



Australian Government

UEPOPS041 Facilitate workplace communication

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the UEP Electricity Supply Industry - Generation Sector Training Package Release 2.0.

Application

This unit involves the skills and knowledge required to facilitate workplace communication.

Workplace communication is the process of exchanging information, both verbal and non-verbal, within a team or unit.

Competency in this unit requires the ability to plan and prepare for communication, facilitate team communications and determine team views. Individuals will, in general, work as a coordinator, in a power generation facility.

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

Pre-requisite Unit

There are no prerequisite units.

Competency Field

Operations

Unit Sector

Electricity generation

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan and prepare for communication

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

- 1.1** Communication requirements are identified from relevant personnel and documentation in accordance with workplace procedures
- 1.2** Work health and safety (WHS)/occupational health and

	safety (OHS) and workplace procedures are identified applied and monitored
	1.3 Workplace communication system is established in accordance with workplace procedures
	1.4 Workplace communication system is monitored and modified in accordance with workplace procedures
2 Facilitate team communications	2.1 Workplace briefings and meetings are scheduled and facilitated in accordance with workplace procedures
	2.2 Written and verbal reports are presented clearly, concisely and logically in accordance with workplace procedures
3 Determine team views	3.1 Team consensus is achieved in accordance with workplace procedures
	3.2 Agendas and minutes are used to convey team decisions to relevant personnel in accordance with workplace 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 UEP Electricity Supply Industry - Generation Sector Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to UEPOPS338 Facilitate workplace communication.

Links

Companion Volume implementation guides are found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1715b9fa-e7bd-441c-bb8d-cf22c9c825a8>