



Australian Government

**Assessment Requirements for MEM20012
Service and repair mechanical automotive
locking systems**

Release: 1

Assessment Requirements for MEM20012 Service and repair mechanical automotive locking systems

Modification History

Release 1. Supersedes and is equivalent to MEM20012A Service and repair mechanical automotive locking systems

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
- establishing ownership of vehicle contents prior to commencing service and repair
- interpreting information specific for servicing and repairing mechanical automotive locking systems
- questioning, confirming and clarifying customer requirements
- identifying the type of locking components and checking functioning of locking systems
- tracing faults and using appropriate tools and equipment to service and repair mechanical automotive locking systems
- identifying actual and potential risks and hazards
- repairing/replacing/servicing locking assemblies using appropriate tools, equipment and procedures
- cleaning vehicle in accordance with original presentation, client requirements, industry standards and SOPs
- 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)
- attachment methods for window winders, internal handles, snibs, trims, cylinders, locks and external handles
- system and component specifications
- sources of specifications and other relevant information for mechanical automotive locking systems
- components of locking system
- principles of system and component function
- operating principles and technical terminology of specific locks
- common design problems and faults arising from vandalism, misuse and wear

- checks and tests to confirm service requirements
- organisational procedures for establishing service requirements
- procedures to establish and verify vehicle ownership and reasons for verifying ownership
- operating principles, release positions and isolation techniques for air bags
- factors impacting on feasibility of repair or replacement
- dismantling procedures for a range of automotive locks and reasons for care and precision
- procedures for replacing worn and damaged parts, removing foreign objects and lubricating, packing and sealing components
- organisational requirements for cleaning and storage
- documentation and recording procedures.

Assessment Conditions

- Assessors must:
 - have vocational competency in servicing and repairing mechanical automotive locking systems 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>