



Australian Government

Assessment Requirements for UEECD0063

Write work activity reports

Release: 1

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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 one occasion and include:

- determining the need for a report
- ascertaining the purpose and scope of a report
- sourcing and obtaining information relevant to a report
- arranging reports in a logical sequence
- writing reports in plain English
- obtaining approval for the report
- dealing with unplanned events
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements
- proofreading report prior to presenting report for approval.

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:

- work activity reporting, including:
 - scope of work activity reports encompassing:
 - installation, fault finding/repair, servicing/maintenance and safety work activities
 - reports in response to an enquiry, situation, investigation, problem and incident
 - sources of information:
 - work colleagues, customer/client personnel, standards, specifications and direct experience of the enquiry, situation, investigation, problem or incident that is subject of the report
 - structure of reports encompassing:
 - the description and/or explanation of the subject matter in logical sequence of facts
 - arrangement of content

- clear English writing techniques
- relevant WHS/OHS legislated requirements
- 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 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 and equipment 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>