



Australian Government

Assessment Requirements for MEM15017 Use and maintain reference standards

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM15017B Use and maintain reference standards.

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
- accessing correct reference manuals and legislation
- identifying correct class of reference standard and matching with the appropriate trade measuring instrument
- accessing documented operating policies and procedures
- using specialised equipment in a safe and metrologically sound manner on at least two occasions
- calibrating/maintaining reference standards and test equipment and maintaining a maintenance register on at least two occasions
- identifying and recording/reporting malfunction of, or damage to, reference standards or test equipment
- interpreting certificates of verification in relation to the use of reference standards.

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
 - WHS requirements relating to reference standards and test equipment
 - personal responsibility for work, health and safety (WHS) requirements
 - definition of legal metrology
 - hierarchy of reference standards in relation to legal metrology
 - Australian legal units of measurement used for trade
 - organisations involved in legal metrology in Australia
 - action to be taken where legal traceability cannot be confirmed
 - application of different classes of reference standards used to test measuring instruments
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- maintenance requirements for reference standards and test equipment
 - test equipment and reference standards storage specifications and procedures
 - specialised equipment, reference standards and transport specifications and procedures
 - variations from storage and transport specifications and procedures requiring appropriate approval
 - maintenance required for test equipment where manufacturers' requirements are unavailable
 - actions to be taken if reference standards and test equipment are found to be defective
 - range of maintenance and calibration procedures
 - procedure for reporting faults
 - purpose of certificates of verification issued under the national legislation
 - information in graphs and tables within certificates.
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Assessment Conditions

- Assessors must:
 - have vocational competency in using and maintaining reference standards 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. This must 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>
