



**Australian Government**

# **UEPOPS204 Maintain and utilise records**

**Release: 1**

# 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.

## Application

This unit involves the skills and knowledge required to maintain and use recorded data. Power generation facility records are maintained and retrieved so that relevant data can be utilised, as required.

Recorded information can include transactions, historical data, personnel details, stakeholder information and compliance obligations. Records should provide evidence of meeting organisational and legal requirements.

Competency in this unit requires the ability to prepare and maintain records and retrieve and utilise records. Individuals will, in general, work as an operator, in a power generation facility.

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

### Note: Workplace practice

The application of the skills and knowledge described in this unit may require a licence or training permit to practice in the workplace where work is carried out on gas and electrical installations. Additional conditions may apply under state and territory legislative and regulatory licensing requirements.

## Pre-requisite Unit

There are no prerequisite units.

## Competency Field

Operations

## Unit Sector

Electricity generation

## Elements and Performance Criteria

### ELEMENTS

### PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

## **1 Maintain records**

- 1.1** Appropriate recording tool is selected, in accordance with workplace procedures
- 1.2** Information is recorded and maintained, using document and record management system, in accordance with workplace procedures
- 1.3** Recording requirements are identified and assessed, in accordance with workplace procedures
- 1.4** Records are created, in accordance with workplace procedures
- 1.5** Records are stored, in accordance with workplace procedures

## **2 Retrieve and utilise records**

- 2.1** Records are retrieved and utilised, in accordance with workplace procedures
- 2.2** Source of information and/or records are selected, in accordance with workplace procedures
- 2.3** Relevant information and/or records are selected, 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 Companion Volume Implementation Guide.

## **Unit Mapping Information**

This unit replaces and is equivalent to UEPOPS204B Maintain and utilise records.

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1715b9fa-e7bd-441c-bb8d-cf22c9c825a8>