



Australian Government

**Assessment Requirements for MEM09201
Work effectively in an engineering drafting
workplace**

Release: 1

Assessment Requirements for MEM09201 Work effectively in an engineering drafting workplace

Modification History

Release 1. Supersedes and is equivalent to MEM09201A Work effectively in an engineering drafting workplace.

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- performing work within a drafting context according to industry standards and work expectations on at least two occasions
- identifying types of drafting and stakeholders in industry
- applying time-management skills to ensure work deadlines are met
- working within typical site or teamwork structure and methods, accepting responsibility of own work
- applying worksite communication procedures including using industry terminology
- complying with organisational policies and procedures including quality requirements
- participating and contributing in work meetings on at least two occasions
- applying appropriate safety procedures and sustainable work practices
- complying with environmental regulations and reporting breaches to appropriate personnel.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

Knowledge Evidence

Evidence required to demonstrate the required knowledge for this unit must be relevant to and satisfy the requirements of the elements and performance criteria and include knowledge of:

- safe work practices and procedures and use of personal protective equipment (PPE)
- relevant legislation
- work health and safety (WHS) requirements for the engineering industry
- common drawing standards used in industry
- types of stakeholders
- engineering disciplines
- employment conditions and personal responsibilities
- communication methods

- efficiency improvement options
- relevant statutory and regulatory authorities
- relevant codes of practice
- quality assurance procedures
- needs and features of drafting work undertaken for different engineering disciplines
- environmental hazards.

Assessment Conditions

- Assessors must:
 - have vocational competency in working effectively in an engineering drafting workplace at least to the level being assessed with relevant industry knowledge and experience
 - satisfy the assessor requirements in the Standards for Registered Training Organisations 2015 or its replacement and comply with the National Vocational Education and Training Regulator Act 2011, its replacement or equivalent legislation covering VET regulation in a non-referring state/territory as the case requires.
- Where possible, assessment must occur in operational workplace situations. Where this is not possible or where personal safety or environmental damage are limiting factors, assessment must occur in a sufficiently rigorous simulated environment that reflects realistic operational workplace conditions that cover all aspects of workplace performance, including environment, task skills, task management skills, contingency management skills and job role environment skills.
- Conditions for assessment must include access to all tools, equipment, materials and documentation required including relevant workplace procedures, product and manufacturing specifications.
- Assessment processes and techniques must be appropriate to the language, literacy and numeracy requirements of the work being performed and the needs of the candidate.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>