



Australian Government

UEECD0063 Write work activity reports

Release: 1

UEECD0063 Write work activity reports

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 write work activity reports.

It includes planning, writing and obtaining approval for the final activity report. It also includes an understanding of the energy sector, gathering relevant information from appropriate sources, making deductions from the information obtained, and arranging information in a clear and logical sequence.

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 Plan a report

PERFORMANCE CRITERIA

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

- 1.1 Report requests are determined in accordance with workplace procedures
- 1.2 Purpose and scope of report is determined in accordance with workplace procedures

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| | 1.3 | Work health and safety (WHS)/occupational health and safety (OHS) requirements and workplace procedures are identified and applied |
| | 1.4 | Sources of information for report are identified and obtained in consultation with relevant person/s in accordance with workplace procedures |
| 2 Write activity report | 2.1 | Report is developed in consultation with relevant person/s |
| | 2.2 | Report is written to include all relevant information obtained |
| | 2.3 | Report is arranged in accordance with workplace procedures, including relevant deductions and recommendations |
| | 2.4 | Report is written in accordance with workplace procedures |
| 3 Obtain approval for final report | 3.1 | Report is presented, discussed and authorised by relevant person/s |
| | 3.2 | Modifications to report resulting from presentation/discussion with authorised person/s are incorporated in accordance with workplace procedures |
| | 3.3 | Final report is presented, and approval obtained from authorised person/s |

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.

Writing a report must include at least three of the following:

- enquiry
- situation
- investigation

Each report must include at least one of the following different work activities:

- problem
- incident
- installation
- fault finding/repair
- servicing/maintenance
- safety

Unit Mapping Information

This unit replaces and is equivalent to UEENEEE185A Write work activity reports.

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 UEECD0063 Write work activity reports

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:

- 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

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