

RPL Evidence for ICTWOR201 - Work effectively in telecommunications technology

Elements & Performance Criteria	List specific examples of evidence - skills and knowledge for each element
1. Plan skills development	Please do not use generic statements such as “see resume” or “20 years in the same job”
1.1 Obtain and update specific information on the various sectors of the telecommunications industry	
1.2 Seek advice on future career directions from appropriate people	
1.3 Identify possible career directions in industry or organisation for personal advancement	
1.4 Conduct self-assessment of personal skills against job role to identify skills gap and plan for further skills development	
1.5 Determine appropriate methods to acquire additional skills	
1.6 Prepare portfolio of evidence to support the skills development plan	
1.7 Identify and apply methods for maintaining currency of industry developments	
2. Organise personal work priorities	Please do not use generic statements such as “see resume” or “20 years in the same job”
2.1 Ensure that employment terms and conditions are accessed and understood	
2.2 Ensure that work goals and objectives are understood, negotiated and agreed according to organisational requirements	
2.3 Identify, access sources of information relevant to technical and regulatory requirements and apply to work	
2.4 Assess and prioritise workload to ensure tasks are completed within identified timeframes	
2.5 Monitor and adjust personal work performance to ensure achievement of tasks	
3. Participate in a team	Please do not use generic statements such as “see resume” or “20 years in the same job”



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3.1 Consult team members to identify team purpose, roles, responsibilities, goals, plans and objectives	
3.2 Develop strategies to support the team and seek assistance from team members when necessary to prevent conflict within the team	
3.3 Give and receive feedback to assist in meeting team and organisation goals	
3.4 Communicate unresolved issues to appropriate personnel to ensure action is taken in response to these matters	

Performance Evidence

Evidence of the ability to:

- develop a career portfolio or similar information
- obtain information on the relevant telecommunications industry sectors including employment conditions
- prepare work schedule, prioritising urgent requests
- actively participate in a team.

Note: If a specific volume or frequency is not stated, then evidence must be provided at least once.

Knowledge Evidence

To complete the unit requirements safely and effectively, the individual must:

- outline different roles that people may play within a telecommunications team, how this impacts on the way a team works and what it might achieve
- identify the terms and conditions of employment common to the telecommunications industry
- identify legislation, codes of practice and other formal agreements that impact on the work activity
- identify the various sectors of the telecommunications industry
- identify organisational policies, plans and procedures
- describe skills development in career planning terms
- identify sources of advice on career planning and skill development
- outline specific work health and safety (WHS) requirements relating to the activity and site conditions
- identify types of evidence and ways of creating portfolios of evidence

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- outline typical issues and challenges that occur when working in teams.

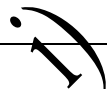
Assessment Conditions

Gather evidence to demonstrate consistent performance in conditions that are safe and replicate the workplace. Noise levels, production flow, interruptions and time variances must be typical of those experienced in the Telecommunications – Workplace effectiveness field of work and include access to:

- a telecommunications technology team
- examples of resumes and career planning resources
- relevant documentation.

Critical Evidence: In relation to this unit, critical evidence is outlined below, please list which piece/s of evidence this is and answer the following questions in relation to this evidence.

Required Critical Evidence	Evidence Number
Questions	
Q1 – Where would you find your companies policies and procedures?	
Q2 – What is a Safe work method statement?	



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Q3 – Describe your role as part of a work team
Q4 – What is an EBA, Bargaining Agreement or Award when it comes to your role?
Q5 – Name 2 clients that you could complete work for:
1.
2.
Q6 – If you had a problem at work who could you talk it over with?
Q7 – How would you schedule and prioritise your work
Q8 – What is a C.V.?



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Q9 – Name the current legislation, and year, relating to your current occupation?
Q10 – Who could help you plan your career?

Assessor Use Only		
Verification of Third-Party Reports	Comments on Evidence Provided	
Additional Competency Questions (via phone or email as required)		
Overall Comments on RPL for this Unit of Competency		
Assessor Name:	RPL Granted:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Assessor Signature:	Date:	
Feedback Provided to Student		

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SAMPLE

