



Australian Government

ICTWOR305 Supervise worksite activities

Release: 1

ICTWOR305 Supervise worksite 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 supervise small-scale projects with a limited range of technical skills.

It applies to individuals who may be involved in assessing installation requirements, planning and performing installations, testing installed equipment and fault finding. It involves a degree of autonomy and may include limited supervision of others.

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

Unit Sector

Telecommunications – workplace effectiveness

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 for worksite activities	1.1 Clarify requirements of job with client and project personnel, and arrange access to site 1.2 Confirm resource requirements and allocate time and schedule activities with project manager following relevant legislation, codes, regulations and standards, site specific safety requirements and enterprise procedures 1.3 Document or articulate worksite activities plan and verify with project manager 1.4 Source materials and equipment and place orders according to

	enterprise policy 1.5 Confirm external agency licences and approvals 1.6 Notify affected parties of works to be undertaken 1.7 Inform staff of their responsibilities on site
2. Supervise and monitor worksite activities	2.1 Direct and supervise staff in work activities, following plan 2.2 Account for staff, activities and resource usage 2.3 Recognise contingency situations and take corrective actions in consultation with project manager
3. Perform administrative tasks	3.1 Undertake administrative tasks 3.2 Prepare simple report and present to project manager

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, 1.4, 1.5, 3.1	Recognises and interprets text to determine key information and specific requirements and responsibilities
Writing	1.1-1.3, 1.5-1.7, 2.1, 2.3, 3.1, 3.2	Develops material for a specific audience using clear and detailed language
Oral Communication	1.1-1.3, 1.5-1.7, 2.1, 2.3, 3.2	Participates in a verbal exchange of ideas and elicits the views and opinions of others by listening and questioning
Numeracy	1.2, 2.2	Uses mathematical skills to estimate materials and evaluate and predict resource requirements
Navigate the world of work	1.2-1.5	- Appreciates the implications of legal and regulatory responsibilities related to own work, and recognises some general legal principles applicable across work contexts - Recognises and follows explicit and implicit enterprise policies and protocols, and meets expectations associated with own role

Interact with others	1.1-1.7, 2.1-2.3	• Understands what to communicate, with whom and how when preparing, monitoring and supervising worksite activities • Collaborates with others to achieve joint outcomes, playing an active role in facilitating effective group interaction, influencing direction and taking a leadership role when supervising and monitoring activities • Uses a combination of formal, logical planning processes and an increasingly intuitive understanding of context to identify relevant information and risks, and identify and evaluate alternative strategies and resources when preparing, supervising and monitoring worksite activities • Recognises and takes responsibility for addressing predictable and less predictable problems in familiar work contexts
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Unit Mapping Information

Code and title current version	Code and title previous version	Comments	Equivalence status
ICTWOR305 Supervise worksite activities	ICTWOR3127A Supervise worksite 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 ICTWOR305 Supervise worksite activities

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Performance Evidence

Evidence of the ability to:

- accurately plan work activities, prioritising and allocating tasks
- liaise effectively with client or project manager
- monitor work progress and reallocate resources to meet completion requirements
- supervise staff, ensuring compliance with work health and safety (WHS) and relevant regulations.

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, equipment and materials required for the work
- identify enterprise permit procedures and recording procedures
- describe WHS practices
- identify relevant plant and equipment operations
- identify relevant statutory requirements and industrial awards
- explain team communication processes
- describe typical worksite issues
- describe 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 – workplace effectiveness field of work and include access to:

- a telecommunications operations site
- equipment currently used in industry
- enterprise and site related documentation
- agency licences and relevant regulatory, supplier and equipment documentation that impacts on worksite activities.

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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