



Australian Government

ICTPMG202 Plan, organise and undertake work activities

Release: 1

ICTPMG202 Plan, organise and undertake work activities

Modification History

Release	Comments
Release 1	This version first released with ICT Information and Communications Technology Training Package Version 2.0.

Application

This unit describes the skills and knowledge required to plan, organise and undertake work activities in a telecommunications environment, including voice, video and data networks in domestic, commercial or industrial installations.

It applies to individuals who plan, organise and undertake work on client premises and who may be part of a project team responsible for cabling equipment deployment in network infrastructure, such as broadband provisioning, wireless mobile and data networks.

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

Unit Sector

Telecommunications – project management

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Prepare to undertake work activities	1.1 Prepare work requirements from job request or work orders and confirm with appropriate parties, including client and other appropriate parties and/or by site inspection 1.2 Apply and monitor work health and safety (WHS) standards, statutory requirements, relevant legislation, codes, regulations and standards, and enterprise procedures throughout work procedure 1.3 Procure resources required to satisfy job plan for compliance with job specifications 1.4 Coordinate requirements, including requests for equipment

	isolation, with others involved or affected by the work according to enterprise requirements
2. Coordinate and undertake work	2.1 Coordinate work activities with appropriate parties according to enterprise procedures, and job and environmental requirements 2.2 Undertake and monitor tasks to comply with plans, work requirements and enterprise procedures
3. Complete work	3.1 Finalise work and restore worksite according to enterprise procedures and job requirements 3.2 Notify appropriate parties of work completion according to enterprise procedures and job requirements 3.3 Complete job records, costing data and necessary reports according to enterprise procedures

Foundation Skills

This section describes language, literacy, numeracy and employment skills incorporated in the performance criteria that are required for competent performance.

Skill	Performance criteria	Description
Reading	1.2, 2.1, 2.2, 3.1	Recognises and interprets visual and written text in a variety of forms to determine key information and job requirements
Writing	1.1, 1.3, 1.4, 2.1, 3.2, 3.3	Develops material for a specific audience using clear and detailed language to convey explicit information
Oral Communication	1.1-1.4, 2.1, 3.2	Explains information using relevant language suitable for specific audiences
Numeracy	3.3	Uses basic mathematical calculations to determine job requirements and costs
Navigate the world of work	1.2, 1.4, 2.1, 2.2, 3.1-3.3	- Recognises and follows explicit and implicit protocols and meets expectations associated with own role - Takes personal responsibility for adherence to legal and regulatory responsibilities relevant to own work context with specific reference to workplace safety
Get the work done	1.1, 1.3, 1.4, 2.1	Plans a range of routine tasks, accepting goals and aiming to achieve them efficiently

		• Implements standard procedures for routine decisions • Recognises and takes responsibility for addressing predictable and some less predictable problems in familiar work contexts • Understands the purpose and specific functions of common digital tools used in some work contexts
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTPMG202 Plan, organise and undertake work activities	ICTPMG2173A Plan, organise and undertake work activities	Updated to meet Standards for Training Packages	Equivalent unit

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=a53af4e4-b400-484e-b778-71c9e9d6aff2>

Assessment Requirements for ICTPMG202 Plan, organise and undertake work activities

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Performance Evidence

Evidence of the ability to:

- plan and prepare for work activities
- coordinate and undertake work activities, applying all related work health and safety (WHS) requirements and work practices
- complete all documents and reports for work activities according to organisation procedures
- demonstrate alignment with job request and consideration of client needs.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- identify appropriate tools, plant, equipment and materials required to do the work
- describe enterprise permit procedures and recording procedures
- identify and describe WHS requirements for work activities
- identify relevant engineering and design practices and procedures
- identify relevant statutory requirements
- explain the team communication process and goals
- list personal time management techniques
- outline work planning and organisation theory.

Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the telecommunications – project management field of work and include access to:

- sites on which work may be conducted
- equipment currently used in industry
- relevant regulatory and organisational procedures and equipment documentation that impact on the work undertaken.

Assessors of this unit must satisfy the requirements for assessors in applicable vocational education and training legislation, frameworks and/or standards.

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