



Australian Government

UEGNSG711A Process meter reading information using appropriate technology

Release 1

UEGNSG711A Process meter reading information using appropriate technology

Modification History

This unit replaced UEGNSG701A Process meter reading information using appropriate technology

Unit Descriptor

Unit Descriptor 1) Scope:

1.1) Descriptor

This unit covers the processing of meter reading information by using the appropriate technology for recording of information in accordance with relevant legislation, standards, codes and established procedures. It may include gas, water and electricity supply industries.

It encompasses the use of relevant tools and equipment including hand held or wireless/remote recording equipment, computers/computer software, CD-ROMS, hard and floppy disks, drives and back-up systems.

Application of the Unit

Application of the Unit 2)

This competency standard shall apply to any and safe work site where Gas, Water or Electricity Industry operations occur, subject to all Workplace Health and Safety (WHS)/Occupational Health and Safety (OHS) and duty of care requirements being met for the workplace.

This unit is intended as an AQF 2 entry level competency for new entrants in the gas industry. It is suitable for pre-employment and employment-based programs under an approved contract of training.

Licensing/Regulatory Information

License to practice 3)

During Training:

Competency development activities are subject to regulations directly related to licensing, workplace health and safety/occupational health and safety and where applicable contracts of training.

In the workplace:

The skills and knowledge described in this unit are not subject to licence regulation other than those directly related to Workplace Health and Safety (WHS)/Occupational Health and Safety (OHS), gas/electricity/water industry safety and compliance, industrial relations, environmental protection, telecommunications, anti-discrimination and training.

Commonwealth, State/Territory or Local Government legislation and regulations may exist that limits the age of operating certain equipment. Other conditions may apply to this competency under State and Territory legislative and regulatory requirements.

Pre-Requisites

Prerequisite Unit(s) 4)

Competencies 4.1)

Granting of competency in this unit shall be made only after competency in the following unit(s) has/have been confirmed:

UEGNSG141A Apply Workplace Health and Safety regulations, codes and practices in the gas industry

Literacy and numeracy skills 4.2)

Participants are best equipped to achieve 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 3 Writing 3 Numeracy 3

Employability Skills Information**Employability Skills 5)**

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 competency standard unit* *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 Select and use technology to record information**

- 1.1 Work instructions are received and confirmed
- 1.2 Relevant requirements and established procedures to be followed for the work are discussed with relevant persons to establish and confirm the work schedule

ELEMENT**PERFORMANCE CRITERIA**

- | | | |
|------------------------------|------|---|
| | 1.3 | WHS/OHS, environmental and sustainable energy policies and procedures to be followed for the work to be performed are received and understood |
| | 1.4 | Suggestions to assist with processing meter reading work are made to others involved in the work |
| | 1.5 | Hazards are identified, WHS/OHS risks assessed and control measures are prioritised, implemented and monitored according to established procedures |
| | 1.6 | Scope of responsibility under the relevant work permit/authorisation are received and confirmed with relevant persons according to requirements and established procedures |
| | 1.7 | Resources including technical equipment and tools required for the job are obtained and checked for correct operation and safety |
| | 1.8 | Relevant responsibilities associated with related work safety and emergency procedures at the worksite are confirmed in accordance with requirements and established procedures |
| | 1.9 | Client issues are referred to appropriate persons in accordance with industry standards and established procedures |
| | 1.10 | Work site preparation, safety plan and work schedule are confirmed in accordance with established procedures |
| 2 Process information | 2.1 | WHS/OHS and risk control measures, schedule of work and standard operating procedures for carrying out the work are followed. |
| | 2.2 | Appropriate materials, tools, equipment and devices are selected and used correctly and safely. |
| | 2.3 | Process meter reading work is carried out efficiently, to the required quality standard without waste of materials or damage to |

ELEMENT**PERFORMANCE CRITERIA**

apparatus, equipment, the surrounding environment or services and using sustainable energy principles.

- 2.4 Data is stored, relevant technology and updated and retrieved in accordance with given instructions and established procedures using relevant technology
- 2.5 Hazard warnings and safety signs are recognised and hazards and assessed WHS/OHS risks are reported to the immediate authorised persons for directions according to established procedures
- 2.6 Non-routine events are referred to the immediate authorised persons for directions according to established procedures
- 2.7 Relevant sources are referred to for problems associated with processing meter readings and known solutions and skills related to routine procedures to ensure work instructions and established procedures are met Note: sources include manuals, training books, internet
- 2.8 Ongoing checks of quality of the work are undertaken in accordance with given instructions and established procedures

3 Maintain technology

- 3.1 WHS/OHS risk control work completion measures and procedures are followed.
- 3.2 Accidents and incidents are actioned and reported to authorised persons in accordance with established procedures
- 3.3 Work site is tidied and made safe in accordance with given instructions and established procedures
- 3.4 Minor maintenance of meter reading technology is applied in accordance with requirements to ensure correct operation
- 3.5 Technology consumables are identified and any surplus resources and materials are checked, cleaned and securely stored.

ELEMENT**PERFORMANCE CRITERIA**

- 3.6 Appropriate persons are notified of work completion according to established procedures
- 3.7 Work completion records, faults to equipment are identified and reported accurately in accordance with given instructions and established procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Evidence shall show that knowledge has been acquired of safe working practices for carrying out work in a gas, water or electricity industry environment.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies. The extent of the required skills and knowledge is provided below. It forms an integral part of this unit.

KS01-G0711A Meterreading information processing

Evidence shall show an understanding of processing meter reading information processing using appropriate technology in accordance with relevant legislation, standards, codes and established procedures to an extent indicated by the following aspects:

T1. Relevant legislation, Australian Standards, codes, regulations and procedure requirements

T2. Safety requirements

- hazards, risk assessment and control measures

T3. Relevant documentation

- signs, symbols terminology and legends as used in industry procedures and documents
- workplace forms and reports

T4. Meter reading information processing requirements and procedures

- expected outcomes of a work activity
- work instructions
- organisation's policies, quality requirements and specifications

T5. Tools and equipment

- hand held or wireless/remote recording equipment,
- computers/computer software,
- CD-ROMS, hard and floppy disks,
- drives and back up systems

Evidence Guide

EVIDENCE GUIDE

8) The Evidence Guide forms an integral part of this Unit and shall be used in conjunction with all components parts of this unit and performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment 8.1)

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 accord with Industry and Regulatory policy in this regard.

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. Hence, sources of evidence need to be 'rich' in nature so as 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 practiced. 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 8.2)
of evidence
required to
demonstrate
competency in
this unit**

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 — UEG11'. 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
 - Apply sustainable energy principles and practices as specified in the performance criteria and range
 - Demonstrate an understanding of the required knowledge and skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment
 - Demonstrate an appropriate level of employability skills
 - Conduct work observing the relevant Antidiscrimination legislation, regulations, policies and workplace procedures
- Demonstrate performance across a representative range of contexts from the prescribed items below.
- Process meter reading information using appropriate technology as described as described in 9.) Range Statement and including:

Range of tools/equipment/procedures/workplace		
Group No	The minimum number of items	Item List

	on which skill is to be demonstrated	
A. Equipment	All	• Hand held recording equipment • Computers/computer software • CD-ROMS • Hard and floppy disks, drives and back up systems
B. Requirements	All	• Interpret maps, diagrams and workplace documents • Work utilising relevant OHS legislation, regulations, codes of practice, policies and procedures • Maintain a safe and clean workplace • Work safely with hazardous materials and equipment • Apply safe manual handling techniques • Communicate effectively in the workplace • Apply basic planning skills
C. Unplanned event	At least one occasion	Respond to an unplanned event by drawing on required knowledge and skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items

Context of and specific resources for assessment 8.3)

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 Competency Standard Unit.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency in processing meter reading information using appropriate technology.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment. Assessment must also integrate the employability skills.

Method of assessment 8.4)

This Competency Standard 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 Competency Standard Unit applies. This requires that the specified Required Knowledge and 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 required knowledge and skills described in this unit.

**Concurrent
assessment and
relationship
with other units**

8.5)

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied Competency Standard Units where listed.

UEGNSG102B Carry out work activities in a utilities industry work environment

Range Statement

RANGE STATEMENT

9) This relates to the competency standard 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 Competency Standard Unit shall be demonstrated in relation to processing meter reading information using appropriate technology.

The following constants and variables included in the element/performance criteria in this unit are fully described in the Definitions Section of this volume and form an integral part of the Range Statement of this unit:

- Services
- Appropriate persons
- Tools and equipment
- Legislative requirements

Unit Sector(s)

Utilities Industry

Competency Field

Competency Field 11)

Support services