



Australian Government

UEENEEG169A Manage large electrical projects

Release: 2

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Modification History

Not applicable.

Unit Descriptor

Unit Descriptor

1) Scope:

1.1) Descriptor

This unit covers the management of large electrical projects involving design, modifications, installation, and/or maintenance of systems and equipment. The unit encompasses management of safety, budget variation, personnel, resources, critical path timelines and completion documentation.

Application of the Unit

Application of the Unit 2)

This unit is intended for competency development entry-level employment based programs incorporated in approved contracts of training. It applies to any formal recognition for this standard at the aligned AQF 6 level or higher.

Licensing/Regulatory Information

License to practice 3)

The skills and knowledge described in this unit do not require a license to practice in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships.

Pre-Requisites

Prerequisite Unit(s) 4)

Competencies 4.1)

Granting competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed.

UEENEEE1 Apply Occupational Health and Safety
01A regulations, codes and practices in the
workplace

For the full prerequisite chain details for this unit please refer to Table 2 in Volume 1, Part 2.

Literacy and numeracy skills 4.2)

Participants are best equipped to achieve competency in this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading 5 Writing 5 Numeracy 5

Employability Skills Information

Employability Skills 5)

This unit contains Employability Skills

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

- 6) Elements describe the essential outcomes of a competency standard unit. Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT

PERFORMANCE CRITERIA

- | | | | |
|---|-------------------------------------|-----|---|
| 1 | Establish the scope of the project. | 1.1 | OHS processes and procedures for a given work area are identified, obtained and understood. |
| | | 1.2 | Project deliverables and budget are established from project planning and other relevant documentation and from discussions with appropriate person(s). |
| | | 1.3 | Measurable outcomes are identified to evaluate the project on completion from project planning and other relevant documentation. |
| | | 1.4 | Plant, materials and skills needed to meet project outcome are established from project planning and other relevant documentation. |
| | | 1.5 | Processes and procedures are developed for managing contract variations from discussions with appropriate person(s) and in accordance with contractual agreement. |
| 2 | Manage project. | 2.1 | OHS policies, procedures and programs are implemented and monitored. |
| | | 2.2 | Achievement of project outcomes is delegated to appropriately competent persons involved in the project. |
| | | 2.3 | Risk events are identified and project plan strategies implemented to ensure that outcomes are achieved to the required standard of quality specified in the contract and safety required by organization's policy. |
| | | 2.4 | Procurement processes and procedures are monitored to ensure on time supply of plant and |

ELEMENT**PERFORMANCE CRITERIA**

- materials and in accordance with organisation's policy.
- 2.5 Project progress is monitored against schedule, quality requirements and budget.
- 2.6 Conflict issues at the work site and between stakeholders, clients and regulators are identified and managed in accordance with organisation's policy.
- 2.7 Variations are managed in accordance with agreed processes and in accordance with the contract.
- 2.8 Project records are maintained and progress reports written and forwarded to all appropriate person(s).
- 3 Complete project.
- 3.1 Project outcomes are reviewed against original plan, implemented risk strategies, contract variations, safety record and budget.
- 3.2 Project completion acceptance is sought from appropriate person(s) and hand-over documented in accordance with organisation's policy.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

8) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of safe working practices and managing large electrical projects.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

KS01-EG169A

Electrical project management

Evidence shall show an understanding of managing electrical projects to an extent indicated by the following aspects:

T1 Defining project parameters encompassing:

- Project scope
- Project stakeholders and clients
- Project phases and the relationship between phases
- Time requirements and limitations
- Resource requirements and limitations
- Quality requirements and limitations

T2 Time management concepts and standard practices

T3 Financial management encompassing:

- Financial management concepts
- Standard practices for managing project finances
- Project budgets
- Costs
- variations and estimations
- Invoicing against project phases/deliverables
- Acquittals and the like

T4 Quality management concepts and practices

T5 Human Resource management concepts and practices within a project

T6 Communication management concepts and practices within a project

T7 Risk management and contingencies encompassing:

- Risk management concepts
- Internal risks
- External risks
- Contingencies
- Standard practices for managing risk within a project
- Risk minimisation
- Risk removal; and the like

REQUIRED SKILLS AND KNOWLEDGE

T8 Procurement management concepts and practices

T9 Physical Resource management concepts and practices relating to equipment, technology, information and facilities

T10 Contracts encompassing:

- Contract format
- Contract content
- Interpreting contract clauses
- Legal obligations of contract parties
- Working to contract specifications
- Documentation accompanying contracts such as schedules and the like

T11 Performance assessment and continuous improvement

T12 Engineering ethics principles

T13 Customer/Client relations encompassing:

- Importance of customer/client relations
- Interpersonal skills that enhance customer/client
- Dispute resolution
- Customer/client relations strategies

T14 Electrical industry sector customs and practice encompassing:

- Equipment procurement, cost/benefit analysis and performance testing
- Typical approaches to planning and management
- Successful planning techniques
- Best practice management methods and styles

Evidence Guide

EVIDENCE GUIDE

9) The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment 9.1)

Longitudinal competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be 'rich' in nature to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit 9.2)

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines – UEE11'. Evidence shall also comprise:

- A representative body of work performance demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:
 - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range statement
 - Apply sustainable energy principles and practices as specified in the performance criteria and range statement
 - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements.
 - Demonstrate an appropriate level of skills enabling employment
 - Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures
- Demonstrated consistent performance across a representative range of contexts from the prescribed items below:
 - Manage electrical projects as described in 8) and including:
 - A Establishing the scope of the project accurately.
 - B Ascertaining the input a project.
 - C Developing effective management processes.
 - D Managing resources and variations effectively.
 - E Resolving conflicts.

- F Adopting risk management strategies.
- G Maintaining records and submitting progress reports.
- H Meeting project outcomes.
- I Dealing with unplanned events by drawing on essential knowledge and skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items.

Note:

Successful completion of relevant vendor training may be used to contribute to evidence on which competency is deemed. In these cases the alignment of outcomes of vendor training with performance criteria and critical aspects of evidence shall be clearly identified.

Context of and specific resources for assessment 9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

OHS policy and work procedures and instructions.

Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this unit.

These should be part of the formal learning/assessment environment.

Note:

Where simulation is considered a suitable strategy for assessment, conditions must be authentic and as far as possible reproduce and replicate the workplace and be consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to managing electrical projects.

Method of assessment 9.4)

This unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:

Competent performance with inherent safe working practices is expected in the industry to which this unit applies. This requires assessment in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

**Concurrent
assessment and
relationship with
other units** 9.5)

There are no concurrent assessment recommendations for this unit.

Range Statement

RANGE STATEMENT

10) This relates to the unit as a whole providing the range of contexts and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

This unit shall be demonstrated in relation to managing an industry accepted medium/large sized electrical project.

Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in Volume 2, Part 2.1.

Unit Sector(s)

Not applicable.

Competency Field

Competency Field 11)
Electrical