Assessment Requirements for MEM20016 Produce keys by cutting to code

Release: 1

Assessment Requirements for MEM20016 Produce keys by cutting to code

Modification History

Release 1. Supersedes but is not equivalent to MEM20001 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 and include:

- following work instructions, standard operating procedures (SOPs) and safe work practices
- interpreting code software, conversion charts and samples to identify key blank requirements
- selecting appropriate cutting method for key type and system
- measuring key dimensions and identifying key type appropriate to the task on at least two occasions
- setting up and safely using cutting equipment to produce keys on at least two occasions
- testing and adjusting key operation, checking calibration and finishing keys
- testing, calibrating and adjusting key cutting machine.

Note: Where a volume and/or frequency is not specified, demonstration must be provided at least once.

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)
- key types
- requirements for key cutting
- different techniques for cutting keys
- redirected keys
- tools, machines, equipment and accessories for cutting keys to code
- key systems and blanks
- spacings, depths, angles, shapes and other measurements relevant to cutting keys
- terminology for key production
- workplace methods for confirming restricted product signatory to key order
- key blank storage and classification systems
- identification marking procedures
- key storage and packaging procedures
- calibrating and adjusting key cutting machines.

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Assessment Conditions

- Assessors must:
  - have vocational competency in producing keys to code 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 that 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.
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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