



Australian Government

Assessment Requirements for MEM20007 Plan and prepare a masterkey system

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM20007A Plan and prepare a masterkey system

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
- discussing customer requirements and reviewing appropriate levels of security/access
- interpreting architectural plans, floor plans and charts when planning and preparing a masterkey system
- recognising personal limitations in assessing requirements for key and masterkey systems and seeking assistance from appropriate person(s) in accordance with SOPs
- identifying the appropriate key system and levels according to customer requirements
- undertaking numerical operations and calculations, including mathematical patterns associated with planning and preparing a masterkey system
- developing a masterkey system and key matrix allowing for future expansion
- developing and reading code matrix and selecting codes that maximise system security
- identifying incidental masters in a key system and selecting a group of codes to form a maised cylinder
- completing all documentation in accordance with SOPs.

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)
- record keeping and management
- manufacturers'/Australian/building standards
- product knowledge and limitations
- code matrixes, key and door schedules
- allowances for expansion
- operation and limitations of masterkey systems
- tiers of systems (KD, KA, MK, GMK and GGMK)
- door handing and cylinder types
- criteria for key code selection

- strategies for checking key systems for interchange and incidental masters
- strategies for checking key systems for phantoms
- principles of maison keying
- strategies for code selection.

Assessment Conditions

- Assessors must:
 - have vocational competency in planning and preparing a masterkey system 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>