



Australian Government

MEM17002 Conduct workplace assessment

Release: 1

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Modification History

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

Application

This unit of competency defines the skills and knowledge required to conduct workplace assessment on an individual basis or in groups where appropriate assessment techniques will be selected based on assessor knowledge of the competency to be assessed or in conjunction with someone who is competent (technical expert).

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

Band: B

Unit Weight: 2

Pre-requisite Unit

MEM11011	Undertake manual handling
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) 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

Elements describe the essential outcomes.	Performance criteria describe the performance needed to demonstrate achievement of the element. or work instructions
2 Identify and plan assessment requirements	<p>2.1 Identify area and purpose of assessment in consultation with appropriate personnel and candidate/s being assessed</p> <p>2.2 Identify and select appropriate standards and assessment guides, as required</p> <p>2.3 Determine evidence required to establish competency according to industry and enterprise assessment procedure</p> <p>2.4 Discuss and confirm evidence required and assessment arrangements to be confirmed in an appropriate way with candidates/s being assessed</p>
3 Carry out assessment	<p>3.1 Implement agreed assessment procedure in a manner, time and location to maximise active participation from assessment candidate/s</p> <p>3.2 Gather evidence consistent with the agreed assessment procedure using appropriate and specified methods and tools, and document according to agreed industry or site procedures</p> <p>3.3 Make evaluation and assessment decisions according to agreed assessment procedures</p> <p>3.4 Provide clear and appropriate feedback to candidate/s assessed</p> <p>3.5 Provide advice to assessment candidate/s on training needs, appeal mechanisms, as appropriate</p>
4 Record results and review the procedure	<p>4.1 Record assessment results according to industry or site procedures</p> <p>4.2 Keep/store records in a manner appropriate to maintenance of confidentiality and safety</p>

Elements describe the essential outcomes.

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

- 4.3 Review assessment procedures in cooperation with candidate/s being assessed and revise, as appropriate

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.

Purpose of assessment includes one (1) or more of the following:

- recognition of prior learning
- determination of award classification level
- identification of training needed

Additional evidence required includes the following:

- task skills, task management and contingency management application

Assessment procedures include one (1) or more of the following:

- observation
- documentation
- demonstration
- projects
- oral tests
- computer based assessment
- written tests

Appropriate and specified methods and tools include the following:

- clarity, reliability, validity of results, fairness in assessment application, and cost effectiveness of process

Unit Mapping Information

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Links

Companion Volume implementation guides are found in VETNet -

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