



Australian Government

UEECD0057 Manage electrotechnology projects

Release: 1

UEECD0057 Manage electrotechnology projects

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 manage an electrotechnology project.

It includes determining scope, managing an electrotechnology project and completing reporting/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 Determine scope of the electrotechnology project

PERFORMANCE CRITERIA

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

- 1.1** Work health and safety (WHS)/occupational health and safety (OHS) procedures for relevant work area are identified and applied
- 1.2** Project deliverables and budget are determined from relevant documentation and discussions with appropriate person/s

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| | 1.3 | Measurable outcomes to evaluate the electrotechnology project are identified from relevant documentation |
| | 1.4 | Resources needed to meet project outcomes are identified from relevant documentation |
| | 1.5 | Processes and procedures are developed for managing contract variations from discussions with relevant person/s and in accordance with contract |
| 2 | Manage the implementation of an electrotechnology project | |
| | 2.1 | WHS/OHS policies and procedures are implemented and monitored |
| | 2.2 | Project tasks are delegated to competent project person/s |
| | 2.3 | Project risks are identified, assessed and strategies implemented to ensure outcomes are achieved to relevant industry standards specified in the contract and in accordance with workplace procedures |
| | 2.4 | Procurement is monitored to ensure on-time supply of plant and materials in accordance with project plan and workplace procedures |
| | 2.5 | Verification of project technical design, modification, installation and/or maintenance of system and equipment parameters is completed against specifications and workplace procedures |
| | 2.6 | Project progress is monitored against schedule, quality requirements and budget |
| | 2.7 | Project/worksite conflicts are identified and managed in accordance with workplace procedures |
| | 2.8 | Variations in project are managed in accordance with agreed processes and the contract |
| | 2.9 | Project records are maintained and progress reports completed and provided to appropriate person/s |
| 3 | Complete electrotechnology project | |
| | 3.1 | Project outcomes are reviewed against project plan, risk strategies, contract variations, safety performance and budget |
| | 3.2 | Acceptance of project completion is sought from appropriate person/s and handover conducted in accordance with workplace policies and procedures |

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.

Managing electrotechnology projects must include the following:

- design
- modifications
- installation
- maintenance of systems and equipment
- management of:
 - WHS/OHS
 - budget
 - variations
 - personnel
 - resources and critical path timelines
 - progress monitoring
 - completion documentation

Unit Mapping Information

This unit replaces and is equivalent to UEENEEE012B Manage electrotechnology projects.

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 UEECD0057 Manage electrotechnology projects

Modification History

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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 one occasion and include:

- establishing the scope of the project accurately
- ascertaining the input of a project
- developing effective management processes
- managing resources and variations effectively
- resolving conflicts
- adopting risk management strategies
- maintaining records and submitting progress reports
- meeting project outcomes
- dealing with unplanned events
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements and workplace procedures and practices
- completing and acquitting the project
- identifying electrotechnology project risks and implementing control measures
- implementing workplace policies and procedures, including:
 - project scope and quality
 - project budget/finances
 - equipment and resources
 - human resources
 - communication with personnel, contractors, stakeholders and clients.

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:

- electrotechnology project management concepts and customer/client relations, including:
 - defining project parameters:
 - project scope

- project stakeholders and clients
- project phases and the relationship between phases
- time requirements and limitations
- resource requirements and limitations
- quality requirements and limitations
- time management:
 - time management concepts
 - standard practices for ensuring a project runs to time
- financial management:
 - financial management concepts
 - standard practices for managing project finances
 - project budgets
 - costs, variations and estimations
 - invoicing against project phases/deliverables
 - acquittals
- quality management:
 - quality management concepts
 - standard practices for managing quality within a project
- human resource management:
 - human resource management concepts
 - standard practices for managing personnel within a project
- communication management:
 - communication management concepts
 - standard practices for managing communication within a project
- risk management and contingencies:
 - risk management concepts
 - standard practices for managing risk within a project
 - internal risks, external risks, risk minimisation, risk removal and contingencies
- procurement management:
 - procurement management concepts
 - standard practices for managing procurement
- physical resource management:
 - types of physical resources, including equipment, technology, information and facilities
 - physical resource management concepts
 - standard practices for managing physical resources
- contracts:
 - understanding project contracts
 - standard practices for working to contract specifications
 - contract format

- contract content
- legal obligations of contract parties
- accompanying documentation, including contract schedules
- performance assessment and continuous improvement:
 - standard performance assessment practices
 - standard continuous improvement practices
- engineering ethics principles
- importance of customer/client relations encompassing:
 - interpersonal skills that enhance customer/client
 - dispute resolution
 - customer/client relations strategies
- project management principles
- relevant legislation/regulation, including relevant WHS/OHS legislated requirements
- relevant job safety assessments or risk mitigation processes
- relevant workplace documentation
- relevant workplace policies and procedures.

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 suitable workplace operational situations where it is appropriate to do so; where this is not appropriate, assessment must occur in simulated suitable 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, facilities and equipment currently used in industry
- resources that reflect current industry practices in relation to managing electrotechnology projects
- applicable documentation, including workplace procedures, equipment specifications, regulations, codes of practice and operation manuals.

Links

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