



**Australian Government**

# **MEM14006 Plan work activities**

**Release: 1**

## MEM14006 Plan work activities

### Modification History

Release 1. Supersedes and is equivalent to MEM14005A Plan a complete activity

### Application

This unit of competency covers the skills and knowledge required to plan familiar work activities, whilst following established procedures and work health and safety (WHS) policies and procedures of the organisation.

Planning is undertaken by the individual performing the work. Individual plan components may require modification and prioritising to meet job requirements or to respond to unforeseen circumstances.

Where computations are required to be performed unit MEM12024 Perform computations should also be selected.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

**Band: A**

**Unit Weight: 4**

### Pre-requisite Unit

MEM13015	Work safely and effectively in manufacturing and engineering
MEM16006	Organise and communicate information

### Competency Field

Planning

### Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1	<b>Determine job requirements</b>	1.1	Follow standard operating procedures (SOPs)
		1.2	Identify outcomes and objectives and clarify with appropriate persons

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element.
	<ul style="list-style-type: none"> <li>1.3 Obtain and clarify relevant specifications and procedures</li> <li>1.4 Identify and prioritise individual components of the plan</li> <li>1.5 Select and use planning tools and techniques according to the requirements of the work</li> <li>1.6 Check the plan for accuracy and relevancy to job requirements</li> </ul>
<b>2 Modify plan components</b>	<ul style="list-style-type: none"> <li>2.1 Modify the plan components, as necessary, to respond to unforeseen developments</li> <li>2.2 Review the outcome of the work activity and, where necessary, identify future improvements to the plan</li> </ul>
<b>3 Follow WHS requirements</b>	<ul style="list-style-type: none"> <li>3.1 Comply with WHS requirements at all times</li> <li>3.2 Identify WHS hazards and risks and implement appropriate risk control measures in accordance with SOPs</li> <li>3.3 Select, use and maintain appropriate personal protective equipment (PPE) in accordance with SOPs</li> <li>3.4 Raise WHS issues with designated personnel in accordance with SOPs</li> <li>3.5 Report WHS related actions and incidents according to SOPs</li> </ul>

## Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

## Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

**Plan components include one (1) or more of the following:**

- resources
- tools and equipment
- materials and parts
- overall timeframe
- job history
- quality requirements
- criteria for acceptable completion
- checks and tests
- outcome and performance requirements
- WHS requirements

**Specifications include one (1) or more of the following:**

- task lists
- instructions
- manufacturer manuals
- diagrams and schematics
- technical drawings and sketches
- parts lists
- computer records

**Planning techniques and tools include one (1) or more of the following:**

- scheduling
- time management
- brainstorming
- setting goals and defined outcomes
- prioritising
- review and evaluation strategies

**Risk control measures include one (1) or more of the following:**

- eliminate the hazard
- substitute the hazard with a safer alternative
- isolate the hazard
- use engineering controls to reduce the risk
- use training to reduce the risk
- use PPE

## Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM14005A Plan a complete activity

## Links

Companion Volume implementation guides are found in VETNet -

<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>