



Australian Government

Department of Education, Employment and Workplace Relations

UEENEEG075A Develop compliance policies and plans to conduct a contracting business

Release: 1

UEENEEG075A Develop compliance policies and plans to conduct a contracting business

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

1)

1.1) Descriptor

This unit covers the development of plans and policies to ensure regulatory requirements are met in conducting a contracting business, regulatory compliance, occupational and workplace relation requirements associated with functions and responsibilities of a contracting business. It encompasses applying knowledge of compliance regulations and standards, legislated obligations in relation to safety, the environment, heritage sites and employment and human resources.

Application of the Unit

Application of the Unit 4)

This unit is intended for competency development entry-level employment based programs incorporated in approved contracts of training. It applies to any formal recognition for this standard at the aligned AQF 4 level or higher.

Licensing/Regulatory Information

1.2) License to practice

The skills and knowledge described in this unit do not require a license to practice in the workplace. However, practice in this unit is subject to regulations directly related to occupational health and safety and where applicable contracts of training such as apprenticeships.

Pre-Requisites

Prerequisite Unit(s) 2)

2.1) Competencies

There are no prerequisite competencies to 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.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Prepare to develop plans and compliance policies.	1.1 Factors influencing the performance of a contracting business are investigated and evaluated.
	1.2 Information and advice is sought on the effects of legislated requirements on the operation of a contracting business.
	1.3 Formal processes to meet compliance , managerial, occupational and workplace relations' obligation in a contracting business are clearly identified.
	1.4 Focus of the business is established from investigation of market opportunities and financial climate in which it is to operate
2 Develop plans and compliance policies.	2.1 Policies are established to ensure occupational aspects of work undertaken by the business met all legislated requirements and standards.
	2.2 Policies are established to ensure compliance aspects of work undertaken by the business met all legislated requirements and standards.
	2.3 Policies are established to ensure managerial and workplace relations aspects of work undertaken by the business met all legislated requirements and standards.
	2.4 Procedures and processes are developed to give effect to the established business policies including maintenance of currency in changes, developments and requirements.
	2.5 Methods are incorporated in the business procedures to maintain currency with occupational, complianc, managerial and workplace relations developments.
	2.6 Policies, plans and procedures are reviewed in consultation with appropriately competent person(s) and changes made where agreed as necessary.

ELEMENT

PERFORMANCE CRITERIA

- 2.7 Plans, policies and procedures are documented in accordance sound management practice.

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Evidence shall show that knowledge has been acquired of safe working practices and developing plans and compliance policies to conduct a contracting business.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

The extent of the essential knowledge and associated skills (EKAS) required is given in Volume 2 - Part 2.2 EKAS. It forms an integral part of this unit.

- 2.2.23 Enterprise regulatory requirements and non regulatory standards
- 2.5.12 Electricity distributors, supply requirements
- 2.5.13 Electricity regulatory safety requirements
- 2.18.8.1 Occupational Health and Safety, supervisory responsibilities

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 Assessment

9.1)

Longitudinal competency development approaches to 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's 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 every day 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.

EVIDENCE GUIDE

Critical aspects of evidence required to demonstrate competency in this unit

9.2)

Before the critical aspects of evidence are considered all prerequisites shall 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 work performance 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:
 - 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:
 - Develop plans and compliance policies to conduct a contracting business as described as described in 8) and including:
 - A Evaluating factors influencing the performance of a contracting business accurately.
 - B Identifying the formal processes for meeting legislated obligations.
 - C Establishing an appropriate focus for the business.

EVIDENCE GUIDE

- D Establishing policies to ensure all legislated requirements and standards are met.
- E Developing procedures and processes to give effect to established policies.
- F Giving written justification of solutions provided.
- G Dealing with unplanned events by drawing on essential knowledge and skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items.

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 by this unit.

These should be part of the formal learning/assessment environment.

Note:

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

The resources used for assessment should reflect current industry practices in relation to developing plans and compliance policies to conduct a contracting business.

EVIDENCE GUIDE

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 assessment 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)

For optimisation of training and assessment effort, competency development in this unit may be arranged concurrently with unit:

UEENEEE018B Establish, maintain and evaluate OHS systems

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 developing plans and compliance policies to conduct a small electrical contracting business

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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2.2) Literacy and numeracy skills

Competency Field	5)
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Electrical