



Australian Government

MEM17001 Assist in development and deliver training in the workplace

Release: 1

MEM17001 Assist in development and deliver training in the workplace

Modification History

Release 1. Supersedes and is equivalent to MEM17001B Assist in development and deliver training in the workplace

Application

This unit of competency defines the skills and knowledge required to plan and deliver on-the-job training and review the training program and includes structured or informal training, based on cooperation between trainer and other training personnel and is delivered in a one-to-one or small group situation.

Where assessment skills are required unit MEM17002 Conduct workplace assessment should also be selected.

Where normal supervision of an apprentice is required unit MEM17003 Assist in the provision of on-the-job training should also be selected.

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

Band: B

Unit Weight: 2

Pre-requisite Unit

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

Competency Field

Training

Elements and Performance Criteria

Elements describe the essential outcomes.

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

1	Determine job requirements	1.1	Follow standard operating procedures (SOPs)
		1.2	Comply with work health and safety (WHS)

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.
requirements at all times

- | | | | |
|---|---|-----|--|
| | | 1.3 | Use appropriate personal protective equipment (PPE) in accordance with SOPs |
| | | 1.4 | Identify job requirements from specifications, job sheets or work instructions |
| 2 | Plan for delivery of on-the-job training | 2.1 | Identify objectives of training and competency to be achieved |
| | | 2.2 | Clarify role in provision of training |
| | | 2.3 | Prepare content required to meet training objectives |
| 3 | Deliver on-the-job training | 3.1 | Explain training objectives to trainee |
| | | 3.2 | Carry out training using appropriate techniques |
| | | 3.3 | Monitor trainee progress and provide constructive feedback to trainee |
| 4 | Review training program | 4.1 | Evaluate training program following feedback from participants according to SOPs |
| | | 4.2 | Record and report training data according to SOPs |
| | | 4.3 | Promote training according to SOPs |

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.

Objectives of training include one (1) or more of the following:

- achieve effective and safe operation of equipment
- induction to organisational practices and procedures
- continuous improvement
- provision of technical information

Appropriate techniques include the following:

- logical presentation
- sound communication methods
- explanation
- demonstration
- practice
- feedback

Communication techniques include one (1) or more of the following:

- active listening
- using pauses
- using clear, concise and courteous language
- using suitable workplace terminology
- questioning to confirm understanding and elicit information
- selecting timing of interactions
- selecting environments conducive to effective communication

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM17001B Assist in development and deliver training in the workplace

Links

Companion Volume implementation guides are found in VETNet -

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