



**Australian Government**

# **Assessment Requirements for UEGNSG712 Read and record meter readings**

**Release: 1**

# Assessment Requirements for UEGNSG712 Read and record meter readings

## Modification History

Release 1: This is the first release of this unit of competency in the UEG Gas Industry 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:

- applying planning skills
- applying relevant legislation, regulations, industry and community standards and codes of practice
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying sustainable energy and environmental principles and practices
- carrying out meter reading process
- checking tools, equipment, testing devices and personal protective equipment (PPE) for correct operation and safety
- cleaning, checking and storing tools, equipment and surplus resources/materials
- communicating orally and in writing
- completing meter reading process and recording data
- coordinating work with others involved
- dealing with unplanned events/situations in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
- following manufacturer instructions
- maintaining a clean work site
- maintaining a safe and clean workplace
- obtaining and interpreting job requirements and work schedule
- obtaining records on previous routes and meter readings
- performing quality, final and safety checks
- planning and recording meter reading routine/sequence
- recording and updating new or changed information
- recording damage or faults to meters
- recording meter readings.

## 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:

- client issues
- environmental and sustainable energy principles and practices
- hazards, risk assessments and control measures
- oral and written format for reporting meter reading
- plan and determine routes
- problem-solving techniques
- quality checks
- relevant authorities
- relevant legislation, industry and community standards, codes and regulations
- relevant manufacturer instructions
- relevant materials, tools, equipment, devices and PPE
- relevant permits and authorisations required
- relevant safe work method statements (SWMS)/job safety assessments or risk mitigation processes
- relevant WHS/OHS legislated requirements
- relevant workplace policies and procedures
- relevant workplace records and documentation
- route sequences
- techniques to communicate both written and verbally
- techniques to minimise waste
- types of meters used for utilities industries
- work safety and emergency procedures
- work schedules and job requirements.

## Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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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 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=6a6c032e-ffcb-4f3d-8063-415efbd261e8>