



Australian Government

Department of Education, Employment and Workplace Relations

UEPOPS309A Operate and Monitor Air Conditioning Equipment and Ventilation Systems

Release: 1

UEPOPS309A Operate and Monitor Air Conditioning Equipment and Ventilation Systems

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

1)

This unit deals with the skills and knowledge required to diagnose and repair faults in air conditioning equipment / ventilation systems, and associated accessories and wiring systems.

Application of the Unit

Application of the Unit

3)

This unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training.

License to practise

3.1)

The skills and knowledge described in this unit may require an electrical licence to practise in the workplace. Practice in this unit is subject to regulations directly related to Occupational Health and Safety and where applicable contracts of training such as apprenticeships.

Licensing/Regulatory Information

Not Applicable

Pre-Requisites

Prerequisite Unit(s) 2)

Competencies 2.1)

There are no prerequisite units.

Employability Skills Information

Refer to the Evidence Guide

Elements and Performance Criteria Pre-Content

5) Elements describe the essential outcomes of a unit of competency. Performance Criteria describe the required performance needed to demonstrate achievement of the element. Assessment of performance is to be consistent with the evidence guide.

Elements and Performance Criteria

ELEMENT	PERFORMANCE CRITERIA
1 Plan and prepare for the work	1.1 Work requirements are identified from request/work orders or equivalent and clarified/confirmed with appropriate parties or by site inspection 1.2 Occupational Health and Safety standards, statutory requirements, relevant Australian standards, codes of practice, manufacturers' specifications, environmental requirements and enterprise procedures are identified, applied and monitored throughout the work procedure 1.3 Resources required to satisfy the work plan are identified, obtained and inspected for compliance with the job specifications 1.4 Relevant plans, drawings and texts are selected and interpreted in accordance with the work plan 1.5 Correct size, type and quantity of materials/components are determined, obtained

ELEMENT	PERFORMANCE CRITERIA
	and inspected for compliance with the job specifications
	1.6 Work is planned in detail including sequencing and prioritising and considerations made, where appropriate, for the maintenance of plant security and capacity in accordance with system/site requirements
	1.7 Co-ordination requirements, including requests for isolations where appropriate, are resolved with others involved, affected or required by the work
	1.8 Potential hazards are identified and prevention and/or control measures are selected in accordance with the work plan and site procedures
	1.9 Work area is prepared in accordance with work requirements and site procedures
	1.10 Where appropriate, the teams and individuals roles and responsibilities within the team are identified and, where required, assist in the provision of the on-the-job training
2 Verify the fault	2.1 Normal performance and function of the equipment is ascertained by consulting appropriate reference sources in accordance with the work plan
	2.2 Fault indicators and appropriate technical information/diagnostic techniques are used to verify reported symptoms/faults in accordance with the work plan
	2.3 Symptoms are reproduced and monitored if possible, whilst due regard for personnel safety and plant security is observed in accordance with the work plan
3 Find the fault	3.1 Required isolations are confirmed where appropriate in accordance with site requirements
	3.2 Fault finding is carried out in conjunction with others involved in, or affected by, the work in

ELEMENT	PERFORMANCE CRITERIA
	accordance with enterprise/job requirements
	3.3 Equipment components, wires, cables, terminations and support fixings are inspected for obvious faults in accordance with the work plan
	3.4 All appropriate fault finding/diagnostic techniques are identified, selected and used to determine the fault in accordance with the work plan
	3.5 All appropriate components are disconnected to enable accurate test measurements of suspected faulty components without the concern of "back-feed" readings in accordance with the work plan
	3.6 Test and measurement instruments are used in accordance with manufacturer instructions and job requirements
4 Determine cause of fault	4.1 All appropriate personnel are consulted in order to obtain as many details relating to the faulty equipment as possible in accordance with the work plan
	4.2 Appropriate use is made of any information from fault indicators and maintenance records in accordance with the work plan
	4.3 Valid conclusions about the nature and cause of the fault are reached from analysis of available evidence in accordance with the work plan
5 Repair or rectify the fault	5.1 Required isolations are confirmed where appropriate in accordance with site requirements
	5.2 Appropriate repair procedures are undertaken in conjunction with others involved in, or affected by, the work in accordance with the work plan
	5.3 Faulty, worn, damaged or unsecured components are replaced, repaired or secured in accordance with the work plan
	5.4 Parts and components are selected and replaced as required in accordance with appropriate

ELEMENT	PERFORMANCE CRITERIA
	specifications and the work plan
	5.5 Components disconnected for testing are reconnected having been proven free of faults and all terminations are then checked to ensure they are electrically and mechanically sound in accordance with the work plan
	5.6 All faults are repaired or rectified in accordance with the work plan
	5.7 Final job inspection is performed and permits are relinquished as required in accordance with the work plan
6 Complete the work	6.1 Work is completed and appropriate personnel notified in accordance with site/enterprise requirements
	6.2 Work area is cleared of waste, cleaned, restored and secured in accordance with site/enterprise procedures
	6.3 Plant, tools and equipment are maintained and stored in accordance with site/enterprise procedures
	6.4 Work completion details are finalised in accordance with site/enterprise procedures

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

6) This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of operating and monitoring air conditioning equipment and ventilation systems for a permit to work.

The extent of the Essential Knowledge and Associated Skills required follows:

Evidence shall show that knowledge has been acquired for safe working practices of:

- Occupational health and safety standards

REQUIRED SKILLS AND KNOWLEDGE

- Relevant statutory requirements and codes of practice
- Relevant Australian standards
- Equipment and material required to perform the work
- Isolation procedures
- Layout of plant/work site and operation of its equipment
- Fault finding and diagnostic techniques
- Repair techniques
- Air conditioning and refrigeration equipment
- Environmental legislation
- Regulatory procedures
- Electrical principles
- Test and measurement instruments
- Circuit plan appreciation
- Engineering and workshop practice
- Communication principles
- Refrigerant gases

Specific skills needed to achieve the Performance Criteria:

- Apply occupational health and safety standards
- Follow relevant statutory regulations and codes of practice
- Apply relevant Australian standards
- Use plans, drawings and texts
- Use test and measurement instruments
- Use fault finding and diagnostic techniques
- Determine the cause of faults
- Repair faults
- Recover refrigerant gases
- Select materials for the job
- Apply regulatory procedures
- Apply electrical principles
- Communicate effectively
- Apply data analysis techniques and tools.

Evidence Guide

EVIDENCE GUIDE

8) This provides essential advice for assessment of the unit of competency and must be read in conjunction with the Performance Criteria and the Range Statement of the unit and the Training Package Assessment Guidelines.

The Evidence Guide forms an integral part of this Competency Standard Unit and shall be used in conjunction with all components parts of this unit and, performed in accordance with the Assessment Guidelines of this Training Package.

Overview of Assessment

8.1)

Longitude competency development approaches to assessment, such as Profiling, require data to be reliably gathered in a form that can be consistently interpreted over time. This approach is best utilised in Apprenticeship programs and reduces assessment intervention. It is the Industry's preferred model for apprenticeships. However, where summative (or final) assessment is used it is to include the application of the competency in the normal work environment or, at a minimum, the application of the competency in a realistically simulated work environment. It is recognised that, in some circumstances, assessment in part or full can occur outside the workplace. However, it must be in accord with Industry and, Regulatory policy in this regard.

Methods chosen for a particular assessment will be influenced by various factors. These include the extent of the assessment, the most effective locations for the assessment activities to take place, access to physical resources, additional safety measures that may be required and the critical nature of the competencies being assessed.

The critical safety nature of working with electricity, electrical equipment, gas or any other hazardous substance/material carries risk in deeming a person competent. Hence, sources of evidence need to be 'rich' in nature so as to minimise error in judgment.

Activities associated with normal every day work have a bearing on the decision as to how much and how detailed the data gathered will contribute to its 'richness'. Some skills are more critical to safety and operational requirements while the same skills may be more or less frequently practised. These points are raised for the assessors to consider when choosing an assessment method and developing assessment instruments. Sample assessment instruments are included for Assessors in the Assessment Guidelines of this Training Package.

EVIDENCE GUIDE

Critical aspects of evidence required to demonstrate competency in this unit

8.2)

Before the critical aspects of evidence are considered all prerequisites shall be met.

Evidence for competence in this unit shall be considered holistically. Each element and associated Performance Criteria shall be demonstrated on at least two occasions in accordance with the "Assessment Guidelines - UEP06". Evidence shall also comprise:

- A representative body of Performance Criteria demonstrated within the timeframes typically expected of the discipline, work function and industrial environment. In particular this shall incorporate evidence that shows a candidate is able to:

EVIDENCE GUIDE

- Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the Performance Criteria and Range Statement
- Apply sustainable energy principles and practices as specified in the Performance Criteria and Range Statement
- Demonstrate an understanding of the essential knowledge and associated skills as described in 6) Essential Knowledge and Associated Skills of this unit
- Demonstrate an appropriate level of skills enabling employment
- Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures
- Demonstrated performance across a representative range of contexts from the prescribed items below:
 - Knowledge and application of relevant sections of: Occupational Health and Safety legislation; Statutory legislation; Enterprise/site safety procedures; Enterprise/site emergency procedures
 - Preparation and planning of work
 - Verification techniques
 - Diagnostic and fault finding techniques and procedures
 - Repair techniques and procedures
 - Dealing with an unplanned event by drawing on essential knowledge and skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items

Context of and specific resources for assessment

8.3)

This unit should be assessed as it relates to normal work practice using procedures, information and resources typical of a workplace. This should include:

- OHS policy and work procedures and instructions.
- Suitable work environment, facilities, equipment and materials to undertake actual work as prescribed by this unit.

Competency Standards should be assessed in the workplace or simulated workplace and under the normal range of workplace conditions.

EVIDENCE GUIDE

Assessment of this unit will be supported with documentary evidence, by means of endorsement stating type and application of work.

In addition to the resources listed above in Context of assessment', evidence should show competency working, in limited spaces, with different types of plant and equipment as well as different structural/construction types and methods and in a variety of environments.

Method of assessment

8.4)

This unit shall be assessed by methods given in Volume 1, Part 3 Assessment Guidelines.

Note:

Competent performance with inherent safe working practices is expected in the Industry to which this unit applies. This requires that the specified essential knowledge and associated skills are assessed in a structured environment which is primarily intended for learning/assessment and incorporates all necessary equipment and facilities for learners to develop and demonstrate the essential knowledge and skills described in this unit.

Concurrent assessment and relationship with other units

8.5)

There are no recommended concurrent assessments with this unit, however in some cases efficiencies may be gained in terms of learning and assessment effort being concurrently managed with allied competency standard units where listed.

Nil

Key competencies

8.6)

Evidence that particular key competencies have been achieved within this unit is in the context of the following Performance Criteria of evidence. See Volume 2, Part 4 for an explanation of Key competencies and levels of this Training Package.

Key competencies	Example of Application	Performance Level
How are ideas and information communicated within this competency?	Refer to the following example of application: Explain ideas and actions, make suggestions for alternative actions and deal with contingencies and non-routine situations.	2

Concurrent 8.5)

How can information be collected, analysed and organised?	Refer to the following example of application: Information with regard to operations, faults and maintenance may be observed and monitored for analysis and organised into records and reports.	2
How are activities planned and organised?	Refer to the following example of application: Planning the required activity, to include co-ordination and use of equipment, materials and tools to avoid backtracking and rework.	1
How is team work used within this competency?	Refer to the following example of application: Share tasks and provide appropriate support to other team members in completion of work tasks to meet the team's goals.	2

How are mathematical ideas and techniques used?	Refer to the following example of application: Calculation of time to complete tasks, estimation of distances, levels, loads and material requirements.	1
How are problem solving skills applied?	Refer to the following example of application: Determine solutions which focus on long and short-term resolution of work task problems.	2
How is use of technology applied?	Refer to the following example of application: Access, communicate, measure and record information with regard to operations and performance of plant and equipment.	1

How are mathematical ideas	Refer to the following example of application:	1
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Skills Enabling Employment

8.7)
Evidence that competency in this unit incorporates skills enabling employment is in the context of the following performance. See Volume 2, Part 5 for definitions and an explanation of skills enabling employment.

Skills for Employment		Example of Application
1	Developing and using skills within a real workplace	Refer to the following example of application: Completion of tasks within an acceptable timeframe and performance with some supervision.
2	Learning to learn in the workplace	Refer to the following example of application: Comprehension and application of theoretical knowledge to well-developed skills.
3	Reflecting on the outcome and process of work task	Refer to the following example of application: Focused on improvement in own and other team member's performance in the workplace.

4	Interacting and understanding of the context of the work task	Refer to the following example of application: Working understanding of the processes and systems which apply to the workplace.
5	Planning and organising the meaningful work task	Refer to the following example of application: Achieving work tasks in a timely manner and ensuring that the work team achieves its stated work goals.
6	Performing the work task in non-routine or contingent situations	Refer to the following example of application: Seek advice and apply solutions to problems relevant to the workplace environment.

Range Statement

RANGE STATEMENT

7) This relates to the unit of competency as a whole providing the range of contexts and conditions to which the Performance Criteria apply. It allows for different work environments and situations that will affect performance.

Inspection should be planned with the appropriate parties to determine access, conditions and work requirements.

Equipment may include air conditioning (refrigerated and evaporative), water coolers, packaged air conditioners and refrigerators.

Materials may include solvents, insulation tape, contact cleaners, heat shrink, vacuum pumps, gas recovery units and gas bottles.

Components may include fuses/circuit breakers, overloads, indicator lamps, plugs, residual current devices, earth leakage circuit breakers and light emitting/power diodes.

Test and measurement instruments may include manifold gauges, thermometers, insulation testers, voltmeters, ammeters and refrigerant detectors.

Fault finding and diagnostic techniques may include linear approach, half split rule, sensory detection and insulation/continuity tests.

Tests and operational checks may include correct air circulation, drainage, vibration, correct temperature, noise, pressure checks and leak detection.

Work may be performed with equipment on line.

Work completion details may include plant and maintenance records, job cards, check sheets and on device labelling updates.

Work site environment may be affected by nearby plant or processes, e.g. heat, noise, dust, oil, water and chemical.

Isolations can refer to electrical/mechanical or other associated processes.

Generic terms are used throughout this Training Package for vocational standard shall be regarded as part of the Range Statement in which competency is demonstrated. The definition of these and other terms are given in Volume 2, Part 1.

Unit Sector(s)

Not Applicable

Literacy and numeracy skills

Literacy and numeracy skills

2.2)

Participants are best equipped to achieve this unit if they have reading, writing and maths skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 Literacy and Numeracy

Reading	3	Writing	3	Maths	3
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Competency Field

Competency Field

4)

Operations.