



Australian Government

MEM21023 Plan, set up and operate horological workshop or service centre

Release: 1

MEM21023 Plan, set up and operate horological workshop or service centre

Modification History

Release 1. Supersedes and is equivalent to MEM21023A Plan, set up and operate horological workshop or service centre

Application

This unit of competency defines the skills and knowledge required to plan, equip and set up a functional horological workshop or service centre.

It has been developed for post-trade training and the recognition of advanced trade-level skills in planning, equipping and setting up a functional horological workshop or service centre.

No licensing, legislative or certification requirements apply to this unit at the time of publication.

Band: B

Unit weight: 4

Pre-requisite Unit

MEM13015 Work safely and effectively in manufacturing and engineering

MEM16006 Organise and communicate information

Competency Field

Horology

Elements and Performance Criteria

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

1 Plan workshop layout

- 1.1 Follow standard operating procedures (SOPs)
- 1.2 Comply with work health and safety (WHS) requirements at all times
- 1.3 Prepare sketches of workshop layout

Elements describe the essential outcomes.		Performance criteria describe the performance needed to demonstrate achievement of the element.	
		1.4	Plan work zones
		1.5	Source suppliers of fixtures and furnishings
2	Source and purchase tools and equipment	2.1	Establish a budget
		2.2	Determine major plant equipment for after sales service
		2.3	Establish an adequate supply of tools for each workbench
		2.4	Source suppliers of tools and equipment
		2.5	Establish costs and initiate purchase
3	Set up workshop or service centre	3.1	Purchase and set up furnishings and fittings
		3.2	Install major plant bench tools and machinery
		3.3	Implement ventilation, extraction and climate control systems
		3.4	Establish repair administration systems
		3.5	Establish spare parts systems and controls
		3.6	Implement control and security measures for repair process
4	Prepare quotations and orders	4.1	Calculate profitability
		4.2	Establish hourly rate
		4.3	Establish service and repair requirements
		4.4	Determine availability and cost of spare parts
		4.5	Provide customer with estimate
		4.6	Prepare spare parts and other orders

Elements describe the essential outcomes.

Performance criteria describe the performance needed to demonstrate achievement of the element.

5 Monitor workshop operations

- 5.1 Establish maintenance procedures for premises, major plant, equipment and tools
- 5.2 Review systems for efficiency and effectiveness
- 5.3 Implement improvements to operations

Foundation Skills

This section describes those required skills (reading, writing, oral communication and numeracy) that are essential to workplace performance in this unit of competency.

Foundation skills essential to performance are explicit in the performance criteria of this unit of competency.

Range of Conditions

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Workshop layout includes the following:

- orientation for adequate natural/artificial light
- ventilation control
- humidity and dust
- appropriately positioned power points
- consideration of work zone layout

Work zones include the following:

- customer reception
- administration
- dismantling and reassembling
- cleaning
- polishing
- storage (solvents, spare parts or technical guides)

This field allows for different work environments and conditions that may affect performance. Essential operating conditions that may be present (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) are included.

Fixtures and furnishings include the following:

- workbenches
- chairs
- lights
- ventilation, extraction and dust suppression
- climate control
- desks
- point of sale and cash control devices

Major plant and equipment includes the following:

- watch and clock servicing equipment
- testing equipment
- electronic testers for control of timing and water-resistance testing
- machinery
- lathe
- bench equipment
- drill press
- staking set

Supply of tools include the following:

- comprehensive assortment of watch and clockmakers' hand tools
- reference catalogues and publications

Ventilation, extraction and climate control systems include the following:

- air conditioning and ventilation
- dust extraction and trapping
- chemical storage
- decanting areas
- fume cupboards

Repair administration systems include the following:

- job envelope system
- repair tracking software
- quotations
- security of goods held in trust
- spare parts and repair administration procedures

Other orders include the following:

- supplies
- tools and equipment
- consumables
- materials and solutions

Unit Mapping Information

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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>