



Australian Government

UEECO0012 Participate in voice and data communications work and competency development activities

Release: 1

UEECO0012 Participate in voice and data communications work and competency development activities

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 participate in voice and data communications work and competency development activities.

It includes identifying responsibilities and obligations under competency development plan, following activities for developing competency, self-monitoring competency development and meeting obligations for periodic reporting of competency development activities.

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 Comply with relevant voice and data communications industry standards and workplace procedures**

PERFORMANCE CRITERIA

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

- 1.1** Relevant industry standards and workplace procedures for work activities are identified and obtained

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|----------|--|---|
| | 1.2 | Clarification on work to be carried out is sought from the supervisor/relevant person/s in accordance with workplace procedures |
| | 1.3 | Unplanned situations are dealt with safely and in accordance with relevant industry standards and workplace procedures with the approval of a relevant person |
| 2 | Monitor and respond to a personal competency development plan | |
| | 2.1 | Competency development plan is confirmed in consultation with relevant person/s |
| | 2.2 | Competency development plan components are followed |
| | 2.3 | Opportunities to apply skills and knowledge to a relevant competency are identified in accordance with competency development plan |
| | 2.4 | Assistance is sought from relevant person/s and/or organisation/s to assist in developing skills and applying knowledge to a relevant competency |
| | 2.5 | Progress in competency development is self-monitored in accordance with competency development plan, relevant industry standards and workplace procedures |
| | 2.6 | Modifications to competency development plan are made in consultation with relevant person/s |
| | 2.7 | Obligations for periodic and timely reporting of competency development activities are met |
| | 2.8 | Periodic competency development activities report is validated by relevant person/s in accordance with relevant industry standards/enterprise 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.

Unit Mapping Information

This unit replaces and is equivalent to UEENEEC016B Participate in voice and data communications work and competency development activities.

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 UEECO0012 Participate in voice and data communications work and competency development activities

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

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