



Australian Government

**Assessment Requirements for UEECO0012
Participate in voice and data
communications work and competency
development activities**

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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 and performance criteria on at least one occasion and include:

- identifying and confirming the context, requirements and responsibilities of the competency development (training) plan to be met
- identifying and confirming the critical industry, enterprise and regulatory policies, procedures and context applicable to all work activities
- identifying and confirming the applicable training practices, requirements, administration, costs and support service policies and procedures provided by the Registered Training Organisation (RTO) to all vocational education and training (VET) activities
- seeking clarification of how particular work is to be carried out and the procedures involved
- dealing with unexpected situations in accordance with industry/enterprise policies and procedures, and with the approval of an authorised person
- reporting periodically the competency development activities in accordance with requirements
- periodically reviewing progress of the competency development activities in accordance with requirements
- pursuing strategies to develop opportunities for gaining the range of workplace experiences and exposure
- progressing successfully against periodic or staged evaluative performance events according to requirements
- seeking assistance to overcome difficulties in developing competency
- dealing with unplanned events
- identifying, confirming and complying with relevant industry standards and workplace procedures
- monitoring and responding to a personal competency development plan.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all of the requirements of the elements and performance criteria and include knowledge of:

- voice and data communications work competency development activities, including:
 - responsibilities under a competency development plan:
 - competency development (training) plans encompassing:
 - state/territory requirements (Acts/regulations)
 - competency development (training) contracts
 - competency development (training) period
 - purpose of competency development (training) plans
 - process in developing competency development (training) plans
 - parties involved in the competency development (training) plan
 - qualification structure encompassing:
 - scope of work
 - Training Packages – UEE Electrotechnology
 - units of competency
 - structure of qualification
 - off-the-job requirements
 - on-the-job requirements
 - responsibilities of parties to the contract encompassing:
 - employer responsibilities
 - learner responsibilities
 - RTO responsibilities
 - State/Territory Training Authorities (STAs)
 - electrotechnology industry career opportunities encompassing:
 - industry areas
 - qualification levels
 - career paths
 - industry customs and practices encompassing:
 - industry bodies – employer and employee representatives
 - regulatory bodies – including licensing/registration, work health and safety (WHS)/occupational health and safety (OHS), industrial relations (IR), training authorities – apprentice/trainee regulation
 - vocational and technical education system – Australian Qualification Framework (AQF), credentials, Australian Qualification Training Framework (AQTF)
 - monitoring of workplace evidence encompassing:
 - workplace exposure and practices and relationship with units of competency
 - methods of collecting workplace evidence
 - monitoring period cycle
 - requirements of workplace evidence
 - actions taken for unsatisfactory progression
 - role of STA
 - apprentice/learner responsibilities

- employer responsibilities
- RTO policies encompassing:
 - apprentice/learner responsibilities
 - teacher/trainer responsibilities
 - absenteeism
 - off-the-job component assessment specifications
 - on-the-job component assessment specifications
 - qualification completion requirements and award
 - advanced standing and/or recognition of prior learning (RPL)
 - result review procedures
- apprentice/learner discipline policy encompassing:
 - apprentice/learner rights
 - apprentice/learner responsibilities
 - breaches of discipline
 - types of penalties apprentice/learner responsibilities
- attendance at the RTO encompassing:
 - importance of attendance
 - record management of attendance
 - attendance cards
 - advice to employer of absences
- fire and emergencies at the RTO encompassing:
 - designated fire and emergency exits
 - procedures in the event of a fire
 - evacuation procedures
 - assembly points importance of attendance
- WHS/OHS at the RTO encompassing:
 - eye protection
 - foot protection
 - protective clothing
 - personal injuries
 - mobile phones and personal belonging
 - dress regulations
 - rotating machinery, designated fire and emergency exits
- entry requirements encompassing:
 - numeracy requirements
 - literacy requirements
 - RTO support mechanisms
- RTO tour encompassing:
 - RTO layout

- building layout
- tour of building and RTO
- methods of monitoring and reporting competency development activities encompassing:
 - RTOs responsibility to receive and monitor workplace activities of the apprentice/learner
 - industry requirements for monitoring workplace evidence
 - acceptable methods for monitoring and reporting workplace activities
 - apprentice's/learner's responsibility to participate in the reporting of workplace activities
 - RTOs requirements in periodically evaluating development of apprentices/learners from the workplace activities information gathered, and providing feedback and advice on areas requiring improvement
 - employer responsibilities to participate in monitoring, reporting and confirming workplace activities, and assisting in overcoming areas requiring development by the apprentice/learner
 - options for appeal or assistance from RTO or STA
- enterprise work activities policies and procedures encompassing:
 - need for policies and procedures
 - scope for an industry/enterprise to establish work activity policies and procedures - policies and procedure related to safety, effective work outcomes, customer relations, conflict resolution and competency development
 - following work activities procedures
- relevant training organisations
- relevant WHS/OHS legislated requirements
- relevant workplace documentation.

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 simulations
- relevant and appropriate materials, tools, facilities and equipment currently used in industry
- resources that reflect current industry practices in relation to participating in development and

- following a personal competency development plan
- 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>