



Australian Government

Department of Education, Employment and Workplace Relations

UEENEEE083A Establish and follow a competency development plan in an electrotechnology engineering discipline

Release: 2

UEENEEE083A Establish and follow a competency development plan in an electrotechnology engineering discipline

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

1)

1.1) Descriptor

This unit covers establishing and following a plan for one's own competency development. It encompasses establishing a plan in consultation with the enrolling registered training organisation (RTO), following industry/enterprise procedures regarding how work is conducted, understanding responsibilities and obligations under competency development plan, following activities for developing competency, pursuing opportunities to develop competencies, to self-monitoring competency development and meeting obligations for periodic reporting of competency development activities.

Application of the Unit

Application of the Unit 4)

This unit applies to a recognised development program that leads to the acquisition of a formal award at AQF level 6

Licensing/Regulatory Information

1.2) License to practice

The skills and knowledge described in this unit require a licence to practise in the workplace subject to regulations for undertaking of electrical work. Practice in workplace and during training is also subject to regulations directly related to occupational health and safety and where applicable a contracts of training.

Pre-Requisites

Prerequisite Unit(s) 2)

2.1) Competencies

There are no prerequisite competencies for this unit.

Employability Skills Information

Employability Skills 3)

This unit contains Employability Skills
The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) Elements describe the essential outcomes of a unit of competency	Performance criteria describe the required performance needed to demonstrate achievement of the Element. Assessment of performance is to be consistent with the evidence guide.
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Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Establish a competency development plan	1.1 A competency development plan incorporating course work, assessment scheme and workplace activities is established in consultation with the enrolling RTO.
	1.2 Obligations and expectations of the competency development plan are obtained and understood.
2 Comply with engineering industry/enterprise workplace policies and procedures	2.1 Industry/enterprise workplace policies and procedures for all work activities are obtained and understood.
	2.2 Work instructions are followed, any clarification involved being sought from the immediate supervisor/appropriate person.
	2.3 Unexpected situations are dealt with safely and in accordance with industry/enterprise policies and procedures, and with the approval of an authorised person.
3 Monitor and respond to a personal competency development plan.	3.1 All aspects of the competency development plan are confirmed in consultation with appropriate persons.
	3.2 All components of the competency development plan are followed diligently.
	3.3 Opportunities to practise skills and apply knowledge relative to a particular competency are pursued.
	3.4 Assistance is sought from appropriate persons to overcome difficulties in developing skills and applying knowledge relevant to a particular competency.
	3.5 Progress in competency development is self-monitored against the competency development plan and industry/enterprise policies and procedures.
	3.6 Modifications to the personal competency development plan are made in consultation with appropriate persons.
	3.7 Obligations are met for the regular and accurate reporting of competency development activities as per industry/enterprise policies and procedures.
	3.8 Periodic competency development activities report is validated by an appropriate person in accordance with

ELEMENT

PERFORMANCE CRITERIA

industry/enterprise policies and procedures.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

7) This describes the essential skills and knowledge and their level, required for this unit.

Evidence must show that knowledge has been acquired of safe working practices and participating in development and following a personal competency development plan. All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

KS01-EE083A

Engineering competency development

Evidence shall show an understanding of engineering competency development to an extent indicated by the following aspects:

T1 Components of a competency development plan encompassing:

- Competencies to be achieved
- Course work and timetable
- Assessment scheme
- Aspects of competency to be developed in the workplace
- Methods of monitoring and recording relevant workplace activities.

T2 Obligations and expectations under a competency development plan

T3 Scope for industry/enterprise policies and procedures

- Policies and procedure related to safety, effective work outcomes, customer relations, conflict resolution and competency development.
- Monitoring and reporting work activities.

Evidence Guide

EVIDENCE GUIDE

9) The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for this Training Package.

The Evidence Guide forms an integral part of this unit. It must be used in conjunction with all parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of

9.1)

Longitudinal competency development approaches to assessment,

EVIDENCE GUIDE

Assessment

such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the industry-preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accordance with industry and regulatory policy.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Sources of evidence need to be 'rich' in nature to minimise error in judgment.

Activities associated with normal everyday work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

Critical aspects of evidence required to demonstrate competency in this unit

9.2)

Before the critical aspects of evidence are considered all prerequisites must be met.

Evidence for competence in this unit shall be considered holistically. Each Element and associated performance criteria shall be demonstrated on at least two occasions in accordance with the 'Assessment Guidelines - UEE07'. Evidence shall also comprise:

- A representative body of performance criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:

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- Implement Occupational Health and Safety workplace procedures and practices, including the use of risk control measures as specified in the performance criteria and range statement
- Apply sustainable energy principles and practices as specified in the performance criteria and range statement
- Demonstrate an understanding of the essential knowledge and associated skills as described in this unit. It may be required by some jurisdictions that RTOs provide a percentile graded result for the purpose of regulatory or licensing requirements.
- Demonstrate an appropriate level of skills enabling employment
- Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures
- Demonstrated consistent performance across a representative range of contexts from the prescribed items below:
 - Participate in electrical work and competency development activities as described in 8) including:
 - A Establishing a competency development plan in consultation with the enrolling Registered Training Organisation (RTO).
 - B Understanding obligations and expectations of the competency development plan.
 - C Understand industry/enterprise workplace policies and procedures
 - D Following work instructions and seeking clarification of how particular work is to be carried out and the procedures involved.
 - E Dealing with unexpected situations in accordance with industry/enterprise policies and procedures, and with the approval of an authorised person
 - F Reporting periodically the competency development activities in accordance with requirements
 - G Periodically reviewing progress of the competency development activities in accordance with requirements
 - H Pursuing strategies to develop opportunities for gaining

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the range of workplace experiences and exposure

- I Progressing successfully against periodic or staged evaluative performance events
- G Seeking assistance to overcome difficulties in developing competency
- K Dealing with unplanned events.

Context of and specific resources for assessment

9.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed in this unit.

These should be used in the formal learning/assessment environment.

Note:

Where simulation is considered a suitable strategy for assessment it must ensure that the conditions for assessment are authentic and as far as possible reproduce and replicate the workplace and is consistent with the approved industry simulation policy.

The resources used for assessment should reflect current industry practices in relation to participating in development and following a personal competency development plan.

Method of assessment

9.4)

This unit shall be assessed by methods given in Volume 1, Part 3 'Assessment Guidelines'.

Note:

Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

Concurrent assessment and relationship with other units

9.5)

This unit shall be assessed concurrently with other units in a qualification.

EVIDENCE GUIDE

Range Statement

RANGE STATEMENT

8) This relates to the unit as a whole providing the range of contexts and conditions to which the performance criteria apply. It allows for different work environments and situations that will affect performance.

This unit shall be demonstrated in relation to other units in an advance diploma qualification to contribute the evidence used in evaluating when competency has been sufficiently demonstrated. The unit applies to both the educational program provided by a registered training organisation and real work under a formal training agreement.

Generic terms used throughout this Vocational Standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms that apply are given in Volume 2, Part 2.1.

Unit Sector(s)

Not Applicable

Competency Field

2.2) Literacy and numeracy skills

Participants are best equipped to achieve competency in this unit if they have reading, writing and numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 'Literacy and Numeracy'

Reading	5	Writing	5	Numeracy	5
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Custom Content Section

Competency Field 5)

Commercial

