

UEENEEK045A Implement and monitor policies and procedures for environmentally sustainable electrotechnology work practice

Unit Descriptor

1) Scope:

This Competency Standard Unit specifies the outcomes for the collecting, interpretation and application of environmental management information, the identification of environmental impacts and the assessment of risks. It also consists of monitoring while implementing environmentally sustainable work polices and plans an, the development of modifications as part of the review process. This unit is based upon unit GCSSUS02A from the Guideline Competencies for Environmental Sustainability but the outcome has been altered.

Prerequisite Unit(s)

2) Prerequisites:

Competencies

2.1) CSU(s):

Competency in this unit may be assessed concurrently with or only after the following competency has been acquired.

UEENEEK042A Participate in environmentally sustainable work practices

Literacy and numeracy skills

2.2) L&N:

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 4 Writing 4 Maths 4

Application of the Unit

3) Application:

This Competency Standard Unit is intended to augment formally acquired competencies. It is suitable for employment-based programs under an approved contract of training. The unit addresses information processes and techniques for the implementation and monitoring of work place procedures that minimise energy use in the workplace.

License to practice

3.1) Licensing:

The skills and knowledge described in this unit may require a licence/registration to practice in the work place subject to

regulations for undertaking of electrical work. Practice in workplace and during training is also subject to regulations directly related to Occupational Health and Safety, electricity/telecommunications/gas/water industry safety and compliance, industrial relations, environmental protection, anti discrimination and training. Commonwealth, State/Territory or Local Government legislation and regulations may exist that limits the age of operating certain equipment.

Competency Field

4) Discipline:

Industry Specific Cross-Discipline Units

ELEMENT

PERFORMANCE CRITERIA

5) Elements: 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.

1 Prepare/plan to implement and monitor environmentally sustainable work practice management policies and procedures

- 1.1 Works schedule(s), including drawings, plans, requirements, established procedures, and material lists, are obtained, analysed, if necessary, by site inspection and the extent of the preparation of the work determined for planning and coordination.
- 1.2 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.
- 1.3 Relevant requirements (including environmental regulations) and established procedures for the work are given to all personnel and identified for all work sites.
- 1.4 Hazards are identified, OHS risks assessed and control measures are prioritised, implemented and monitored to ensure safe systems of work are followed and according to established procedures.
- 1.5 Resources including personnel, equipment, tools and personal protective equipment required for the job are identified, scheduled and coordinated and confirmed in a safe and technical working order.
- 1.7 Risk management is applied to the job identifying and itemising ways in which energy wastage can be minimised

		1.8	Items for installation are sourced, where possible, that are recycled or reusable, in consultation with and agreement of the customer.
2	Carry out the implementation and monitoring of environmentally sustainable work management policies and procedures	2.1	Environmentally sustainable work practice to reduce/ minimise waste and excessive energy use are implemented and monitored in accordance with requirements and/or established procedures with input being sought from specialists where possible
		2.2	Implementation and monitoring of environmentally sustainable energy management policies and procedures are carried out, in accordance with the work schedule and requirements and/or established procedures.
		2.3	Essential Knowledge and Associated Skills in the safe implementation and monitoring of environmental and sustainable energy management policies and procedures are applied to ensure completion in an agreed timeframe and, to quality standards with a minimum of waste according to requirements.
		2.4	Solutions to non-routine problems are identified and actioned using acquired Essential Knowledge and Associated Skills according to requirements.
		2.5	On going checks of quality of the work are undertaken in accordance with requirements and established procedures to ensure a quality like outcome is achieved for the client/customer and to a community/industry standard.
3	Complete the implementation and monitoring of environmental and sustainable energy management policies and procedures	3.1	Work undertaken is checked against works schedule for conformance with requirements, anomalies reported and solutions identified in accordance with established procedures.
		3.2	Work site is rehabilitated, cleaned up and confirmed safe in accordance with established procedures.
		3.3	Tools, equipment and any surplus resources and materials are, where appropriate, cleaned, checked and returned to storage in accordance with established procedures.
		3.4	Materials suitable for recycling and or reuse are identified and are stored for further use or proper disposal.

- 3.5 Policies for implementing and monitoring of sustainable work practices are reviewed and updated from the experience of the current job and new procedures implemented if required.
- 3.6 Relevant work permit(s) are signed off and the work completed/returned to service and advised to client/customer in accordance with requirements.
- 3.7 New targets for energy minimisation are set, in keeping with successful strategies
- 3.8 Successful strategies are promoted and where possible participants rewarded

REQUIRED SKILLS AND KNOWLEDGE

6) Essential Knowledge and Skills (EK&S): This describes the essential skills and knowledge and their level, required for this unit.

Evidence shall show that knowledge has been acquired of implementing and monitoring environmental and sustainable energy management policies and procedures.

The extent of the essential knowledge and skills required is given Volume 2 Part 2, Clauses:

- 2.20.23 Environmentally sustainable work practices – supervision

RANGE STATEMENT

7) Range: 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.

This Competency Standard Unit shall/may be demonstrated in relation to implementing and monitoring environmental and sustainable energy management polices and procedures and may include the following equipment:

Environmental legislation may include relevant federal legislation; relevant state/territory legislation; relevant local government by-laws; relevant government or quasi government policies and regulations; relevant community planning and development agreements (eg. land care agreements)

Environmental management documentation may include information on applicable environmental laws or other requirements; complaint records; training records; process information; process operational log books; inspection, maintenance and calibration records; relevant contractor and supplier information; incident reports; information on emergency preparedness and response.

The following constants and variables included in the element/performance criteria in this unit are fully described in the Definitions Section 1 of this volume and form an integral part of the Range Statement of this unit:

EVIDENCE GUIDE

8) Evidence Guide: 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 of competency 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) Overview:

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 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.

Critical aspects of evidence required to demonstrate competency in this unit

8.2) Critical Aspects of Evidence:

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

The evidence on which competency in this unit is based shall be considered holistically for each element on at least two occasions comprising:

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; and
 - Apply sustainable energy principles and practices as specified in the performance criteria and range; and
 - Demonstrate an understanding of the Essential Knowledge and Associated Skills as described in Clause 6.1 'Essential knowledge and associated skills' of this unit to such an extent that the learner's performance outcome is reported on a percentile basis consistent with the preferred industry and/or regulatory benchmark requirements; and
 - Demonstrate an appropriate level of skills enabling employment; and
 - Conduct work observing the relevant Anti Discrimination legislation, regulations, policies and workplace procedures; and
 - Implement and monitor environmentally sustainable work practices as listed in clause5 'Range statement' and including
- A. Providing environmentally sustainable work practice information to the work group
 - B. Implementing and monitoring participative arrangements for the management of environmentally sustainable work practice
 - C. Implementing and monitoring the procedures for identifying hazards, assessing risks and controlling risks
 - D. Implementing the procedures for dealing with hazardous events
 - E. Implementing and monitoring the procedures for environmentally sustainable work practice
 - F. Implementing and monitoring the procedures for maintaining environmentally sustainable work practice records,
 - G. Dealing with unplanned events 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) Context:

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 implementation and monitoring of environmental and sustainable energy management policies and procedures.

In addition to the resources listed above, in Context of and specific resources for assessment, evidence should show demonstrated

competency working below ground, in limited spaces, with different structural/construction types and method and in a variety of environments.

Method of assessment

8.4) Assessment Method(s):

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 skills described in this unit.

Concurrent assessment and relationship with other units

8.5) Concurrency:

For optimisation of training and assessment effort, competence in this unit may be assessed concurrently with the unit(s) as stated in Section 2.1 “Competencies” as well as the following units:

UEENEEE017A Implement and monitor OHS policies and procedures

Key competencies

8.6) Key Competencies:

Evidence that particular key competencies have been achieved within this Competency Standard 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 Performance Criteria for examples of application: 1.2, 1.4, 1.8, 1.9, 1.11, 2.7, 3.1, 3.2	3
How can information be collected, analysed and organised?	Refer to the following Performance Criteria for examples of application: 1.1, 1.3, 3.1, 3.5, 3.6	3
How are activities planned and organised?	Refer to the following Performance Criteria for examples of application: 1.2, 1.4, 1.5, 1.6, 1.7, 1.10, 1.12, 2.1, 2.4, 2.5, 2.6, 3.1, 3.2, 3.3	3

How is team work used within this competency?	Refer to the following Performance Criteria for examples of application: 2.1, 2.2, 2.3, 2.5, 2.6, 3.4	3
How are mathematical ideas and techniques used?	Refer to the following Performance Criteria for examples of application: 1.1, 1.7, 2.4, 2.6	3
How are problem solving skills applied?	Refer to the following Performance Criteria for examples of application: 1.1, 2.4, 2.5, 3.1	3
How is use of technology applied?	Refer to the following Performance Criteria for examples of application: 1.7, 2.2, 2.5, 2.6, 3.6	3

Skills Enabling Employment

8.7) Skills Enabling Employment:

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 Performance Criteria for examples of application: 1.1, 1.3, 1.5, 1.6, 1.7, 1.8, 1.11, 2.2, 3.1, 3.3
2	Learning to learn in the workplace	Refer to the following Performance Criteria for examples of application: 1.2, 1.4, 1.7, 1.10, 2.3, 2.5, 2.6, 2.7, 2.8, 2.9, 3.4
3	Reflecting on the outcome and process of work task	Refer to the following Performance Criteria for examples of application: 2.1, 2.5, 2.9, 3.1
4	Interacting and understanding of the context of the work task	Refer to the following Performance Criteria for examples of application: 1.2, 1.3, 1.4, 1.7, 1.8, 1.10, 2.1, 2.2, 2.4, 2.7, 2.8, 2.9, 3.1.

5	Planning and organising the meaningful work task	Refer to the following Performance Criteria for examples of application: 1.1, 1.2, 1.3, 1.4, 1.10, 2.3, 2.4, 2.5, 2.6, 2.7, 3.1
6	Performing the work task in non-routine or contingent situations	Refer to the following Performance Criteria for examples of application: 1.7, 2.4, 2.5, 2.6, 2.7, 2.8, 3.1, 3.2

