



Australian Government

UEECO0017 Source and purchase material/parts for installation or service jobs

Release: 1

UEECO0017 Source and purchase material/parts for installation or service jobs

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 source and purchase/order materials/parts for installation or service jobs.

It includes determining job specifications, using manufacturer catalogues, making purchasing enquiries, selecting appropriate materials/parts and completing relevant purchasing documentation.

In this unit, the value of materials for small installation jobs is limited to \$AUD20,000.

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 Determine relevant materials/parts to purchase

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 in accordance with

- workplace procedures
- 1.2 WHS/OHS risk control measures and workplace procedures are followed
 - 1.3 Scope of installation or service work is determined from job specification drawings and/or results of service calls
 - 1.4 Materials/parts required for work are determined from job specifications or service calls
 - 1.5 Materials/parts required are documented in accordance with workplace procedures
- 2 Procure materials/parts**
- 2.1 Source of materials/parts are determined based on availability and price in accordance with workplace procurement procedures
 - 2.2 Approval to purchase alternative materials/parts is sought from supervisor in accordance with workplace procurement procedures
 - 2.3 Prices for the supply of materials/parts, particularly non-standard high-cost items, is sought in accordance with workplace procurement procedures
 - 2.4 Approval to purchase materials/parts is obtained in writing from the customer or relevant person/s in accordance with workplace procurement procedures
 - 2.5 Purchases are initiated based on price and availability of materials/parts within the required timeframe and in accordance with workplace procurement procedures
 - 2.6 Appropriate information technology is used to source and purchase materials/parts
- 3 Document materials/parts purchases**
- 3.1 Materials/parts purchased are allocated against the appropriate jobs
 - 3.2 Materials/parts purchases are documented in accordance with workplace procurement 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.

Sourcing and purchasing materials/parts must include at least one of the following electrotechnology disciplines:

- automation technologies
- computers
- data communications
- electrical
- electrical machines
- electronics
- fire protection
- instrumentation
- refrigeration and air conditioning
- renewable/sustainable energy
- security technology
- discounts
- goods and service tax (GST)
- delivery costs
- limited to \$AU20,000

Materials or parts purchased price documentation must include:

Purchase value of electrotechnology installation or service materials for small installation jobs is:

Unit Mapping Information

This unit replaces and is equivalent to UEENEEC002B Source and purchase material/parts for installation or service jobs.

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 UEECO0017 Source and purchase material/parts for installation or service jobs

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, performance criteria and range of conditions on at least two separate occasions and include:

- applying at least two different methods to source materials
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including risk control measures
- dealing with unplanned events in accordance with workplace procurement procedures
- determining material and part availability and arranging supply
- determining relevant materials/parts to purchase
- determining scope of work and materials/parts procurement requirements from job specifications
- documenting materials/parts purchases
- obtaining approval to purchase in accordance with workplace procurement procedures
- sourcing, obtaining quotes and purchasing appropriate materials/parts in accordance with workplace procurement procedures.

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
- job or project specifications
- relevant part and material manufacturer specifications
- relevant risk mitigation processes including risk control measures
- relevant WHS/OHS legislated requirements

- relevant workplace documentation, 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 policies and procedures, including procurement procedures, including:
 - common or preferred suppliers
 - delegated authority to purchase
 - procurement approvals process and procedures
 - purchasing systems
- sources or suppliers for obtaining materials/parts
- workplace communication methods, including:
 - communicating with customers
 - communicating with personnel
 - communicating with suppliers
 - oral and written communication.

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

Companion Volume implementation guides are found in VETNet - -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b8a8f136-5421-4ce1-92e0-2b50341431b6>