



Australian Government

Assessment Requirements for UEPOPS045

Maintain and utilise records

Release: 1

Assessment Requirements for UEPOPS045 Maintain and utilise records

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:

- acquiring and analysing information relevant for recording
- applying work health and safety (WHS)/occupational health and safety workplace (OHS) procedures, including safety working practices
- archiving documents and records
- complying with regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements
- creating, retrieving, storing and maintaining new and existing documents and records
- using a range of document and record management systems, including:
 - data acquisition and surveillance (DAS) systems
 - supervisory control and data acquisition (SCADA) systems
- utilising workplace 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:

- DAS and SCADA systems
- regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements
- WHS/OHS legislation and regulations, including safety 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>