



Australian Government

Department of Education, Employment and Workplace Relations

UEPOPS507A Conduct Project Management

Release: 1

UEPOPS507A Conduct Project Management

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor 1)

This unit deals with the skills and knowledge required to plan, implement, monitor and complete project work.

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 do not require a licence to practise in the workplace. However, practice in this unit is subject to regulations directly related to Occupational Health and Safety and where applicable contracts of training such as apprenticeships and the like.

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 competency standard unit. 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	1.1 Work scope, desired outcomes, budget and key dates are identified
	1.2 Required resources and clients are identified, availability assessed, and allocated for effective management and completion of the project
	1.3 The preparation of technical specifications is coordinated and achieved within key dates
	1.4 Agreements with service providers and clients is coordinated and established within key dates
	1.5 An integrated overview plan is prepared and distributed for review by personnel involved in and/or influenced by the project
	1.6 Areas for potential over-run and resource complications are assessed

ELEMENT	PERFORMANCE CRITERIA
	1.7 Availability of up to date documentation, materials and equipment as referred to in specification, is ensured
	1.8 Communication processes such as regular meetings are organised to meet the needs of project clients/customers and service providers
	1.9 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 Coordinate project plan	2.1 Plant isolation and access requirements are coordinated in accordance with statutory, industry and enterprise/site standards
	2.2 Specialist equipment and/or personnel are coordinated to achieve desired project outcomes
	2.3 Communication processes are executed to ensure adequate information flow
	2.4 Project progress and costs are regularly reviewed and compared with base-line plans
	2.5 Deviations from plan are identified and actions taken to recover original project program
	2.6 Deviations from original program requirements are reported to the appropriate personnel and when appropriate direction is sought
	2.7 Project is regularly reviewed in relation to safety, quality, resources, time frame, costs and equipment
3 Complete documentation	3.1 Quality assurance documents and outage reports are provided in accordance with statutory and enterprise/site requirements
	3.2 Plant and maintenance records are updated in accordance with enterprise/site requirements
	3.3 Plant availability is declared on completion of the project

ELEMENT**PERFORMANCE CRITERIA**

- 3.4 Project completion is reviewed against the established plan, and opportunities for future improvement are established and documented

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 conducting project management.

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

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

- Relevant Occupational Health and Safety regulations
- Relevant statutory legislation
- Relevant enterprise/site safety procedures
- Enterprise/site emergency procedures and techniques
- Environmental awareness and procedures
- Codes of practice
- Location of relevant plant and equipment
- Enterprise recording procedures
- Quality assurance and control procedures
- Plant and related systems
- Recommissioning procedures
- Enterprise financial and contractual procedures
- Project management principles and concepts
- Work scope coordination and preparation
- Human resource management principles
- Time management principles
- Communication principles
- Contractual principles

REQUIRED SKILLS AND KNOWLEDGE

Specific skills needed to achieve the performance criteria:

- Apply relevant Occupational Health and Safety regulations
- Apply relevant statutory legislation
- Apply enterprise/site emergency procedures and techniques
- Locate relevant plant and equipment
- Identify interactions and conflict of plant and work scope
- Respond to deviations from original plans
- Apply quality assurance/quality control procedures
- Work scope coordination and preparation
- Manage human resources
- Communicate effectively
- Apply contractual procedures
- Monitor income and expenditure
- Manage time and resources
- Apply project management principles
- Contribute to/prepare project plans
- Coordinate a project plan.

Evidence Guide

EVIDENCE GUIDE

8) This provides essential advice for assessment of the competency standard unit and must be read in conjunction with the Performance Criteria and the range statement of the competency standard 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.

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.

EVIDENCE GUIDE

Sample assessment instruments are included in the Assessment Guidelines of this Training Package.

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) 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
 - Knowledge of project management principles, the ability to apply project management principles, Business principles, Performing project management, Communicating effectively
 - 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 competency standard unit.

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

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

EVIDENCE GUIDE

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.	2
How is team work used within this competency?	Refer to the following example of application: Coordinate activities of the team 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 routine projects, operations, tasks, estimation of distances, levels, loads and material requirements.	2
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 provide information to monitor operations and performance of plant and equipment.	2

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 competency standard unit 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.

Documentation may include job cards, budgets, cost centres, check sheets, safety rule procedures, plant records, drawings, quality assurance procedures and documentation, maintenance procedures and outage reports, codes of practice, and contract specifications.

Project management may include a set of interrelated activities, with defined start and end dates, designed to achieve a unique and common objective; the planning, organising, monitoring and controlling of all aspects of a project in a continuous process to achieve its objectives, both internal and external; and major project work.

Resources may include service providers, materials, plant, equipment, tools, finances and specialists.

Service providers may include but are not limited to internal staff and specialists, external specialists, contractors and contract specialists.

Finalisation of work agreements may include but is not limited to procurement procedures for period orders, fixed price and/or variable contracts, proprietary line contractors, internal and external service agreements and local/contract staff commitments.

Work performed to be in accordance with legislation and relevant codes of practice; Occupational Health and Safety, quality assurance (relevant Australian standard) and environmental legislation.

Coordination may include supplementary personnel, clients, service providers, plant and equipment.

Plant and equipment storage requirements may depend on length of the project and plant needs.

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 numeracy skills indicated by the following scales. Description of each scale is given in Volume 2, Part 3 Literacy and Numeracy.

Reading 5 Writing 5 Numeracy 5

Competency Field

Competency Field 4)

Operations.