



Australian Government

UEPOPS127 Plan and organise work

Release: 1

UEPOPS127 Plan and organise work

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 undertake the planning and organising of work tasks to be undertaken by a workplace team.

Planning and organising work activities requires tasks to be identified, the development of a plan and the organisation of tasks that are assigned to team members.

Competency in this unit requires the ability to plan and prepare work, coordinate and allocate work tasks to the team, complete work documentation and report on status of completion. Individuals will, in general, work as an operator, in a power generation facility.

Power generation plant operators are trained and authorised to isolate, prepare plant and issue permits to work.

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

PERFORMANCE CRITERIA

Elements describe the essential outcomes.

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

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| 1 Plan and prepare for work | 1.1 Work requirements, including permits, are identified from relevant personnel and documentation in |
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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

1.3 Materials, equipment and resources are obtained and inspected for compliance with work requirements in accordance with workplace procedures

1.4 Teamwork is planned using plans, drawings and manuals in accordance with industry standards and workplace procedures

2 Coordinate work

2.1 Planned tasks are assigned and monitored in accordance with work requirements and workplace procedures

2.2 Provision for recycling and reuse of materials is undertaken in accordance with workplace procedures

2.3 Work tasks are modified to meet unforeseen circumstances and any changes are communicated in accordance with workplace procedures

3 Complete work

3.1 Finalisation of work and restoration of site is monitored in accordance with workplace procedures

3.2 Permits are signed off and relevant personnel are notified of work completion in accordance with workplace procedures

3.3 Work records, costing data and reports are prepared and finalised 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 UEPOPS439 Plan and organise work.

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 UEPOPS127 Plan and organise work

Modification History

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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:

- applying work health and safety (WHS)/occupational health and safety (OHS) legislated requirements, including:
 - emergency procedures
 - risk control measures
 - safe working practices
- communicating information to personnel
- communicating with personnel
- developing and implementing teamwork plans
- employing resource planning techniques
- estimating materials and resource requirements
- implementing regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements
- interpreting manuals
- modifying work plans
- monitoring team performance
- submitting and working with permits to work
- using recording 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:

- manuals
- permit to work system and processes
- plant drawings
- power generation plant and equipment, location and operating parameters
- regulations, legislative requirements, codes of practice, manufacturers' recommendations and specifications, and environmental requirements

- resource planning techniques
- WHS/OHS requirements, including:
 - emergency procedures
 - risk control measures
 - safe working practices
- work plans for teams
- 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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<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=1715b9fa-e7bd-441c-bb8d-cf22c9c825a8>