



Australian Government

UEECO0002 Maintain documentation

Release: 1

UEECO0002 Maintain documentation

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 maintain and prepare documentation required to record work activities, purchases and expenses obligations.

It includes planning and maintaining documentation typically required in an electrotechnology workplace information system.

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

Pre-requisite Unit

Not applicable

Competency Field

Commercial

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare to maintain documentation

PERFORMANCE CRITERIA

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

- 1.1** Documentation requirements and record management methods are identified, obtained and applied in accordance with workplace procedures
- 1.2** Advice is sought from supervisor, as required, to ensure work activity is correctly documented and coordinated with other person/s

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|-----------------------------|------------|--|
| | 1.3 | Forms required to document work activity are obtained in accordance with workplace procedures |
| | 1.4 | Work health and safety (WHS)/occupational health and safety (OHS), risk assessment and control measures are documented in accordance with workplace procedures |
| 2 Maintain documents | 2.1 | Work activities are documented, at the appropriate time and in accordance with workplace procedures |
| | 2.2 | Documents are checked for accuracy, clarity and anomalies corrected |
| | 2.3 | Appropriate information technology is used to maintain workplace documentation |
| | 2.4 | Signatures are obtained by relevant person/s, as required |
| | 2.5 | Copies of required documents are forwarded to appropriate person/s in accordance with workplace procedures |
| | 2.6 | Unplanned events are referred to supervisor for direction in accordance with workplace 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.

Unit must be demonstrated by:

- maintaining documentation in an electrotechnology organisation information system

Unit Mapping Information

This unit replaces and is equivalent to UEENEEC001B Maintain documentation.

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 UEECO0002 Maintain documentation

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 and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including implementing risk control measures
- dealing with unplanned events in accordance with workplace documentation
- recording and maintaining workplace records using appropriate technology in accordance with workplace information methods
- following workplace record management procedures
- maintaining documentation
- planning 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:

- computers and applications, including:
 - entering information
 - printing
 - saving
 - selecting application
 - starting up
- relevant risk mitigation processes, including risk control measures
- relevant WHS/OHS legislated work records requirements
- relevant workplace communication methods, including:
 - communicating with customers
 - communicating with personnel
 - communicating with suppliers
 - oral and written communication
- relevant workplace documentation and work activities records, including:

- methods for recording and maintaining work records
- purpose and extent of work activities records
- regulatory work record requirements
- types of records for maintaining work activities
- relevant workplace record management 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, equipment and personal protective equipment (PPE) currently used in industry
- applicable documentation, including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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