



**Australian Government**

**Department of Education, Employment and Workplace Relations**

# **UEGNSG116B Manage Gas Industry Physical Resources**

**Release: 1**

## UEGNSG116B Manage Gas Industry Physical Resources

### Modification History

Not applicable.

### Unit Descriptor

#### Unit Descriptor

#### 1) Scope:

##### 1.1) Descriptor

This Unit covers the competency to authorise the acquisition and management of physical resources to achieve the business's objectives. This competency standard refers to Physical resources; Acquisition and allocation of resources; Organisational policy and procedures that may vary between sectors and organisations; Budget formats; Budgets; Relevant authorities and other stakeholders; Expected lifetime of equipment.

### Application of the Unit

#### Application of the Unit 2)

This competency standard shall apply to any basic and safe work site where gas industry operations occur.

### Licensing/Regulatory Information

#### License to practice 3)

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Occupational Health and Safety, gas industry safety and compliance, industrial relations, environmental protection, telecommunications, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limit the age at which a person can operate certain

**License to practice** 3)  
equipment.

## **Pre-Requisites**

**Prerequisite Unit(s)** 4)

**Competencies** 4.1)

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

Nil

**Literacy and numeracy skills** 4.2)

Participants are best equipped to achieve 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	Plan, determine and review physical resource requirements	1.1	Work is prioritised and sequenced for the most effective outcome, completed within an acceptable timeframe to a quality standard and in accordance with established procedures
		1.2	Liaison and communication issues with authorised persons, authorities, clients and land-owners are resolved and activities co-ordinated to carry out work
		1.3	Risk control measures are identified, prioritised and evaluated against the work schedule
		1.4	Physical resource requirements are determined in line with demonstrated needs and cost benefit analysis determined to demonstrate the return to the organisation
		1.5	Physical resource requirements are consolidated, rationalised and negotiated and acquired in the context of organisational requirements and budgets
		1.6	Replacement/acquisition/refurbishment of major items are scheduled based on expected lifetime of equipment and anticipated needs of the organisation
2	Direct and coordinate the acquisition and allocation of physical resources	2.1	Physical resource inventory is established and maintained for easy tracking of resource location/history
		2.2	Maintenance schedules and budgets are developed and approved in consultation with

**ELEMENT****PERFORMANCE CRITERIA**

- stakeholders with due regard to occupational health and safety needs and in accordance with established procedures
- 2.3 Mathematical models are used to analyse the effectiveness of the finished product as per requirements and established procedures
- 2.4 Systems are developed and implemented which facilitate collection, processing and management of data on resource use and maintenance/asset management
- 2.5 Technical advice is given to hazards, assessed risks and control measures so that monitoring can be undertaken and appropriate authorities consulted, where necessary, in accordance with requirements and established procedures
- 2.6 Essential Knowledge and Associated Skills are applied to analyse specific data and compare it with compliance specifications to ensure completion of the project within an agreed timeframe according to requirements
- 2.7 Work teams are arranged to ensure planned goals are met according to established procedures
- 2.8 Solutions to non-routine problems are identified and actioned, according to requirements, using acquired essential knowledge and associated skills
- 2.9 Quality of work is monitored against personal performance agreement and established procedures and professional standards
- 2.10 Strategic plans are developed incorporating organisation initiatives as per established procedures

<b>ELEMENT</b>	<b>PERFORMANCE CRITERIA</b>
3 Complete and coordinate physical resource requirements	3.1 Final inspections are undertaken to ensure they comply with all requirements and include all specifications and documentations needed to complete the project
	3.2 Effectiveness of acquisition and allocation of resources is monitored and assessed to meet organisational needs
	3.3 Inefficiencies in resource provision are identified and corrected
	3.4 Acquisition and allocation of resources and costs incurred are recorded and reported
	3.5 Appropriate persons are notified of completion and reports and completion documents are finalised
	3.6 Reports and completion documents are submitted to relevant persons for approval and where applicable, statutory or regulatory approval
	3.7 Approved copies of documents are issued and records are updated in accordance with established procedures

## 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 for managing gas industry physical resources.

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

#### **KS01-G116 Gas industry physical resources**

##### **B**

##### G 5.1.6 Technical knowledge for Gas Industry managers

Evidence shall show an understanding and application of the technical knowledge required of Gas Industry managers, indicated by the following:

- development of organisational operational strategies as required
- understanding maintenance philosophies
- engineering principles
- risk management in a Gas Industry environment
- principles of planning including project management planning.

##### G 6.1.9 Understand and implement financial management

Evidence shall show an understanding of the requirements to perform applicable Gas Industry financial management activities, indicated by the following:

- Understanding financial management with the ability to report on project and company budgets utilising financial statements as required by organisational policies and procedures. These include but are not limited to: understanding financial management fundamentals and the how the following are tracked through in an accounting system:
  - assets and liabilities
  - revenue
  - expenses
  - equity
  - source documents

- journals
- ledgers
- trial balance
- reading, interpreting and reporting on project/company progress using accounting reports such as budget and cash flow reports
- understanding of resource management systems to monitor inventory, stock, consumables and physical resources and other assets
  - managing resources
  - maintaining assets/assets management
  - stock/consumables control
  - maintaining assets register
- understanding of computer accounting/bookkeeping software effectively
  - accounting software systems
  - invoicing
  - reconciling accounts
  - purchasing
  - stock control
  - general ledger
  - payroll
  - reporting.



## Evidence Guide

### EVIDENCE GUIDE

9) The Evidence Guide forms an integral part of this Unit and shall be used in conjunction with all components 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 accord with industry and regulatory policy in this regard.

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. Hence, sources of evidence need to be 'rich' in nature so as 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 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 is based, shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines – UEG11'. Evidence shall also comprise:

- A representative body of Performance Criteria 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
  - Apply sustainable energy principles and practices as specified in the Performance Criteria and range
  - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment
  - Demonstrate an appropriate level of employability skills
  - Conduct work observing the relevant Anti discrimination legislation, regulations, policies and workplace procedures
- Demonstrate performance across a representative range of contexts from the prescribed items below:

<b>Range of tools/equipment/procedures/workplace</b>		
<b>Group</b>	<b>The minimum number of items on which skill</b>	<b>Item List</b>

No	is to be demonstrated	
A	At least 5	Physical resources: Property/facilities Fixtures and plant Vehicles Equipment Stocks and supplies Gas systems and plant Works depot Pipelines Distribution systems Storage depots and installations
B	At least 5	Acquisition and allocation of resources: Identified priorities Sustainability Type of physical resource Urgency Cost of use Accessibility Endurance Maintenance demands Deployment time Customer needs Hazard and risk analysis
C	At least 1	Budget formats: Zero based budgeting Program budgeting Line item budgeting Organisation specific budgets Output/outcome budgeting

D	All	Budget: Capital expenditure Recurrent expenditure Output investment proposal Cash flow
E	At least 4	Relevant authorities and other stakeholders: Staff Managers Government (state, local, federal) Unions Community Industry Owners of leased property
F	At least 3	Reports: Spread sheets Written reports Completion of proformas Completion of forms Verbal reports Government budget submission proformas
G	All	Work is conducted observing relevant anti-discrimination policies, procedures and regulations

**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.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency working realistic environment and a variety of conditions.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment. Assessment must also integrate the employability skills.

#### **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 that the specified Essential Knowledge and Associated Skills are assessed 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 recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed.

## Range Statement

### RANGE STATEMENT

**10)** This relates to the competency standard 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 the managing of gas industry physical resources.

The following constants and variables included in the element/Performance Criteria in this unit are fully described in the Definitions Section 1 of this volume and form an integral part of the Range Statement of this unit:

Physical resources

Acquisition and allocation of resources

Organisational policy and procedures may vary between sectors and organisations

Budget formats

Budget

Relevant authorities and other stakeholders

Expected lifetime of equipment

Records and Reports (6)

### Unit Sector(s)

Not applicable.

### Competency Field

**Competency Field**            **11)**

Cross discipline.