



**Australian Government**

# **UEECO0024 Participate in switchgear and control gear work and competency development activities**

**Release: 1**

# UEECO0024 Participate in switchgear and control gear 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 switchgear and control gear work and competency development activities.

It includes participating in and complying with switchgear and control gear workplace policies and procedures.

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 switchgear and control gear workplace policies and procedures**

### PERFORMANCE CRITERIA

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

**1.1    Workplace policies and procedures for work activities are identified and applied**

**1.2    Work activities and relevant workplace procedures are**

|          |                                                        |                                                                                                                                                                       |
|----------|--------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|          |                                                        | obtained and clarified with supervisor/relevant person/s                                                                                                              |
|          | <b>1.3</b>                                             | Unplanned situations are dealt with safely and in accordance with workplace policies and procedures and approval of authorised person/s                               |
| <b>2</b> | <b>Participate in switchgear and control gear work</b> |                                                                                                                                                                       |
|          | <b>2.1</b>                                             | Skills and knowledge required for work activities are confirmed in consultation with appropriate person/s                                                             |
|          | <b>2.2</b>                                             | Opportunities to practise skills and apply relevant knowledge to work activities are pursued                                                                          |
|          | <b>2.3</b>                                             | Assistance is sought from relevant person/s to overcome difficulties in developing skills and applying knowledge relevant to work activities                          |
|          | <b>2.4</b>                                             | Feedback on progress in switchgear and control gear competency development is self-monitored against required skills, knowledge and workplace policies and procedures |
|          | <b>2.5</b>                                             | Additional skill development is sought in consultation with relevant person/s                                                                                         |
|          | <b>2.6</b>                                             | Switchgear and control gear work activities are completed and validated by relevant person/s in accordance with workplace 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 UEENEEC019B Participate in switchgear and controlgear 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 UEECO0024 Participate in switchgear and control gear work and competency development activities**

## **Modification History**

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## **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
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including the use of risk control measures
- participating and completing switchgear and control gear work activities
- complying with switchgear and control gear workplace policies and procedures
- identifying skill development opportunities.

## **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:

- switchgear and control gear 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, WHS/OHS, industrial relations (IR), training authorities – apprentice/trainee regulation
    - VET system – Australian Qualification Framework (AQF) and credentials
  - 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
- 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
- WHS/OHS at the RTO encompassing:
  - eye protection
  - foot protection
  - protective clothing
  - personal injuries
  - mobile phones and personal belongings
  - 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 and 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 job safety assessments or risk mitigation processes
- relevant manufacturer specifications
- relevant WHS/OHS legislated requirements.

## 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, equipment specifications, regulations, codes of practice and operation manuals.

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