



Australian Government

Assessment Requirements for UEPOPS035

Coordinate workplace communication

Release: 1

Assessment Requirements for UEPOPS035 Coordinate workplace communication

Modification History

Release 1. This is the first release of this unit of competency in the UEP Electricity Supply Industry - Generation Sector Training Package Release 2.0.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria on at least two separate occasions and include:

- applying work health and safety (WHS)/occupational health and safety (OHS) requirements, including:
 - emergency procedures
 - risk control measures
 - safe working practices
- coordinating team communications
- facilitating team meetings
- identifying team member problems with interpreting instructions and communicating with others
- implementing regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements
- managing workplace meetings
- planning and preparing for communication
- preparing meeting minutes and agendas
- representing team views after extracting information from team members
- using communication equipment
- utilising communication techniques and procedures.

Knowledge Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy all the requirements of the elements and performance criteria and include knowledge of:

- team member communication problems
- plan and prepare for workplace communication, including:
 - communication equipment
 - facilitation of team meetings
 - meeting agenda requisites

- meeting and communication principles and procedures
- preparation of minutes
- regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements
- WHS/OHS requirements, including:
 - emergency procedures
 - risk control measures
 - safe working practices
- workplace documentation
- workplace policies and procedures.

Assessment Conditions

Assessors must hold credentials specified within the Standards for Registered Training Organisations current at the time of assessment.

Assessment must satisfy the Principles of Assessment and Rules of Evidence and all regulatory requirements included within the Standards for Registered Training Organisations current at the time of assessment.

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.

Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1715b9fa-e7bd-441c-bb8d-cf22c9c825a8>