



Australian Government

UEPOPS045 Maintain and utilise records

Release: 1

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.

Application

This unit involves the skills and knowledge required to maintain and use recorded data. Power generation facility records are maintained and retrieved so that relevant data can be utilised.

Recorded information can include transactions, historical data, personnel details, stakeholder information and compliance obligations. Records should provide evidence of meeting organisational and legal requirements.

Competency in this unit requires the ability to prepare and maintain records and retrieve and utilise records. Individuals will, in general, work as an operator, in a power generation facility.

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

Pre-requisite Unit

There are no prerequisite units

Competency Field

Operations

Unit Sector

Electricity generation

Elements and Performance Criteria

ELEMENTS

Elements describe the essential outcomes.

1 Maintain records

PERFORMANCE CRITERIA

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

1.1 Recording tool is selected in accordance with workplace procedures

1.2 Work health and safety (WHS)/occupational health and

safety (OHS) regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, environmental requirements and workplace procedures are identified, applied and monitored

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|---------------------------------------|------------|--|
| | 1.3 | Information is recorded and maintained using document and record management system in accordance with workplace procedures |
| | 1.4 | Recording requirements are identified and assessed in accordance with workplace procedures |
| | 1.5 | Records are created in accordance with workplace procedures |
| | 1.6 | Records are stored in accordance with workplace procedures |
| 2 Retrieve and utilise records | 2.1 | Records are retrieved and utilised in accordance with workplace procedures |
| | 2.2 | Source of information and records are selected in accordance with workplace procedures |
| | 2.3 | Relevant information and records are selected 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 UEP Electricity Supply Industry - Generation Sector Training Package Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to UEPOPS204 Maintain and utilise records.

Links

Companion Volume implementation guides are found in VETNet -

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

Assessment Requirements for UEPOPS045 Maintain and utilise records

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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

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