

**Course outline: 444 Maintain Documentation C001B (Elective option B)**  
**UEENEEC001B - Maintain documentation**

<b>Qualification:</b>	Certificate III in Electrotechnology Electrician - UEE30811
<b>Applicable to:</b>	Learners, industry/employers, governments, community and Global Energy Training Solutions as the provider
<b>Unit of competency:</b>	Accessible from: <a href="http://training.gov.au/Training/Details/UEENEEC001B">http://training.gov.au/Training/Details/UEENEEC001B</a>
<b>Related policies:</b>	<p>Policy &amp; Procedure 1 – Enrolment Policy</p> <p>Policy &amp; Procedure 2 – Credit Transfer &amp; Recognition of Prior Learning</p> <p>Policy &amp; Procedure 3 – Learner Support</p> <p>Policy &amp; Procedure 4 – Assessment</p> <p>Policy &amp; Procedure 5 – Academic Misconduct</p> <p>Policy &amp; Procedure 6 – Alcohol &amp; Other Drugs</p> <p>Policy &amp; Procedure 7 – Access, Equity &amp; Diversity</p> <p>Policy &amp; Procedure 8 – Vulnerable People</p> <p>Policy &amp; Procedure 9 – Work, Health &amp; Safety</p> <p>Policy &amp; Procedure 10 – Incident, Injury &amp; Rehabilitation</p> <p>Policy &amp; Procedure 11 – Competency, &amp; Qualification Assessment Decisions</p> <p>Policy &amp; Procedure 12 – Complaints &amp; Appeals</p> <p>Policy &amp; Procedure 13 – Privacy</p> <p>Policy &amp; Procedure 14 – Fees</p> <p>Policy &amp; Procedure 15 – Industry &amp; Employer Engagement</p> <p>Policy &amp; Procedure 16 – Trainers &amp; Assessors</p> <p>Policy &amp; Procedure 17 – Administration &amp; Other Staff</p> <p>Policy &amp; Procedure 18 – Quality Assurance</p> <p>Policy &amp; Procedure 19 – Business &amp; Financial Risk Management</p> <p>Policy &amp; Procedure 20 – Changes to Qualifications or Business</p> <p>Policy &amp; Procedure 21 – Conflict of Interest</p> <p>Policy &amp; Procedure 22 – Records Management</p> <p>Policy &amp; Procedure 23 – Marketing &amp; Advertising</p>
<b>Monitor and review:</b>	Policy & Procedure 18 – Quality Assurance
<b>Responsibility:</b>	Ben Murphy – as Proprietor
<b>Questions/queries:</b>	Feedback and suggestions welcomed: <a href="mailto:office@gets.com.au">office@gets.com.au</a> (+61) 02 6262 0077

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### 1. Material requirements

- AS/NZS 3000:2007 incorporating amendment 1 and 2
- Scientific calculator, ruler, pens and pencils
- Note book
- Hand tools
- Covered footwear
- Internet access (provided)

### 2. Session summaries

Day 1	
Required Skills and Knowledge	<p>T1. Enterprise communication methods encompassing:</p> <ul style="list-style-type: none"> <li>• Communicating with personnel encompassing: <ul style="list-style-type: none"> <li>◦ Oral communications</li> <li>◦ Written procedures and work instructions</li> </ul> </li> <li>• Communicating with suppliers</li> <li>• Communicating with customers</li> </ul> <p>T2. Work activities records encompassing:</p> <ul style="list-style-type: none"> <li>• Purpose and extent of maintaining work activities records in an enterprise</li> <li>• Types of records for maintaining work activities in an enterprise</li> <li>• Methods for recording and maintaining work records</li> <li>• Work records required by regulation requirements</li> </ul> <p>T3. Using basic computers and applications encompassing:</p> <ul style="list-style-type: none"> <li>• Starting up</li> <li>• Selecting application</li> <li>• Entering information</li> <li>• Saving</li> <li>• Printing</li> </ul>

### 3. Elements and Performance Criteria

Elements and Performance Criteria require practice and demonstration in the work place.

Element	Performance Criteria	Work Performance
1:Prepare to	1.1 Documentation requirements and methods for the organisation/enterprise are identified, obtained and understood.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement

maintain documentation.			<input type="checkbox"/> Not performed
	1.2	Advice is sought from the work supervisor, when necessary, to ensure the work is correctly documented and coordinated effectively with others.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.3	Forms required to document work are obtained in accordance with established routines and procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	1.4	OHS risk assessment and control measures are documented before work is commenced in accordance with established routine/procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
2:Maintain documentation.	2.1	Activities are documented promptly and at the appropriate time in accordance with established routine/procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.2	Documentation is checked for accuracy and clarity and any anomalies corrected.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.3	Where applicable, signature is obtained from an appropriate person and the person's identification documented.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.4	Where applicable, a copy of any required documentation is forwarded to an appropriate person in accordance with established routine/procedures.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed
	2.5	Procedures for referring non-routine events to immediate supervisor for directions are followed.	<input type="checkbox"/> Satisfactory <input type="checkbox"/> Needs improvement <input type="checkbox"/> Not performed

#### 4. Assessments

Assessment	When	Satisfactory mark/outcome
Theory assessment 1	Day 1	70%
Practical assessment 1	Day 1	100%
Workplace Observation	After theory and practical assessments	Must be valid, sufficient, authentic and current
Employer Competency report		
Structured workplace experience interview		
Note: Once all theory, practical and on-site assessments are complete, competency assessment decisions can be made in conjunction with the learner, employer and registered training organisation.		

#### 5. Version control

Version	Date of release	Author	Authorised by	Position	Rational for change
V1	5/10/2015	Ben Murphy	Ben Murphy	Proprietor	Initial release
V2	7/2/2017	Ben Murphy	Ben Murphy	Proprietor	Added Elements and Performance Criteria