



Australian Government

UEECD0035 Provide basic instruction in the use of electrotechnology apparatus

Release: 1

UEECD0035 Provide basic instruction in the use of electrotechnology apparatus

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 instruct customers/users in the use of electrotechnology apparatus.

It includes appropriate customer relations, using apparatus manufacturer instruction material, instructing methods and completing instruction documentation.

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 Prepare to instruct in the use of electrotechnology apparatus

PERFORMANCE CRITERIA

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

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|------------|--|
| 1.1 | Work health and safety (WHS)/occupational health and safety (OHS) requirements and workplace procedures for a given work area are identified and applied |
| 1.2 | Hazards are identified, risks are assessed and control measures are implemented |

- 1.3 Electrotechnology apparatus on which user is to be instructed is confirmed with work supervisor and/or relevant person/s
 - 1.4 Safety features and safe use of the electrotechnology apparatus are reviewed in accordance with manufacturer instructions
 - 1.5 Familiarity with the electrotechnology apparatus is gained by reference to manufacturer user instructions and applying them during a preliminary practice run through
 - 1.6 Materials required to instruct users in the use of electrotechnology apparatus are obtained in accordance with workplace procedures
- 2 **Instruct user in the use of electrotechnology apparatus**
 - 2.1 Users are informed of safety features and safe use of electrotechnology apparatus in accordance with manufacturer instructions, regulatory requirements and safe work methods
 - 2.2 Users are instructed in the set up and use of the electrotechnology apparatus in accordance with manufacturer instructions
 - 2.3 Users are given the opportunity to ask questions and demonstrate they understand the safety aspects, set-up features and operation of the electrotechnology apparatus
 - 2.4 Manufacturer user instructions and other related electrotechnology apparatus documentation are given to the appropriate person/s
 - 2.5 Unplanned events are referred to supervisor for direction in accordance with workplace procedures
 - 2.6 Instructions are given efficiently, without damage to electrotechnology apparatus, the surrounding environment or services using sustainable energy practices

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.

Demonstration of unit must include:

- providing instruction relevant to electrotechnology apparatus and its control

Unit Mapping Information

This unit replaces and is equivalent to UEENEEE020B Provide basic instruction in the use of electrotechnology apparatus.

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 UEECD0035 Provide basic instruction in the use of electrotechnology apparatus

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 on at least two separate occasions and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- applying sustainable energy principles and practices
- communicating effectively with relevant stakeholders
- dealing with unplanned events in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
- evaluating user needs
- following manufacturer user instructions
- giving clear instructions in the safe use and features of the electrotechnology apparatus
- giving users the opportunity to ask questions and demonstrate understanding of the features and safe use of the electrotechnology apparatus
- instructing users in the use of specific items of electrotechnology equipment and systems
- obtaining relevant materials to assist with instructing users
- performing preliminary run through with apparatus to confirm familiarity
- providing users with relevant documentation.

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:

- customer relations purpose, techniques and procedures
- effective communication, including:
 - communicating with customers and suppliers
 - oral communication
 - written procedures and work instructions
- effective instructional techniques
- methods for evaluating user ability in the use of electrotechnology apparatus

- methods for evaluating user instructional needs
- procedures for dealing with customers and customer issues
- relevant electrotechnology apparatus instruction, including how it is used efficiently and safely
- relevant manufacturer instructions and user material
- relevant WHS/OHS legislated and electrical regulations and legislations requirements
- relevant workplace documentation and work activities records, including:
 - methods for recording and maintaining work records
 - regulatory work record requirements
 - types of work activity maintenance records
- relevant workplace policies and procedures
- risk mitigation processes include safe work method statements
- safe and correct use of electrotechnology apparatus
- safety features of relevant electrotechnology apparatus.

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.

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