



Australian Government

UEGNSG131 Compile a gas industry technical report

Release: 1

UEGNSG131 Compile a gas industry technical report

Modification History

Release 1: This is the first release of this unit of competency in the UEG Gas Industry Training Package.

Application

This unit involves the skills and knowledge required to compile a gas industry technical report.

It includes preparing, identifying, collecting and analysing gas industry data and information to compile a technical report.

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

Pre-requisite Unit

Not applicable.

Competency Field

Gas Cross Discipline

Unit Sector

Gas Industry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Prepare to develop a technical report

PERFORMANCE CRITERIA

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

- 1.1** Report writing techniques are reviewed and applied in accordance with workplace procedures and job requirements
- 1.2** Scope of report is evaluated and report parameters determined
- 1.3** Criteria from other related works impacting on the

		report are determined
	1.4	Information and data required for the technical report are identified, researched and analysed
2 Develop a gas industry technical report	2.1	Report is developed in consultation with relevant person/s to include scenarios/requirements in accordance with workplace procedures and regulatory requirements
	2.2	Inputs into the report are analysed and report reviewed and adjusted to rectify any anomalies in accordance with workplace procedures
	2.3	Report is compiled using relevant equipment, computer and software in accordance with workplace procedures
3 Complete and present the final report for approval	3.1	Report is presented and discussed with relevant person/s for feedback and evaluation in accordance with workplace procedures
	3.2	Alterations to the report resulting from presentation/discussion are negotiated with relevant person/s and changes made in accordance with workplace procedures
	3.3	Technical report is finalised and approval for completion obtained from 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 UEG Gas Industry Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to UEGNSG131A Compile a gas industry technical report.

Links

Companion Volume Implementation Guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=6a6c032e-ffcb-4f3d-8063-415efbd261e8>

Assessment Requirements for UEGNSG131 Compile a gas industry technical report

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 two separate occasions and include:

- applying problem-solving techniques
- applying relevant industry standards, guidelines, codes of practice and regulations
- applying report writing policies and procedures
- applying workplace policies and procedures
- communicating with relevant person/s
- developing and writing technical report, including:
 - completing the final report and obtaining approval
 - determining other works impacting on the report
 - identifying and analysing information and data to prepare technical report
 - planning to develop a technical report
 - rectifying anomalies within the report
 - researching for technical report writing
- presenting report to relevant person/s
- using relevant equipment, computer and software for technical report writing.

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:

- decision making and reporting requirements
- effective communication techniques; written and verbal
- environmental and sustainable energy principles and practices
- infotechnology and relevant software use for technical report writing
- presentation skills
- relevant industry standards, guidelines, codes of practice and regulations, including relevant work health and safety (WHS)/occupational health and safety (OHS) legislated requirements
- relevant workplace documentation, including gas industry technical reports
- report writing techniques

- research concepts and techniques
- techniques to analyse information and data to prepare a technical report
- workplace policies and procedures, including technical report writing procedures.

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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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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