



Australian Government

UEECO0025 Provide quotations for inspection and compliance audit services

Release: 1

UEECO0025 Provide quotations for inspection and compliance audit services

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 provide quotations for inspections and compliance audit services.

It includes planning, developing, documenting and submitting quotations. It also includes reading job specifications, pricing labour and site costs, completing quotation documentation and applying customer communication protocols.

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 extent of audit services work

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) requirements and workplace procedures are identified |
| 1.2 | Hazards are identified, risks are assessed and control |

		measures implemented
	1.3	Extent of inspection or audit service work is determined from job specifications and drawings and discussions with appropriate person/s
	1.4	Extent of inspection or audit service work is documented as a job specification and agreement sought with relevant person/s
	1.5	WHS/OHS and regulatory requirements are incorporated in the work contained in quotation
	1.6	Timeframes specified in quotations are agreed with relevant person/s
2 Develop audit services quotation	2.1	Labour and other costs are determined from relevant workplace documentation
	2.2	Costing is performed and checked against job specifications
	2.3	Costings used in job specifications and quotations are checked for accuracy
3 Document and submit quotation	3.1	Quotation is documented in accordance with workplace procedures
	3.2	Quotation is submitted to customer within agreed timeframes and 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.

Providing at least one quotation for an inspection job and one for a compliance audit must include quotation jobs not exceeding

- automation technologies
- computers
- data communications

\$20,000 for any of the following electrotechnology disciplines:

- electrical
- electrical machines
- electronics
- fire protection
- instrumentation
- refrigeration and air conditioning
- renewable/sustainable energy
- security technology

Unit Mapping Information

This unit replaces and is equivalent to UEENEEC009B Provide quotations for inspection and compliance audit services.

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 UEECO0025 Provide quotations for inspection and compliance audit services

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 relevant work health and safety (WHS)/occupation health and safety (OHS) requirements, including implementing risk control measures
- checking quotations
- complying with timeframes
- costing jobs
- determining labour and other relevant costs
- documenting and submitting quotations
- determining extent of work for quotation
- planning and developing quotations
- reading job specifications and drawings.

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:

- communication protocols
- compliance audit services
- job specifications
- labour costs and other relevant costs
- relevant job safety assessments or risk mitigation processes, including risk control measures
- relevant manufacturer specifications
- relevant WHS/OHS legislated requirements
- relevant workplace documentation
- relevant workplace 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 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.

Links

Companion Volume implementation guides are found in VETNet - -

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