



Australian Government

Department of Education, Employment and Workplace Relations

UEE30111 Certificate III in Business Equipment

Release: 1

UEE30111 Certificate III in Business Equipment

Modification History

Not applicable.

Description

Scope

This qualification provides competencies to install, set up, test, fault find, repair and maintain photocopiers, fax machines etc.

Pathways Information

Not applicable.

Licensing/Regulatory Information

Not applicable.

Entry Requirements

Not applicable.

Employability Skills Summary

Not applicable.

Packaging Rules

Completion requirements

The requirements for granting this qualification will be met when competency is demonstrated and achieved for:

- All the Core competency standard units, defined in the Core Competency Standard Units table below and
- A combination of Elective competency standard units to achieve a total weighting of 360 points in accordance with the Elective Competency Standard Units table below.

Core Competency Standard Units		Weighting Points
All Core competency standard units to be achieved		
UEENEEC013B	Participate in business equipment work and competency development activities	60
UEENEEE101A	Apply Occupational Health and Safety regulations, codes and practices in the workplace	20
UEENEEE102A	Fabricate, assemble and dismantle utilities industry components	40
UEENEEE104A	Solve problems in d.c. circuits	80
UEENEEE105A	Fix and secure electrotechnology equipment	20
UEENEEE107A	Use drawings, diagrams, schedules, standards, codes and specifications	40
UEENEEE137A	Document and apply measures to control OHS risks associated with electrotechnology work	20
UEENEEH102A	Repairs basic electronic apparatus faults by replacement of components	40
UEENEEH103A	Repair routine business equipment faults	120
UEENEEH111A	Troubleshoot single phase input d.c. power supplies	40
UEENEEH114A	Troubleshoot resonance circuits in an electronic apparatus	80
UEENEEH121A	Fault find and repair high volume office equipment	120
UEENEK142A	Apply environmentally and sustainable energy procedures in the energy sector	20

Core Competency Standard Units All Core competency standard units to be achieved	Weighting Points
Total points in core	700

Elective Competency Standard Units Complete Elective units to achieve a total of weighting of 360 points from the following groups:		
Group	Minimum points	Maximum points
A Imported and Common Elective Units Imported units from other training packages and/or state accredited courses can be added to this group, but they must be selected from qualifications where the unit is first packaged at AQF level 3. If units have not being assigned a weighting by the relevant EE-Oz Industry Technical Advisory Committee, their weighting will be 10 points.	0	180
B Qualification Elective Units You may select all your elective units from this Group	180	360

Group A – Imported and Common Elective Units You may complete units to a maximum weighting of 180		Weighting Points
UEENEEC001B	Maintain documentation	20
UEENEEC002B	Source and purchase material/parts for installation or service jobs	20
UEENEEC003B	Provide quotations for installation or service jobs	20
UEENEEC010B	Deliver a service to customers	20
UEENEED101A	Use computer applications relevant to a workplace	20
UEENEEE009B	Comply with scheduled and preventative maintenance program processes	20
UEENEEE020B	Provide basic instruction in the use of	20

	electrotechnology apparatus	
HLTCPR201B	Perform CPR	10
HLTFA301C	Apply first aid	10
	<p>Imported units from other training packages and/or state accredited courses can be added to this group, but they must be selected from qualifications where the unit is first packaged at AQF level 3. If units have not being assigned a weighting by the relevant EE-Oz Industry Technical Advisory Committee, their weighting will be 10 points.</p> <p>Note: For further information see Application of the NQC Flexibility Formula, UEE11 Electrotechnology Training Package, Version 1, Volume 1 Qualification Framework</p>	Up to 180 points

Group B – Qualification Elective Units		Weighting Points
Complete units to a minimum weighting of 180 You may select all your elective units from this Group		
UEENEEA101A	Assemble electronic components	40
UEENEEA102A	Select electronic components for assembly	20
UEENEEA103A	Set up and check electronic component assembly machines	40
UEENEEA104A	Modify electronic sub assemblies	40
UEENEEA105A	Conduct quality and functional tests on assembled electronic apparatus	20
UEENEEA102A	Assemble, set-up and test computing devices	80
UEENEEA104A	Use engineering applications software on personal computers	40
UEENEEA143A	Install and configure a client computer operating system and software	40
UEENEEA146A	Set up and configure basic local area network (LAN)	80
UEENEEA108A	Lay wiring/cablings and terminate accessories for ELV circuits	40
UEENEEA122A	Carry out preparatory energy sector work activities	60
UEENEEA107A	Repair predictable faults in general electronic apparatus	40
UEENEEA112A	Troubleshoot digital sub-systems	80
UEENEEA113A	Troubleshoot amplifiers in an electronic apparatus	80
UEENEEA138A	Fault find and repair complex power supplies	40
UEENEEA139A	Troubleshoot basic amplifier circuits	40
UEENEEA116A	Assemble, enter and verify operating instructions in microprocessor equipped devices	20

Note:

1. Prerequisite pathways shall be identified and met for all elective units selected.
2. In selecting elective units considerations to career planning advice should be given to units that form part of a prerequisite pathway for the progression to achieve particular competencies or qualification at a higher level.

END OF QUALIFICATION**Custom Content Section**

Not applicable.