



Australian Government

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

Release: 1

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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>