



Australian Government

UEECS0033 Use engineering applications software on personal computers

Release: 1

UEECS0033 Use engineering applications software on personal computers

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 use computer application software relevant to engineering support work functions.

It includes using computer engineering application software, menus and tools, entering and retrieving information, transferring and printing files and shutting down computer applications.

This unit applies to personnel using computer application software relevant to a workplace. Typically, this will apply to individuals working under supervision.

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

Pre-requisite Unit

Not applicable

Competency Field

Computer Systems

Unit Sector

Electrotechnology

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare to use computer application software

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 for an engineering work area are identified, obtained and

	applied
	1.2 WHS/OHS risk control measures and procedures in relation to computer and keyboard use are followed in accordance with workplace procedures
	1.3 Application software and information/instructions required for use are obtained
	1.4 On-screen instructions in relation to any anomaly are followed in accordance with workplace procedures
	1.5 Help menu is used to resolve any common start-up, access issues or anomalies
2 Use engineering software application	2.1 WHS/OHS risk control measures and workplace procedures for carrying out work are followed
	2.2 Techniques specific to software packages are used to produce relevant files and engineering information
	2.3 Checks are made to ensure accuracy of information produced
3 Output information from software application	3.1 Completed files are stored appropriately in accordance with workplace policies and procedures
	3.2 Files are printed and stored electronically as formal records and/or forwarded to relevant personnel
4 Shut down computer	4.1 Files are named, arranged, saved and backed up in accordance with workplace policies and procedures
	4.2 Computer shutdown procedures are followed in accordance with workplace procedures and computer powered off

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 demonstration must include at least two of the following types of engineering applications:
- office applications
 - computer-aided design (CAD)
 - engineering data analysis software
 - engineering modelling
 - project management
 - network simulator
 - protocol analyser

Unit Mapping Information

This unit replaces and is equivalent to UEENEED104A Use engineering applications software on personal computers.

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 UEECS0033 Use engineering applications software on personal computers

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

- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including risk control measures
- using online 'Help' function to resolve common problems
- following application instructions to input and output information
- outputting information to relevant devices
- preparing to use computer applications
- reading and applying software instructions
- saving, storing information and backing up files
- saving, storing, outputting and forwarding information electronically
- shutting down computer
- transferring information between software applications
- using engineering application software.

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:

- software operating system
- relevant engineering computer software applications, including:
 - computer-aided design (CAD)
 - engineering data analysis software
 - engineering modelling
 - project management
 - network simulator
 - protocol analyser
- 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

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