



Australian Government

UEGNSG711 Process meter reading information using appropriate technology

Release: 1

UEGNSG711 Process meter reading information using appropriate technology

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 select and use appropriate technology to process meter reading information and maintain technology.

It includes the use of relevant tools and equipment, including hand held or wireless/remote recording equipment, computers, computer software and relevant applications and discs, drives and back-up systems.

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

Pre-requisite Unit

Not applicable.

Competency Field

Support Services

Unit Sector

Gas Industry

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Select and use technology to record information

PERFORMANCE CRITERIA

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

- | | |
|------------|--|
| 1.1 | Work instructions are obtained and confirmed with relevant person/s |
| 1.2 | Job requirements and workplace procedures are obtained and discussed with relevant person/s to confirm the |

work schedule

- 1.3** Work health and safety (WHS)/occupational health and safety (OHS), environmental and sustainable energy policies and procedures are obtained applied in accordance with workplace procedures
- 1.4** Recommendations to assist others with processing meter reading work are made in accordance with workplace procedures
- 1.5** Hazards are identified, risks are assessed and control measures prioritised, implemented and monitored in accordance with workplace procedures
- 1.6** Scope of responsibility under the relevant work permits/authorisations are obtained and confirmed with relevant person/s in accordance with job requirements and workplace procedures
- 1.7** Technical equipment and tools required for the work are obtained and checked for correct operation and safety in accordance with workplace procedures and manufacturer instructions
- 1.8** Responsibilities for work safety and emergency procedures at the work site are confirmed with relevant person/s and job requirements
- 1.9** Client issues are referred to relevant person/s in accordance with industry standards and workplace procedures
- 1.10** Work site preparation, safety plan and work schedule are confirmed with relevant person/s in accordance with workplace procedures

2 Process meter reading information

- 2.1** WHS/OHS risk control measures, schedule of work and workplace procedures are followed
- 2.2** Relevant materials, tools, equipment and devices are selected and used correctly and safely in accordance with manufacturer instructions and workplace procedures
- 2.3** Information processing is carried out to the required quality standard, without damage to apparatus, equipment, and the surrounding environment or services using sustainable energy principles

- 2.4 Data is stored, updated and retrieved using relevant technology in accordance with job instructions and workplace procedures
 - 2.5 Hazard warnings and safety signs are recognised and newly identified hazards and WHS/OHS risks are assessed and reported to relevant person/s for directions in accordance with workplace procedures
 - 2.6 Unplanned events or conditions are referred to relevant person/s for directions in accordance with workplace procedures
 - 2.7 Relevant manuals, manufacturer instructions and websites are consulted to assist with solving problems encountered when processing meter readings in accordance workplace procedures
 - 2.8 Quality and accuracy checks of the work are undertaken in accordance with job instructions and workplace procedures
- 3 Maintain technology**
- 3.1 WHS/OHS risk control measures for work completion are followed
 - 3.2 Accidents and incidents are actioned and reported to relevant person/s in accordance with workplace procedures
 - 3.3 Work area is tidied and made safe in accordance with job instructions and workplace procedures
 - 3.4 Minor maintenance of meter reading technology/equipment is undertaken, as required, in accordance with workplace procedures and manufacturer specifications
 - 3.5 Technology consumables are identified and any surplus resources and materials are checked, cleaned and securely stored in accordance with workplace procedures
 - 3.6 Relevant person/s are notified of work completion in accordance with workplace procedures
 - 3.7 Work completion records and equipment faults are reported in accordance with job instructions and 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 UEGNSG711A Process meter reading information using appropriate technology.

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 UEGNSG711 Process meter reading information using appropriate technology

Modification History

Release 1: This is the first release of this unit of competency in the UEG Gas Industry 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 and performance criteria on at least two separate occasions and include:

- applying environmental and sustainable energy principles and practices
- applying relevant work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
 - hazard identification and reporting
 - implementing risk control measures
 - actioning and reporting accidents and incidents
- applying relevant industry standards, guidelines, codes of practice and regulations
- communicating effectively in the workplace
- dealing with unplanned events/situations in accordance with workplace procedures in a manner that minimises risk to personnel and equipment
- maintaining a safe and clean workplace
- maintaining technology
- obtaining and interpreting job requirements, safety plan and work schedule
- obtaining job requirements and work instructions
- performing minor maintenance on meter reading equipment/technology
- performing quality and accuracy checks
- processing meter reading information
- referring client issues
- selecting and operating appropriate tools/equipment/technology/devices
- selecting and using technology to record information
- sourcing information from relevant resources to assist with problem solving
- storing, updating and retrieving data.

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:

- client issues

- environmental and sustainable energy principles and practices
- equipment faults
- expected outcomes of a work activity
- hazards, risk assessments and control measures
- meter reading information processing requirements and procedures
- minor maintenance requirements
- problem-solving techniques
- quality and accuracy checks
- relevant legislation, standards, codes of practice, regulations and guidelines
- relevant manufacturer specifications
- relevant permits and authorisations required
- relevant tools/equipment/technology/devices
- relevant WHS/OHS legislated requirements
- relevant workplace documentation
- site preparation, work schedules, safety plans and job requirements
- technology consumables
- work instructions
- workplace policies and 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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