



Australian Government

Assessment Requirements for MEM17002 Conduct workplace assessment

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM17002B Conduct workplace assessment

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 interpreting relevant units of competency and assessment guides and determining purpose of assessment with the candidate/s being assessed
- discussing and confirming evidence required and the assessment arrangements
- evaluating evidence and making assessment decisions
- providing positive feedback to the candidate/s and providing advice on training gaps and appeal mechanisms
- recording and storing assessments results and notifying appropriate personnel with results of assessment
- reviewing and revising assessment 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 and use of personal protective equipment (PPE)
- area and purpose of the assessment
- persons to be consulted when determining the assessments to be carried out
- relevant competencies
- evidence required to establish competency and reasons for identifying the evidence to be obtained
- industry assessment procedure
- reasons for discussing and confirming the assessment arrangements with the assessment candidate
- time and location of the assessment and reasons for selection
- methods and reasons for using selection methods and evaluating the gathering of evidence
- procedures for documenting the assessment
- need to provide clear and positive feedback to the assessment candidate
- appeals procedures
- any further training required by the assessment candidate

- procedures for recording assessment results and keeping and storing assessment records securely
- procedures for reviewing assessments undertaken
- reasons for evaluating assessment methods/procedures and procedures for revising them.

Assessment Conditions

- Assessors must:
 - have vocational competency in conducting workplace assessment 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>