



Australian Government

Assessment Requirements for UEECO0017

Source and purchase material/parts for installation or service jobs

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.

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 on at least two separate occasions and include:

- applying at least two different methods to source materials
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including risk control measures
- dealing with unplanned events in accordance with workplace procurement procedures
- determining material and part availability and arranging supply
- determining relevant materials/parts to purchase
- determining scope of work and materials/parts procurement requirements from job specifications
- documenting materials/parts purchases
- obtaining approval to purchase in accordance with workplace procurement procedures
- sourcing, obtaining quotes and purchasing appropriate materials/parts in accordance with workplace procurement procedures.

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
- job or project specifications
- relevant part and material manufacturer specifications
- relevant risk mitigation processes including risk control measures
- relevant WHS/OHS legislated requirements

- relevant workplace documentation, 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 policies and procedures, including procurement procedures, including:
 - common or preferred suppliers
 - delegated authority to purchase
 - procurement approvals process and procedures
 - purchasing systems
- sources or suppliers for obtaining materials/parts
- workplace communication methods, including:
 - communicating with customers
 - communicating with personnel
 - communicating with suppliers
 - oral and written communication.

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>