



Australian Government

Assessment Requirements for MEM20001

Produce keys

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM20001A Produce keys

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
- interpreting conversion charts, reference books and samples to identify blank requirements for keys used across a wide range of industries
- selecting appropriate cutting/duplicating method for key type and system
- measuring key dimensions and identifying key type appropriate to the task
- setting up and safely using cutting and duplicating equipment to produce keys
- testing and adjusting key operation, checking calibration and finishing keys.

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)
- different techniques for cutting and duplicating
- tools and equipment for hand and machine key cutting
- key systems and blanks
- spacings, depths, angles, shapes and other measurements relevant to cutting keys
- terminology for key production
- requirements of key restrictions
- workplace method for confirming signatory to key order
- key blank storage and classification systems
- identification marking procedures
- key storage and packaging procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in producing keys 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>