



Australian Government

Department of Education, Employment and Workplace Relations

UETDRSO16A Monitor and control the activities of field staff

Release: 1

UETTDRSO16A Monitor and control the activities of field staff

Modification History

Not Applicable

Unit Descriptor

Unit Descriptor

1)

1.1) Descriptor

This Competency Standard Unit covers the monitoring of permit to work requests, dispatching personnel, responding to alarms, travel and activity monitoring of field personnel, monitoring work activities of field personnel against work schedule, contingency skills, response to third party enquiries, out of hour, response to man down alarm, tracking of field personnel (remote area), monitoring activities on system equipment, monitoring availability of assets (maintain a log), monitor equipment status, coordinating field activities, controlling and authorising field works, preparing incident reports.

Application of the Unit

Application of the Unit

4)

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

Licensing/Regulatory Information

1.2) License to practice

The skills and knowledge described in this unit do not require a licence to practice 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 New Apprenticeships and the like.

Pre-Requisites

Prerequisite Unit(s) 2)

2.1) Competencies

To minimise incidents related to safe systems of work, entry into this unit requires at a minimum that an individual has demonstrated or possesses relevant technical engineering discipline competencies of at least AQF level 3. It is intended that an individual will be expected to perform with a large degree of autonomy in decision-making, whilst in an individual environment.

This may include immediate response to protect human life, adverse effect on safety, security of supply or the integrity of the assets.

NOTE: Typically the following disciplines provide direct entry; electrical or instrumentation, fitting and turning or mechanical trade.

Where an individual does not possess or demonstrate the requisite entry requirement, an equivalent bridging program shall be used to ensure equivalence of entry.

Employability Skills Information

Employability Skills 3)

The required outcomes described in this unit of competency contain applicable facets of Employability Skills. The Employability Skills Summary of the qualification in which this unit of competency is packaged will assist in identifying Employability Skill requirements.

Elements and Performance Criteria Pre-Content

6) 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 for the monitoring and controlling of field activities	1.1	Work schedules, plans, requirements, established procedures detailed and analysed and if necessary the extent of the preparation of the work determined for planning and coordination
	1.2	Shift hand-over detail is received, understood and confirmed according to established procedures
	1.3	Work is prioritised and sequenced for the most efficient and effective outcome following consultation with others for completion within acceptable timeframes to a quality standard and in accordance with established procedures
	1.4	Risk control measures for identified hazards are prioritised, implemented and evaluated against the work schedule

ELEMENT	PERFORMANCE CRITERIA
	1.5 Salient system constraints are communicated to relevant persons and identified for work sites as per established procedures 1.6 Operational and commercial requirements are communicated to stakeholders as per established procedures 1.7 OHS, environmental and sustainable energy policies and procedures related to the work are identified to ensure safe systems of work are followed 1.8 Relevant work permits are secured to coordinate the performance of work according to requirements and established procedures 1.9 Liaison and communication with authorised persons, authorities, clients and land-owners is performed/actioned and activities are coordinated to carry out work
2 Undertake monitoring and controlling of field activities	2.1 OHS policies and procedures and safe work practices are followed to eliminate or minimise incidents and hazards 2.2 Work is performed and coordinated in accordance with a work schedule and established procedures 2.3 OHS risks are monitored and action taken according to established procedures 2.4 Remedial actions are taken to overcome any shortfalls encountered in the work schedule according to requirements and established procedures 2.5 Essential knowledge and associated skills are applied in an agreed timeframe and to quality standards efficiently according to requirements and established procedures 2.6 Solutions to non-routine problems are identified and actioned using essential knowledge and associated skills according to requirements

ELEMENT	PERFORMANCE CRITERIA
3 Complete procedures monitoring and controlling field activities	2.7 Ongoing checks of quality of the work are undertaken in accordance with requirements and established procedures to ensure a quality outcome is achieved for the client/customer to community and industry standards
	3.1 Work undertaken is checked against works schedule for conformance with requirements and anomalies are reported and solutions identified in accordance with established procedures
	3.2 Relevant work permit(s) and field activities are signed off and the status of plant, equipment and personnel movements recorded and handover procedures are conducted as per established procedures
	3.3 Shift handover detail is relayed and confirmed according to established procedures
	3.4 Work completion records, reports, documentation and information is confirmed, processed and the appropriate persons notified

Required Skills and Knowledge

REQUIRED SKILLS AND KNOWLEDGE

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

Evidence shall show that knowledge has been acquired of monitoring and controlling field activities.

All knowledge and skills detailed in this unit should be contextualised to current industry practices and technologies.

The extent of the essential knowledge and associated skills (EKAS) required is given in Volume 2 - Part 2.2 EKAS. It forms an integral part of this unit.

E2.18.1 Occupational Health and Safety principles

E2.18.2 Electrical safe working practice

REQUIRED SKILLS AND KNOWLEDGE

E2.4.14	Personal computer operator operating systems, basic
T2.2.2	Transmission, distribution and rail power systems
T2.2.3	Substations, power transformers and reactors
T2.2.48	Electrical Equipment - HV and LV Powerline
T2.2.49	Coordinating permit access authority procedures
T2.3.2	Powerline safety implementation and monitoring
T2.3.3	Statutory and safety considerations
T2.4.8	System switching operations and authorisation procedures HV
T2.4.9	System switching operations and authorisation procedures LV
T2.4.10	Co-ordinating and directing switching instructions
T2.4.11	High voltage overhead and substation switching principles
T2.4.12	Low voltage overhead and substation switching principles
T2.8.1	Enterprise specific - policies and procedure instructions
T2.8.2	Enterprise specific - OHS instruction
T2.8.17	Enterprise specific - effective management and communication
T2.11.16	Commissioning procedures

Evidence Guide

EVIDENCE GUIDE

9)

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

Overview of Assessment

9.1)

Longitudinal 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 practiced. 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

9.2)

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 UET09'. 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:
 - Implement Occupational Health and Safety workplace procedures and practices including the use of risk control measures as specified in the performance criteria and range
 - Apply sustainable energy principles and practices as specified in the performance criteria and range
 - Demonstrate an understanding of the essential knowledge and associated skills as described in this unit to such an extent that the learner's performance outcome is reported in accordance with the preferred approach; namely a percentile graded result, where required by the regulated environment
 - Demonstrate an appropriate level of employability skills
 - Conduct work observing the relevant anti discrimination legislation, regulations, policies and workplace procedures
 - Demonstrate performance across a representative range of contexts from the prescribed items below.

Range of tools/equipment/materials/procedures/workplaces/other variables		
Group No	The minimum number of items on which skill is to be demonstrated	Item List
A	All	Evaluate, respond and report threats to systems operation/security

EVIDENCE GUIDE

		Working knowledge of network functions including identification of abnormal conditions of the network and reporting Use relevant field permit to work systems Respond correctly to alarms Working knowledge of monitoring field work Communicate effectively in the workplace Operating communications equipment Interpret technical drawings and symbols Emergency Response procedures Work utilising relevant OHS legislation, regulations, codes of practice, policies and procedures Apply planning skills
B	At least one occasion	Deal with an unplanned event by drawing on essential knowledge and associated skills to provide appropriate solutions incorporated in the holistic assessment with the above listed items

EVIDENCE GUIDE

Context of and specific resources for assessment

9.3)

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.
- Appropriate environmental regulation and work practices.
- Appropriate organisational requirements.
- Appropriate work environment, equipment and tools.

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated competency in monitoring and controlling field activities.

Assessment of this competency must also be undertaken in either an actual workplace or under a simulated work environment. Assessment must also integrate the Employability Skills.

Method of assessment

9.4)

This Competency Standard 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 Competency Standard 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 associated skills described in this unit.

Concurrent assessment and relationship with other units

9.5)

There are no concurrent assessment recommendations for this unit.

Range Statement

RANGE STATEMENT

8) 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.

This competency standard covers the monitoring of permit to work requests, dispatching personnel, responding to alarms, travel and activity monitoring of field personnel, monitoring work activities of field personnel against work schedule, contingency skills, response to third party enquiries, out of hour, response to man down alarm, tracking of field personnel (remote area), monitoring activities on system equipment, monitoring availability of assets (maintain a log), monitor equipment status, coordinating field activities, controlling and authorising field works, preparing incident reports.

The following constants and variables included in the element/performance criteria in this unit are fully described in the Definitions Section of this volume and form an integral part of the Range Statement of this unit:

Areas to be monitored

Areas to control

Electricity supply infrastructure

Organisational requirements

Records/reports

Information systems

Maps and drawings

Established procedures

Unit Sector(s)

Not Applicable

2.2) Literacy and numeracy skills

2.2) Literacy and numeracy skills

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
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Competency Field

Competency Field 5)

Control centre.