



Australian Government

MEM22002 Manage self in the engineering environment

Release: 1

MEM22002 Manage self in the engineering environment

Modification History

Release 1. Supersedes and is equivalent to MEM22002A Manage self in the engineering environment.

Application

This unit of competency defines the skills and knowledge required to use self-management techniques to perform work ethically and competently and make judgements about work priorities and information requirements to achieve effective working relationships and engineering outcomes at the paraprofessional level. It applies to self-management activities carried out within a range of engineering disciplines.

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

Pre-requisite Unit

MEM16006 Organise and communicate information

Competency Field

Management and organisation

Elements and Performance Criteria

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
1. Manage self	1.1 Follow standard operating procedures (SOPs) 1.2 Comply with work health and safety (WHS) requirements at all times 1.3 Manage own time and own processes in an engineering environment 1.4 Identify and use learning opportunities in and outside the workplace 1.5 Complete tasks and fulfil allocated roles in a competent and timely manner
2. Work effectively with team	2.1 Communicate effectively with others and recognise diversity 2.2 Use judgement and discretion as appropriate to the situation 2.3 Work autonomously to procedures and guidelines

Elements	Performance Criteria
<i>Elements describe the essential outcomes.</i>	<i>Performance criteria describe the performance needed to demonstrate achievement of the element.</i>
	2.4 Use techniques to develop and maintain trust and confidence of participants
3. Manage information	3.1 Locate and review relevant information on materials, products, processes or services including relevant legislation, codes and national standards 3.2 Document processes and outcomes in accordance with workplace requirements
4. Manage work priorities and resources	4.1 Prioritise competing demands to achieve personal, team and organisational goals and objectives 4.2 Prepare, monitor and review work plans and programs to achieve planned outcomes 4.3 Plan resource use to achieve targets including financial resources and agreed timeframe
5. Facilitate and capitalise on change and innovation	5.1 Work with others to contribute to the introduction of change in ways that minimise disruption and include clear communication processes 5.2 Identify and manage emerging challenges and opportunities

Foundation Skills

This section describes those language, literacy, numeracy and employment skills that are essential to performance.

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.

Diversity includes:	• sex and gender • age • physical ability • sexual preference • ethnicity and culture.
---------------------	--

Relevant legislation codes and national standards includes those related to:	• equal employment opportunity (EEO) • work health and safety (WHS) • industrial relations.
--	---

Unit Mapping Information

Release 1. Supersedes and is equivalent to MEM22002A Manage self in the engineering environment.

Links

Companion Volume implementation guides are found in VETNet -
<https://vetnet.gov.au/Pages/TrainingDocs.aspx?q=b7050d37-5fd0-4740-8f7d-3b7a49c10bb2>