



Australian Government

**Assessment Requirements for MEM16012
Interpret technical specifications and
manuals**

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM16012A Interpret technical specifications and manuals

Performance Evidence

Evidence required to demonstrate competence in this unit must be relevant to and satisfy the requirements of the elements and performance criteria on at least two (2) occasions and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- identifying and locating information resources appropriate for the purpose
- accessing, interpreting and drawing conclusions from analysis of technical information and data required for use in given engineering or manufacturing applications
- undertaking numerical operations, calculations and formulae appropriate to interpreting technical information
- communicating information and analyses of technical information and distributing to appropriate personnel in ways appropriate for the audience
- monitoring technical information systems for changes, notifying personnel and documenting changes to technical information according to procedures.

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
- available industry information resources
- uses and applications of information resources
- range of formats that information can be presented
- location and retrieval requirements of system information
- correct process used to identify relevant specifications
- quality improvement processes for information systems
- interpretation of technical data and information
- appropriate communication strategies
- dissemination of information regarding information systems
- range of instructional techniques
- implications of changes to technical information
- procedures for responding to information changes.

Assessment Conditions

- Assessors must:
 - have vocational competency in interpreting technical specifications and manuals 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>