



Australian Government

UEECD0027 Participate in development and follow a personal competency development plan

Release: 1

UEECD0027 Participate in development and follow a personal competency development plan

Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

Application

This unit involves the skills and knowledge required to participate in development and follow a personal competency development plan.

It includes the application of skills and knowledge in taking responsibility for one's own competency development; participating in the development of a personal competency development plan, responsibilities and obligations; following activities for developing competency; self-monitoring competency development and meeting learner obligations for periodic reporting of competency development activities.

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

Pre-requisite Unit

Not applicable

Competency Field

Cross Discipline

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Participate in development of a personal competency development

PERFORMANCE CRITERIA

Performance criteria describe the performance needed to demonstrate achievement of the element.

1.1 Nature of competency-based training is determined from consultation with relevant person/s

plan

- | | | |
|--|------------|---|
| | 1.2 | Responsibilities/obligations of trainees/learners, employers, trainers and assessors are identified from discussions with relevant person/s |
| | 1.3 | Competency development plans are confirmed in consultation with relevant person/s |
| 2 Follow a personal competency development plan | 2.1 | Competency development plan is followed |
| | 2.2 | Opportunities to practise skills and apply knowledge relevant to competencies are followed |
| | 2.3 | Assistance is sought from relevant person/s to overcome difficulties in developing skills and applying knowledge in relevant competencies |
| | 2.4 | Progress in competency development is self-monitored against the competency development plan and workplace procedures |
| | 2.5 | Modifications to the competency development plan are made in consultation with appropriate person/s |
| | 2.6 | Obligations are met for periodic and timely reporting of competency development activities |

Foundation Skills

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

Range is restricted to essential operating conditions and any other variables essential to the work environment.

Non-essential conditions may be found in the UEE Electrotechnology Training Package Companion Volume Implementation Guide.

Competency development plan must include the following:

- applying a competency plan for work activities
- competency development self-monitoring
- personal competency development plan
- periodic reporting of competency activities

- responsibilities and obligation under the competency development plan
- responsibility for one's own competency development in developing and applying skills and knowledge
- applying a training plan to work activities

Unit Mapping Information

This unit replaces and is equivalent to UEENEEE038B Participate in development and follow a personal competency development plan.

Links

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>

Assessment Requirements for UEECD0027 Participate in development and follow a personal competency development plan

Modification History

Release 1. This is the first release of this unit of competency in the UEE Electrotechnology Training Package.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- identifying opportunities to develop competency
- following competency development plan including following aspects of the training plan
- participating in a personal competency plan for work activities
- periodic reporting of competency plan activities
- seeking assistance to overcome difficulties in developing competency as needed.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements, performance criteria and range of conditions and include knowledge of:

- competency development (training) plans, including:
 - state/territory requirements (Acts/regulations)
 - competency development (training) contracts
 - competency development (training) period
 - purpose of competency development (training) plans
 - process in developing competency development (training) plans
 - parties involved in the competency development (training) plan
- qualification structure, including:
 - scope of work
 - Training Packages - UEE Electrotechnology
 - units of competency
 - structure of qualification
 - off-the-job requirements
 - on-the-job requirements
- responsibilities of parties to the contract, including:

- employer responsibilities
- learner responsibilities
- RTO responsibilities
- State/Territory Training Authorities (STA)
- electrotechnology industry career opportunities, including:
 - industry areas
 - qualification levels
 - career paths
- industry customs and practices, including:
 - industry bodies, employer and employee representatives
 - regulatory bodies including licensing/registration, WHS/OHS, industrial relations (IR), training authorities, apprentice/trainee regulation
 - vocational education and training (VET) system, Australian Qualification Framework (AQF) and credentials
- monitoring of workplace evidence, including:
 - workplace exposure and practices and relationship with units of competency
 - methods of collecting workplace evidence
 - monitoring period cycle
 - requirements of workplace evidence
 - actions taken for unsatisfactory progression
 - role of STA
 - apprentice/learner responsibilities
 - employer responsibilities
- RTO policies, including:
 - apprentice/learner responsibilities
 - teacher/trainer responsibilities
 - absenteeism
 - off-the-job component assessment specifications
 - on-the-job component assessment specifications
 - qualification completion requirements and award
 - advanced standing and/or recognition of prior learning (RPL)
 - result review procedures
- apprentice/learner discipline policy, including:
 - apprentice/learner rights
 - apprentice/learner responsibilities
 - breaches of discipline
 - types of penalties - apprentice/learner responsibilities
- attendance at the Registered Training organisation (RTO), including:
 - importance of attendance
 - record management of attendance

- attendance cards
- advice to employer of absences
- fire and emergencies at the RTO, including:
 - designated fire and emergency exits
 - procedures in the event of a fire
 - evacuation procedures
 - assembly points
 - importance of attendance
- WHS/OHS at the RTO, including:
 - eye protection
 - foot protection
 - protective clothing
 - personal injuries
 - mobile phones and personal belongings
 - dress regulations
 - rotating machinery
 - designated fire and emergency exits
- entry requirements, including:
 - numeracy requirements
 - literacy requirements
 - RTO support mechanisms
- RTO tour, including:
 - RTO layout
 - building layout
 - tour of building and RTO
- RTO responsibility to receive and monitor workplace activities of the apprentice/learner
- industry requirements for monitoring workplace evidence
- acceptable methods for monitoring and reporting workplace activities
- apprentice/learner responsibility to participate in the reporting of workplace activities
- RTO requirements in periodically evaluating development of apprentices/learners from the workplace activities information gathered, and providing feedback and advice on areas requiring improvement
- employer responsibilities to participate in monitoring, reporting and confirming workplace activities, and assisting in overcoming areas requiring development by the apprentice/learner
- options for appeal or assistance from RTO or STA
- methods of monitoring and reporting competency development activities.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must occur in workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated workplace operational situations that replicate workplace conditions.

Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Resources for assessment must include access to:

- a range of relevant exercises, case studies and/or other simulations
- relevant and appropriate materials, tools, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

Links

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>