



Australian Government

Assessment Requirements for MEM20025 Gain entry

Release: 1

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Modification History

Release 1. Supersedes and is equivalent to MEM20004 Gain entry.

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
- communicating with the customer as required throughout the process
- establishing legal possession of property prior to commencing gaining entry
- identifying construction and mechanism of the lock type and confirming entry requirements and process with the customer on at least two occasions
- selecting and using the appropriate tools and equipment to gain access
- gaining entry on at least two occasions, causing minimal damage and in accordance with SOPs
- reading assembly drawings and using catalogues and resources
- manufacturing keys
- completing all documentation in accordance with SOPs.

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)
- types of mechanical lock products and how to identify
- methods of gaining access to mechanical locks
- tools and equipment for gaining access to mechanical locks
- types of keys
- operation and assembly of mechanical locks
- procedures to establish legal possession and legal obligations and ethical requirements
- procedures to deal with fraudulent requests
- requirements and procedures for fitting temporary locks
- hazards and control measures associated with gaining entry
- types of documentation requirements.

Assessment Conditions

- Assessors must:
 - have vocational competency in gaining entry 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>