



Australian Government

UEECO0014 Prepare tender submissions for electrotechnology projects

Release: 1

UEECO0014 Prepare tender submissions for electrotechnology projects

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 prepare tender documents for electrotechnology projects.

It includes identifying tender requirements, verifying estimates and capacity to meet timelines. It also includes complying with legal requirements and documenting submissions.

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

Pre-requisite Unit

UEECO0001 Estimate electrotechnology projects

Competency Field

Commercial

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Ascertain tender requirements

PERFORMANCE CRITERIA

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

- 1.1** Work health and safety (WHS)/occupational health and safety (OHS) procedures for a given work area are identified, obtained and applied
- 1.2** WHS/OHS risk control measures and workplace procedures are followed

- | | | |
|-------------------------------------|------------|---|
| | 1.3 | Work required under tender is determined from relevant documents |
| | 1.4 | Special conditions and requirements for lodging the tender are ascertained from relevant documents |
| | 1.5 | Appropriately competent person/s is engaged to estimate material labour and relevant costs |
| | 1.6 | Activities are planned to meet specified tender submission timeline |
| 2 Assemble tender submission | 2.1 | All inputs to the tender are obtained and verified with relevant person/s responsible for their development |
| | 2.2 | Materials and human resources needed to complete the work under the conditions of the tender are confirmed with relevant person/s responsible |
| | 2.3 | Legal advice is sought on contingent aspects of the tender |
| | 2.4 | Contingency allowances are included in tender in accordance with workplace procedures |
| 3 Document tender submission | 3.1 | Tender submission is documented in accordance with workplace procedures and relevant lodgement requirements |
| | 3.2 | Tender submission is verified for accuracy with relevant documents and prepared for lodgement in accordance with tender timeline |

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 UEENEEC006B Prepare tender submissions for electrotechnology projects.

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 UEECO0014 Prepare tender submissions for electrotechnology projects

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 two separate occasions and include:

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
 - using risk control measures
- ascertaining the tender requirements, including:
 - planning tender submission activities
 - special conditions and requirements
- assembling tender submission, including:
 - ensuring tender submission is ready for lodgement before the closing date/time
- documenting tender submission.

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:

- relevant documents supplied with a tender
- relevant job safety assessments or risk mitigation processes
- relevant special conditions included in a tender
- relevant tender submission requirements
- relevant WHS/OHS legislated requirements
- relevant workplace documentation
- relevant workplace instructions, 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 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 preparing tender submission for electrotechnology projects
- 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>