



Australian Government

Department of Education, Employment and Workplace Relations

ICTWOR3127A Supervise worksite activities

Release: 1

ICTWOR3127A Supervise worksite activities

Modification History

Not Applicable

Unit Descriptor

Unit descriptor	This unit describes the performance outcomes, skills and knowledge required to supervise small scale projects with a limited range of technical skills. It involves accounting for staff, activities and resource usage. This unit does not cover general management of people and processes. 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 supervise small scale worksite activities relating to telecommunications applications apply the skills and knowledge of this unit. This unit applies to all telecommunications applications including telephony, data, video and multimedia.
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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 for worksite activities	1.1. Clarify requirements of job with customer 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 and 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

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 internal and external personnel on technical and operational matters - literacy skills to: - prepare and interpret work procedures - read and interpret technical documentation, equipment manuals and specifications - numeracy skills to estimate variations in resource requirements

REQUIRED SKILLS AND KNOWLEDGE

- problem solving skills to:
 - organise and monitor worksite activities
 - deal with contingencies
 - arrange training
- project management skills to:
 - implement work plan
 - coordinate and sequence work activities
 - review job progress against agreed schedule
 - apply resource management techniques and tools
- technical skills to use materials and equipment

Required knowledge

- appropriate tools, equipment and materials required for the work
- enterprise permit procedures and recording procedures
- occupational health and safety (OHS) practices
- relevant plant and equipment operations
- relevant statutory requirements and industrial awards
- team communication processes
- typical worksite issues
- 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 work activities
- liaise with customer or project manager
- prioritise and allocate tasks
- monitor work progress and reallocate resources to meet completion requirements
- supervise staff ensuring compliance with OHS and regulations
- comply with all related OHS requirements and work practices.

Context of, and specific resources for assessment

Assessment must ensure:

- telecommunications operations site suitable for supervision activities
- equipment currently used in industry
- enterprise and site related documentation
- agency licenses
- relevant regulatory, supplier and equipment documentation that impact on worksite activities.

Methods of assessment

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

- direct observation of the candidate supervising worksite activities
- direct observation of the candidate liaising with project manager regarding resources and schedules for a telecommunications project
- oral or written questioning to assess required knowledge.

Guidance information for assessment

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

- ICTWOR3041A Schedule resources
- ICTWOR3093A Manage spare parts.

EVIDENCE GUIDE

	Aboriginal people and other people from a non-English speaking background may have second language issues. Access must be provided to appropriate learning and 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.

Project may include:

- part of a larger project
- small or short term job.

Resource requirements may include:

- equipment:
 - installation
 - monitoring
 - test

RANGE STATEMENT	
	• labour • material • plant: • barriers • diggers • excavators • work platforms • safety equipment: • for hazardous chemicals • gas monitors • personal protective equipment • radiation detectors.
<i>Relevant legislation, codes, regulations and standards</i> may include:	• Australian Communications Industry Forum (ACIF) standards and codes • Australian Communications and Media Authority (ACMA) technical standards • AS Communications Cabling Manual (CCM) Volume 1 • Australian building codes and regulations • Australian standards • enterprise standards • environmental protection • fire regulations • heritage legislation • industrial relations agreements including awards and enterprise • international standards • local government • manufacturer's enterprise operating policy and procedures • national code • OHS Act • other services and utilities codes of practice and standards: • electricity • gas • water • power company requirements • Privacy Act • spectrum management regulations

RANGE STATEMENT	
	• statutory requirements • Trade Practices Act • traditional land owners.
External agency licences and approvals may include:	• environmental protection • noise pollution • site permits • waste production and removal.
Affected parties may include:	• customer • neighbour • occupants • other property owners • utility providers.
Responsibilities may relate to:	• basic coordination and direction of small groups working on a site remote from the enterprise headquarters • parts of projects • small projects.
Report may be:	• associated manual • completion of enterprise procedures • computer-based documentation • electronic communication.

Unit Sector(s)

Unit sector	Telecommunications
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Co-requisite units

Co-requisite units		

Competency field

Competency field	Workplace effectiveness
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