



Australian Government

Department of Education, Employment and Workplace Relations

ICTPMG2173A Plan, organise and undertake work activities

Release: 1

ICTPMG2173A Plan, organise and undertake work activities

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, 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. The work activity may be a project for a new installation or upgrade of capacity or technology for existing network or subsystem for convergence to Next Generation Networks (NGN). No licensing, legislative, regulatory or certification requirements apply to this unit at the time of endorsement but users should confirm requirements with the relevant federal, state or territory authority.
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Application of the Unit

Application of the unit	Technical staff who plan, organise and undertake work on customer premises and service providers for new and upgrades of telecommunications activity apply the skills and knowledge in this unit. They may be part of a project team responsible for cabling, equipment deployment in network infrastructure, such as broadband provisioning, wireless mobile and data networks.
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Licensing/Regulatory Information

Refer to Unit Descriptor

Pre-Requisites

Prerequisite units		

Employability Skills Information

Employability skills	This unit contains employability skills.
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Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a unit of competency.	Performance criteria describe the performance needed to demonstrate achievement of the element. Where bold italicised text is used, further information is detailed in the required skills and knowledge section and the range statement. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to undertake work activities	1.1.Prepare work requirements from job request or work orders and confirm with appropriate parties including customer and other appropriate parties and/or by site inspection 1.2.Apply and monitor occupational health and safety (OHS) standards, statutory requirements, relevant legislation codes, regulations and standards and enterprise procedures throughout the 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, job and environmental requirements 2.2.Undertake and monitor tasks to comply with plans, work requirements and enterprise procedures
3. Complete the 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

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

This section describes the skills and knowledge required for this unit.

Required skills

- communication skills to liaise with and convey information to others
- literacy skills to prepare and interpret work procedures
- problem solving skills to estimate materials and resource requirements
- task management skills to:

REQUIRED SKILLS AND KNOWLEDGE

- coordinate and sequence work requirements
- develop and implement work plan
- review job progress against agreed goals
- technical skills to use hand and power tools and equipment

Required knowledge

- appropriate tools, plant, equipment and materials required to do the work
- enterprise permit procedures and recording procedures
- OHS
- relevant engineering and design practices and procedures
- relevant statutory requirements
- team communication process and goals
- time management techniques
- work planning and organisation theory

Evidence Guide

EVIDENCE GUIDE

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the ability to:

- plan and prepare for work activities
- coordinate and undertake work activities applying all related OHS requirements and work practices
- complete all document and reports for work activities
- demonstrate alignment with job request and consideration of customer needs.

Context of and specific resources for assessment

Assessments must ensure:

- sites on which work may be conducted
- use of equipment including equipment currently used in industry
- relevant regulatory, organisational procedures and equipment documentation that impact on work.

Method of assessment

A range of assessment methods should be used to assess practical skills and knowledge. The following examples are appropriate for this unit:

- review of a range of work activities completed by the candidate
- review of an oral and written report with completed documentation
- direct observation of the candidate planning, organising and undertaking work activities.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- ICTPMG2130A Prepare site for support installation.

Aboriginal people and other people from a non-English speaking background may have second language issues.

Access must be provided to appropriate learning and

EVIDENCE GUIDE

	assessment support when required. Assessment processes and techniques must be culturally appropriate, and appropriate to the oral communication skill level, and language and literacy capacity of the candidate and the work being performed. In all cases where practical assessment is used it will be combined with targeted questioning to assess required knowledge. Questioning techniques should not require language, literacy and numeracy skills beyond those required in this unit of competency. Where applicable, physical resources should include equipment modified for people with special needs.
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Range Statement**RANGE STATEMENT**

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Requirements may include:

- codes of practice
- customer requirements and specifications
- design specifications
- job specifications
- manufacturer specifications
- national and state guidelines, policies and imperatives relating to the environment
- procedures and work instructions
- quality assurance systems
- standards called-up in specifications.

Relevant legislation codes, regulations and standards may

- Australian Communications Industry Forum (ACIF) standards and codes

RANGE STATEMENT	
include:	• AS 3901 and AS 3902 and any subsequent updates • enterprise-specific policies, procedures and standards • environmental protection act • International standards ISO 9000 and ISO 9001 • OHS • relevant building and electrical codes • trade practices legislation.
Resources may include:	• materials • network equipment • personnel • plant • safety equipment • tools.
Equipment isolation may include:	• danger tag system for greater safety of: • multiple locking systems • flow of steam, electricity, gases or liquids • operation of machinery, plant or equipment • use of faulty or unsafe plant and equipment • lock-out and tag-out • safety device systems: • full pressure blanks • isolating switches • locks • safety bars • shields • spectacle blanks to lock systems or devices to an 'off' position.
Enterprise procedures may refer to:	• arrangements for dealing with emergencies • formal arrangements of how work is to be done and by whom • making provision for the recycling or re-use of materials • modifying job requirements to meet unforeseen requirements • communicating the extent of change to those affected.
Environmental requirements may	• area surrounding the work site including:

RANGE STATEMENT	
relate to:	• atmosphere • drains • ecosystem • soils • underground water tables • protection of the environment including: • containment of chlorofluorocarbons • correct handling of toxic substances • correct use of enterprise vehicles and machinery • minimisation of construction waste materials • minimisation of factors that contribute to the production of greenhouse gases • proper disposal of waste materials • reduction of energy usage • restriction of burning off • re-use or recycling of trade materials.
Job records may include:	• contract history file • daily diary • plans • time sheets or cards.

Unit Sector(s)

Unit sector	Telecommunications
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Project management
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