



**Australian Government**

# **Assessment Requirements for UEPOPS204 Maintain and utilise records**

**Release: 1**

# Assessment Requirements for UEPOPS204 Maintain and utilise records

## Modification History

Release 1. This is the first release of this unit of competency in the UEP Generation Training Package.

## Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions on at least two separate occasions and includes:

- acquiring and analysing information relevant for recording
- applying Work, Health and Safety (WHS)/Occupational Health and Safety workplace (OHS) procedures including safety working practices
- archiving documents and records
- complying with legislation, industry standards, codes of practice and regulations
- creating, retrieving, storing and maintaining new and existing documents and records
- using a range of document and record management systems including:
  - Data Acquisition and Surveillance (DAS) systems
  - Supervisory Control and Data Acquisition (SCADA) systems
- utilising workplace procedures

## Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements, performance criteria and range of conditions and includes knowledge of:

- Data Acquisition and Surveillance (DAS) systems
- legislation, industry standards, codes of practice and regulations
- Supervisory Control and Data Acquisition (SCADA) systems
- WHS/OHS legislation and regulations including safety working practices
- workplace documentation
- workplace policies and procedures

## 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 processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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 personal protective equipment currently used in industry
- applicable documentation including workplace procedures, industry standards, 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=1715b9fa-e7bd-441c-bb8d-cf22c9c825a8>