes, including risk control measures
- relevant WHS/OHS legislated requirements
- relevant workplace documentation, including consignment notes
- relevant workplace policies and procedures
- stock loss prevention
- storage, handling and security of materials and equipment.

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, 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