



Australian Government

Department of Education, Employment and Workplace Relations

LGAWORK205A Operate and maintain equipment

Release 2

LGAWORK205A Operate and maintain equipment

Modification History

LGAWORK205A Release 2: Layout adjusted.

LGAWORK205A Release 1: Primary release.

Unit Descriptor

This unit covers the operation and maintenance of small units of equipment.

Application of the Unit

This unit supports the attainment of skills and knowledge required for competent workplace performance in councils of all sizes. Knowledge of the legislation and regulations within which councils must operate is essential. The unique nature of councils, as a tier of government directed by elected members and reflecting the needs of local communities, must be appropriately reflected.

Licensing/Regulatory Information

Not applicable.

Pre-Requisites

Not applicable.

Employability Skills Information

This unit contains employability skills.

Elements and Performance Criteria Pre-Content

Elements describe the essential outcomes of a Unit of Competency

Performance criteria describe the required performance needed to demonstrate achievement of the element. Where ***bold italicised*** text is used, further information is detailed in the Range Statement. Assessment of performance is to be consistent with the Evidence Guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Operate equipment	1.1 Equipment is operated in accordance with manufacturers' specifications, council procedures and statutory requirements. 1.2 Operational problems with equipment are identified and reported to the appropriate person. 1.3 Equipment is operated in accordance with occupational health and safety (OHS) legislation and guidelines.
2 Monitor and maintain equipment	2.1 Equipment is inspected regularly in accordance with manufacturers' specifications and council standards. 2.2 Equipment is <i>maintained</i> and reports are made in accordance with council procedures and manufacturers' specifications. 2.3 Equipment is serviced regularly and repairs are arranged in accordance with council procedures and manufacturers' specifications.
3 Maintain records	3.1 Information is recorded in accordance with council legislative requirements. 3.2 Records are clear and accurate and kept up to date in accordance with council procedures. 3.3 Records are secured and accessible in accordance with council requirements.

Required Skills and Knowledge

This describes the essential skills and knowledge and their level, required for this unit

Required Skills

- plant and equipment operation, maintenance and servicing procedures
- written and verbal communication skills

Required Knowledge

- interpretation of manuals
- OHS requirements
- types of plant and equipment

Evidence Guide

Overview of assessment requirements	A person who demonstrates competency in this unit will be able to perform the outcomes described in the Elements to the required performance level detailed in the Performance Criteria. The knowledge and skill requirements described in the Range Statement must also be demonstrated. For example, knowledge of the legislative framework and safe work practices that underpin the performance of the unit must be demonstrated.
Critical aspects of evidence to be considered	Relevant council policies, procedures and documentation, including logbooks and equipment maintenance records. Manufacturers' specifications are followed. Equipment is operated in accordance with manufacturers' procedures and handbooks.
Context of assessment	May be assessed: • on the job • simulated workplace environment • written assignment • short-answer test • oral questioning • observation • or any combination of the above
Relationship to other units(prerequisite or co-requisite units)	To enable holistic assessment this unit may be assessed with other units that form part of the job role.
Method of assessment	The following assessment methods are suggested: • observation of the learner performing a range of workplace tasks over sufficient time to demonstrate handling of a range of contingencies • written and/or oral questioning to assess knowledge and understanding • completion of workplace documentation • third-party reports from experienced practitioners • completion of self-paced learning materials including personal reflection and feedback from trainer, coach or supervisor
Evidence required for demonstration of consistent performance	Evidence will need to be gathered over time across a range of variables.
Resource implications	In accordance with a range of variable requirements.

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 in the Performance Criteria is detailed below.

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| <i>Equipment indoor</i> may include: | <ul style="list-style-type: none">• photocopiers• computers• fax machines |
| <i>Equipment outdoor</i> may include: | <ul style="list-style-type: none">• chainsaws• electric tools• small motorised tools and equipment |
| <i>Maintenance activities</i> may include: | <ul style="list-style-type: none">• basic cleaning• replacement of consumable items such as oil, spark plugs and belts |

Unit Sector(s)

Operational Works