

UNPACKING A UNIT OF COMPETENCE

Components of a unit of competence

(as taken from Training Packages @ Work, Back 2 Basics)

<p>UNIT CODE</p> <p>Must conform to national coding requirements</p>	<p>UNIT TITLE</p> <p>Provides a description of the job function (What is the work activity?)</p>
<p>UNIT DESCRIPTOR</p>	<p>Expands on the information provided in the unit title and notes any relationships with other industry units (What does the work activity involve?)</p>
<p>EMPLOYABILITY SKILLS</p>	<p>Employability skills are embedded within each unit of competence.</p>
<p>APPLICATION OF THE UNIT</p>	<p>The application of the competency fleshes out the scope, purpose and operation of the unit of competence in different contexts, for example its application in the workplace and/or its relationship to licensing outcomes.</p>
<p>COMPETENCY FIELD (optional)</p>	<p>The competency field reflects the way the units of competence are categorised in the training packages or denotes the industry sector, specialisation or function. It is an optional component of the unit of competence.</p>
<p>SECTOR (optional)</p>	<p>This may be a sub-set of the Competency Field</p>
<p>ELEMENTS</p> <p>Describes the skill outcomes that contribute to a unit (What skills are required to perform the work activity?)</p>	<p>PERFORMANCE CRITERIA</p> <p>Specify the required level of performance and are expressed as a standard (What level of skill is needed?)</p>
<p>REQUIRED SKILLS AND KNOWLEDGE</p>	<p>This section describes the essential skills and knowledge required to effectively perform in the workplace.</p>
<p>RANGE STATEMENT:</p>	<p>The range statement relates to the unit of competence as a whole providing the range of contexts and conditions to which the performance criteria and the require knowledge and skill apply. It allows for different work environments and situations that will affect performance.</p>
<p>EVIDENCE GUIDE:</p>	<p>The evidence guide describes the underpinning knowledge and skills that must be demonstrated to prove competence. It provides essential advice for assessment of the unit of competence and must be read in conjunction with the performance criteria and the range statement of the unit of competence and the Training Package Assessment Guidelines.</p>

Use the template below to find the relevant information in a unit of competence relevant to you.

What do you need to know about the work activity?	Where is the information found?	What does the unit of competence/module tell you?
What is the work activity?	Unit title	
What does the work activity involve?	Unit descriptor	
What skills are needed to perform the work activity?	Elements	In this unit students need to perform the following key skills:
What level of skill is needed?	Performance Criteria	For each element, what level of skill do students need to demonstrate? What criteria do they need to perform / understand to demonstrate the key skills required?
What are the conditions under which this work activity may be conducted?	Range of Variables statement	The variables to be considered in assessing this unit include:
What evidence is needed to prove that a person is competent?	Evidence Guide – Critical aspects of competency	Competency must be demonstrated in the ability to:



What do you need to know about the work activity?	Where is the information found?	What does the unit of competence/module tell you?
<p>What knowledge is needed to perform this work activity?</p> <p>What skills are needed to perform this work activity?</p>	<p>Evidence Guide – Underpinning/ required skills and knowledge</p> <p>Evidence Guide – Underpinning/ required skills and knowledge</p>	<p>The knowledge required is the ability to:</p> <p>The skills required include the ability to:</p>
<p>Where should evidence of competency be gathered?</p>	<p>Evidence Guide – Assessment Context</p>	<p>This unit of competency is to be assessed; after attaining competency, in conjunction with or integrated with...</p>
<p>What evidence gathering techniques might be suitable?</p>	<p>Evidence Guide – Assessment Methods</p>	<p>The following are suggested:</p>
<p>What resources are required to gather the evidence?</p>	<p>Evidence Guide – Assessment Resources</p>	<p>The resources required to gather evidence for assessment in this unit of competence may include:</p>
<p>What generic work skills are needed?</p>	<p>Mayer Key Competencies/ Employability Skills</p>	<p>Eg. Problem solving</p>