



Australian Government

UEPOPS439 Plan and organise work

Release: 1

UEPOPS439 Plan and organise work

Modification History

Release 1. This is the first release of this unit of competency in the UEP Generation Training Package.

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, the completion of work documentation and the reporting on status of completion. Individuals will, in general, work as an operator, in a power generation facility.

Power generation plant operators are typically 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.

Note: Workplace practice

The application of the skills and knowledge described in this unit may require a licence or training permit to practice in the workplace where work is carried out on gas and electrical installations. Additional conditions may apply under state and territory legislative and regulatory licensing requirements.

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.

PERFORMANCE CRITERIA

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

1 Plan and prepare for work

- 1.1 Work requirements, including permits, are identified from work orders and are confirmed with appropriate personnel and site inspection, in accordance with workplace procedures
- 1.2 Work, Health and Safety (WHS)/Occupational Health and Safety (OHS) regulations, industry standards, legislative requirements, codes of practice, manufacturers' specifications, environmental obligations and workplace procedures are identified, applied and monitored
- 1.3 Materials, equipment and resources to satisfy team tasks are obtained and inspected for compliance with job specifications, in accordance with workplace procedures
- 1.4 Team work is planned, in accordance with workplace procedures, using appropriate plans, drawings, manuals and industry standards

2 Coordinate work

- 2.1 Tasks are assigned and monitored to ensure compliance with plans and work requirements, in accordance with workplace procedures
- 2.2 Provision for recycling or reuse of materials is undertaken, where possible, in accordance with workplace procedures
- 2.3 Work tasks are modified to meet unforeseen circumstances and any changes are communicated promptly, 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 appropriate 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 Companion Volume Implementation Guide.

Unit Mapping Information

This unit replaces and is equivalent to UEPOPS439B 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 UEPOPS439 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, performance criteria and range of conditions on at least two separate occasions and includes:

- 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 team work plans
- employing resource planning techniques
- estimating materials and resource requirements
- implementing legislation, industry standards, codes of practice and regulations
- interpreting manufacturers' specifications and 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, performance criteria and range of conditions and includes knowledge of:

- legislation, industry standards, codes of practice and regulations
- manufacturers' specifications and manuals
- permit to work system and processes
- plant drawings
- power generation plant and equipment, its location and operating parameters
- resource planning techniques

- WHS/OHS legislation requirements including:
 - emergency procedures
 - risk control measures
 - safe working practices
- work plans for teams
- workplace documentation
- workplace policies and procedures

Assessment Conditions

As a minimum, assessors must satisfy applicable regulatory requirements, which include requirements in the Standards for Registered Training Organisations current at the time of assessment.

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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.

Assessment must occur in workplace operational situations. Where this is not appropriate, assessment must occur in simulated workplace operational situations that reflect workplace conditions.

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 currently used in industry
- applicable documentation including workplace procedures, industry standards, equipment specifications, regulations, codes of practice and operation manuals.

Links

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