



Australian Government

MEM17003 Assist in the provision of on-the-job training

Release: 1

MEM17003 Assist in the provision of on-the-job training

Modification History

Release 1. Supersedes and is equivalent to MEM17003A Assist in the provision of on the job training

Application

This unit of competency defines the skills and knowledge required to assist in the provision of on-the-job training to others while undertaking normal duties and it may involve the replacement of normal duties with training duties for limited periods of time. The individual would not be expected to be solely responsible for the assessment or reporting of a trainee's progress.

Typical applications could include the provision of on-the-job training by a tradesperson to apprentices/trainees or by a production worker to other production workers/trainees.

Where the development of training programs is required unit MEM17001 Assist in development and deliver training in the workplace should also be selected.

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

Band: A

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)

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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
- 1.5 Identify objectives of training and role of on-the-job training in consultation with appropriate personnel
- 1.6 Develop a plan for the training

2 **Provide on-the-job training**

- 2.1 Conduct training using methods appropriate to the training objectives and learner
- 2.2 Monitor trainee progress and provide feedback appropriate to the learning outcomes
- 2.3 Report trainee's progress 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.

Training methods include one (1) or more of the following:

- explanation
- demonstration
- simulation

Reports include the

- information about the skills satisfactorily achieved and those

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following: where further practice is required

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM17003A Assist in the provision of on the job training

Links

Companion Volume implementation guides are found in VETNet -

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