# 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.

## Application

This unit involves the skills and knowledge required to source and purchase/order materials/parts for installation or service jobs.

It includes determining job specifications, using manufacturer catalogues, making purchasing enquiries, selecting appropriate materials/parts and completing relevant purchasing documentation.

In this unit, the value of materials for small installation jobs is limited to $AUD20,000.

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

## Pre-requisite Unit

Not applicable

## Competency Field

Commercial

## Unit Sector

Electrotechnology

## Elements and Performance Criteria

| ELEMENTS | PERFORMANCE CRITERIA |
|---|---|
| Elements describe the essential outcomes. | Performance criteria describe the performance needed to demonstrate achievement of the element. |
| **1 Determine relevant materials/parts to purchase** | **1.1** Work health and safety (WHS)/occupational health and safety (OHS) procedures for a given work area are identified, obtained and applied in accordance with |

|  | workplace procedures |
|---|---|
| **1.2** | WHS/OHS risk control measures and workplace procedures are followed |
| **1.3** | Scope of installation or service work is determined from job specification drawings and/or results of service calls |
| **1.4** | Materials/parts required for work are determined from job specifications or service calls |
| **1.5** | Materials/parts required are documented in accordance with workplace procedures |

| **2  Procure materials/parts** | **2.1** | Source of materials/parts are determined based on availability and price in accordance with workplace procurement procedures |
|---|---|---|
|  | **2.2** | Approval to purchase alternative materials/parts is sought from supervisor in accordance with workplace procurement procedures |
|  | **2.3** | Prices for the supply of materials/parts, particularly non-standard high-cost items, is sought in accordance with workplace procurement procedures |
|  | **2.4** | Approval to purchase materials/parts is obtained in writing from the customer or relevant person/s in accordance with workplace procurement procedures |
|  | **2.5** | Purchases are initiated based on price and availability of materials/parts within the required timeframe and in accordance with workplace procurement procedures |
|  | **2.6** | Appropriate information technology is used to source and purchase materials/parts |

| **3  Document materials/parts purchases** | **3.1** | Materials/parts purchased are allocated against the appropriate jobs |
|---|---|---|
|  | **3.2** | Materials/parts purchases are documented in accordance with workplace procurement procedures |

# 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.

Sourcing and purchasing materials/parts must include at least one of the following electrotechnology disciplines:

- automation technologies
- computers
- data communications
- electrical
- electrical machines
- electronics
- fire protection
- instrumentation
- refrigeration and air conditioning
- renewable/sustainable energy
- security technology

Materials or parts purchased price documentation must include:

- discounts
- goods and service tax (GST)
- delivery costs
- limited to $AU20,000

Purchase value of electrotechnology installation or service materials for small installation jobs is:

## Unit Mapping Information

This unit replaces and is equivalent to UEENEEC002B Source and purchase material/parts for installation or service jobs.

## Links

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