



Australian Government

Assessment Requirements for UEPOPS450 Coordinate workplace communication

Release: 1

Assessment Requirements for UEPOPS450 Coordinate workplace communication

Modification History

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

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) 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
- 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, performance criteria and range of conditions and include knowledge of:

- identifying 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
- WHS/OHS legislated requirements including:
 - emergency procedures
 - risk control measures
 - safe working practices
- 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

Companion Volume implementation guides are found in VETNet -

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