



Australian Government

UETTDRSO46 Monitor and control the field staff activities

Release: 1

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Modification History

Release 1. This is the first release of this unit of competency in the UET Transmission, Distribution and Rail Sector Training Package.

Application

This unit covers the monitoring of permit to work requests, dispatching personnel, responding to alarms, travel and activity monitoring of field personnel, monitoring work activities of field personnel against work schedule.

It also includes contingency skills, response to third-party enquiries, out of hour, response to man down alarm, tracking of field personnel (remote area), monitoring activities on system equipment, monitoring availability of assets (maintain a log), monitor equipment status, coordinating field activities, controlling and authorising field works, and preparing incident reports.

The application of the skills and knowledge described in this unit may require a licence/registration to practice in the workplace subject to regulations for undertaking of electrical work.

Other conditions may apply under state and territory legislative and regulatory licencing requirements which must be confirmed prior to commencing this unit.

Pre-requisite Unit

To minimise incidents related to safe systems of work, entry into this unit requires at a minimum that an individual has demonstrated or possesses relevant technical engineering discipline competencies of at least AQF level 3. It is intended that an individual will be expected to perform with a large degree of autonomy in decision making, whilst in an individual environment.

This may include immediate response to protect human life, adverse effect on safety, security of supply or the integrity of the assets.

NOTE: Typically the following disciplines provide direct entry; electrical or instrumentation, fitting and turning or mechanical trade.

Where an individual does not possess or demonstrate the requisite entry requirement, an equivalent bridging program should be used to ensure equivalence of entry.

Competency Field

System Operations

Unit Sector

Not applicable.

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Plan for the monitoring and controlling of field activities

PERFORMANCE CRITERIA

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

- 1.1 Work schedules, plans, requirements and established procedures are detailed and analysed and, if necessary, the extent of the preparation of the work determined for planning and coordination
- 1.2 Shift handover detail is received, understood and confirmed according to established procedures
- 1.3 Work is prioritised and sequenced for the most efficient and effective outcome following consultation with others for completion within acceptable timeframes, to a quality standard and in accordance with established procedures
- 1.4 Risk control measures for identified hazards are prioritised, implemented and evaluated against the work schedule
- 1.5 Salient system constraints are communicated to relevant persons and identified for worksites in accordance with established procedures
- 1.6 Operational and commercial requirements are communicated to stakeholders in accordance with established procedures
- 1.7 Work health and safety (WHS)/occupational health and safety (OHS), environmental and sustainable energy policies and procedures related to the work are identified to ensure safe systems of work are followed
- 1.8 Relevant work permits are secured to coordinate the performance of work according to requirements and established procedures
- 1.9 Liaison and communication with authorised personnel, authorities, clients and land owners is performed/actioned and activities are coordinated to

- carry out work
- 2 Undertake monitoring and controlling of field activities**
- 2.1** WHS/OHS policies and procedures and safe work practices are followed to eliminate or minimise incidents and hazards
- 2.2** Work is performed and coordinated in accordance with work schedules and established procedures
- 2.3** WHS/OHS risks are monitored and action taken according to established procedures
- 2.4** Remedial actions are taken to overcome any shortfalls encountered in the work schedule according to requirements and established procedures
- 2.5** Essential knowledge and associated skills are applied in an agreed timeframe and to quality standards efficiently according to requirements and established procedures
- 2.6** Solutions to non-routine problems are identified and actioned using essential knowledge and associated skills according to requirements
- 2.7** Ongoing checks of quality of the work are undertaken in accordance with requirements and established procedures to ensure a quality outcome is achieved for the client/customer to community and industry standards
- 3 Complete monitoring and controlling of field activities**
- 3.1** Work undertaken is checked against work schedule for conformance with requirements and anomalies are reported and solutions identified in accordance with established procedures
- 3.2** Relevant work permit(s) and field activities are signed off and the status of plant, equipment and personnel movements recorded and handover procedures are conducted in accordance with established procedures
- 3.3** Shift handover detail is relayed and confirmed according to established procedures
- 3.4** Work completion records, reports, documentation and information is confirmed, processed and appropriate personnel notified

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 UETTDRSO46A Monitor and control the field staff activities.

Links

UET Training Package Companion Volume Implementation Guide is found in VETNet - <https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=229bace1-b7bc-4653-9300-dffb13ecfad7>